

London Minor Lacrosse Association

Constitution 2016

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Section 1: Identification

1.01 Name

The name of the Association shall be the “London Minor Lacrosse Association” hereinafter referred to as the LMLA and the official logo shall be the approved London Blue Devil Logo as shown in Section 1.04 of these Policies and Procedures.

1.02 Objectives of London Minor Lacrosse Association

- To ensure that all participants have the opportunity to participate in their particular lacrosse program.
- To teach the participants the fundamentals of the game of lacrosse, the values inherent in good sportsmanship, fair play, teamwork and respect for the rules of the sport.
- To provide the opportunity for enjoyment, camaraderie, physical fitness and the acceptance or responsibility.
- To encourage and promote the growth of lacrosse.

1.03 Mission Statement

The foundation of the LMLA is volunteers. Individuals volunteer their time because of a love for the game, a desire to promote the game of lacrosse, and an opportunity to share in making the LMLA a success so that future generations may enjoy the game of lacrosse.

These Policies and Procedures have been established to ensure that participants have a positive experience in lacrosse, that the growth of lacrosse is promoted through this positive experience, and that the integrity of the LMLA is reinforced for the continued enjoyment and benefit of lacrosse by future generations in the London Area.

The LMLA realizes that one of its primary responsibilities is to ensure that the recreational and player development aspects of the program do not suffer as a result of a preoccupation with competitiveness and winning “at all costs”. Qualities such as attitude, commitment, discipline and work ethic are equally as important as skill level and all of these qualities must be evaluated when considering a player’s profile. A team comprised of less skilled players but with positive attitude, commitment, discipline and work ethic, is much preferred over a skilled team that is weak in attitude, commitment, discipline and work ethic. Teams in need of the latter qualities take up valuable coaching time that could otherwise be spent on player and skill development.

1.04 Official London Blue Devil Logo

For any use of the London Blue Devil Logo (or an approximation or derivation of said logo) for any purpose will not be permitted without the written permission of the LMLA Executive Board.

See Appendix A for the Blue Devil Logo.

1.05 Organization

The LMLA shall be composed of members as hereinafter set out and it shall be managed by an Executive Board of Directors as outlined in these Policies and Procedures.

1.06 Contact Information

The LMLA's mailing address is 509 Commissioners Road West, Suite 325, London, Ontario, N6J 1Y5

1.07 Affiliation

The London Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association and the Zone 7 Minor Lacrosse Association.

Section 2: Members

2.01 Classes of Members

The Association shall have three (3) classes of membership, namely: Playing Members, Adult Members and Honorary Lifetime Members:

Playing Members shall be all members who have properly registered to participate in the activities of the LMLA.

An Adult Member shall be: eighteen years of age or older and a parent or guardian of a Playing Member(s) or bench personnel or a referee registered with the LMLA or a current Executive Board Member.

Honorary Lifetime Members shall be non-playing members who have rendered extraordinary and distinguished service to the LMLA. Individuals may be nominated to be Honorary Lifetime Members by any member of the LMLA and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the current London Minor Lacrosse Association Executive Board.

Honorary members will have no vote but may attend London Minor Lacrosse Association Meetings.

2.02 Cessation of Membership

Should an Executive Member either resign, in term, or be suspended from the LMLA executive, he or she cannot be elected or appointed for a position with the Executive or hold a volunteer position within the organization for a period of two years.

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

2.03 Insurance

All of the LMLA's Playing Member, bench personnel, and executive members shall be insured through the Ontario Lacrosse Association insurance plan. The coverage terms shall be from January 1 to December 31 of the current year registered.

2.04 Terms of Eligibility

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

Members in good standing shall be those admitted to Membership and who are not under suspension from the London Minor Lacrosse Association (LMLA), Zone 7 Minor Lacrosse Association or the Ontario Lacrosse Association in the current year.

Members in good standing shall be those admitted to Membership and who have no money owing to the LMLA and/or no LMLA equipment/jerseys outstanding.

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

2.05 Members Right to Executive Meetings

Every Adult Member in good standing as set forth in Section 2.04 Terms of Eligibility, in attendance, has the right to attend all Executive Board Meetings of the LMLA.

2.06 Membership Fees

The Executive Board prior to the season's published registration dates will establish registration fees. All registration fees must be paid in full, and all forms and documents must be completed before any player can participate in any lacrosse activity, including but not limited to, Rep. Team tryouts, practice and/or conditioning programs. Fees for any unexpired term of Membership are normally not refundable.

The Executive Board reserves the right to extend payments due to extenuating circumstances. A letter must be submitted to the Executive Board requesting approval.

2.07 Individual Member/Team Sponsorship

All proposed sponsorship for individual Members and/or individual teams must be presented to and approved by the Executive Board. Players may obtain personal sponsorships for Member Fees (Registration Fees) as long as no advertisement is required, along with no tax receipt issued from the LMLA.

2.08 Refunds

Refunds are to be issued from the LMLA Treasurer. All refund cheques must be made payable to the parent / guardian of the applicable participant.

Refund requests must be made in writing or email to the current LMLA Executive Board. Refund requests will be processed on May 15th of the current lacrosse year.

The London Minor Lacrosse Association shall allot refunds as follows:

- Full refund allotted if player quits prior to the start of the current lacrosse season (100% of Registration Fees paid minus \$25 Administration Fee.)

- Three-Quarters refund allotted if a player injures themselves within the first four (4) weeks of the current lacrosse season (75% of Registration Fees paid.)
- One-half refund allotted if player quits within the first two (2) weeks of the start of the current lacrosse season (50% of Registration Fees paid.)
- No refund allotted if a player quits after the first two (2) weeks of the current lacrosse season (0% of Registration Fees paid.)

Note: All of the above is contingent upon the equipment being returned within the specified times

NO CASH REFUNDS ALLOWED!

2.09 Reimbursement

The LMLA will provide reimbursements to Members for the following situations, provided funds are available.

- 1 100% of the cost of OLA Coaching Certification for Rep. coaches only
- 2 100% of the cost of Trainer Certification for Rep. coaches only
- 3 100% of the cost of Referee Certification
- 4 100% cost for an Executive Member attending the OLA AGM/SAGM – Accommodations
(hotel receipt to be used) – Fuel (25 cents/km travelled) – Meals (\$52/day = \$12 Breakfast, \$15 Lunch, \$25 Dinner)
- 5 Fuel Expenses for an Executive Member attending all Zone 7 Meetings including but not limited to Monthly, Disciplinary, Release and AGM Meetings.
- 6 Accommodations for Provincials or qualifiers will be reimbursed for non-parent coaches. All coaches must stay at the same hotel as the team.

2.10 Financial Aid for Members selected to Provincial Teams

Members in good standing that are selected to a Provincial Lacrosse Team (Ontario or otherwise) may apply to the current Executive Board for financial aid. The competitive director will send in writing or electronically (email only) for those playing members financial aid in the form of an LMLA sponsorship. Those members will be asked to fill out and submit a LMLA Member Provincial/National Teams Sponsorship Request Form found in the appendix of the current LMLA Policies and Procedures. Financial aid in the form of \$100 will be extended to those approved by the Executive Board.

2.11 Releases

All Member release requests will follow the procedures and guidelines set out by the Ontario Lacrosse Association. Members can find the OLA Release Request Form on the OLA website.

The only time an automatic release will be granted to a Member is if they have been cut from a Rep. Team and no other Rep. Team is available. They will be granted a one (1) year release to the next closest OLA Member Lacrosse Association. All other releases will follow the protocol of the OLA, be discussed and voted on by the current LMLA Executive Board. In the event the vote results in a tie, the current LMLA President shall cast the deciding vote and the decision shall be final.

All release requests to the LMLA, will be charged a \$50.00 non-refundable fee prior to the Executive Board hearing the Release Request.

Section 3: Governing Structure

3.01 Governing Bodies

All Members are governed by the Canadian Lacrosse Association (CLA), the Ontario Lacrosse Association (OLA), and the London Minor Lacrosse Association (LMLA). Unless a regulation/guideline/rule exists otherwise the LMLA Policies and Procedures shall take precedence.

3.02 Executive Board

The affairs of the LMLA shall be conducted by the Executive Board.

All LMLA decisions must be ratified by the Executive Board prior to any action or amendment concerning such decisions unless it has already been approved through the budget process or where the decision-making authority has been conferred to the Executive Board.

The agenda, which is to be prepared and communicated to Executive members in advance of the meeting, shall only be altered at the discretion of the President or his/her designate.

The Executive Board will meet once every month as directed at the previous months Executive Meeting 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 (see Executive Meeting Appendix)

- 1 Attendance
- 2 Review and Approval of Minutes from the Previous Month
- 3 Presidents Report
- 4 Finance Report
- 5 Administration Report
- 6 Registrar's Report
- 7 Competitive Director Report
- 8 House League Director Report
- 9 Promotions Report
- 10 Sponsorship Report
- 11 Physical Resources Report
- 12 Technical Report
- 13 Equipment Report
- 14 Director-At-Large Report
- 15 Volunteer Coordinator Report
- 16 Referee-In-Chief Report
- 17 Booster Club Report
- 18 Boys Minor Field Report
- 19 Girls Box Report

- 20 New Business
- 21 Next Meeting Date

One quarter of the current Executive Board constitutes a quorum at an Executive Board Meeting.

Except for the President and the Past President, every Executive Board Member shall have a vote in all decisions.

Where required, the Executive Board may vote on motions using electronic mail. All such votes require a majority of Executive Board Members in order to pass. The Secretary or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the LMLA Executive Board prior to the next scheduled Executive Board Meeting.

The President shall have a casting vote only in the event of a tie on motions.

Other duties of the Executive Board Members shall be outlined in these Policies and Procedures under Section 3.04 Roles of the Executive Board.

3.03 Executive Board Members

The London Minor Lacrosse Executive Board shall consist of:

- President
- Administration
- Finance
- Registration
- Competitive Director
- House League Director
- Promotions
- Sponsorship
- Physical Resources
- Technical Director
- Equipment
- Director-At-Large
- Referee-In-Chief
- Booster Club
- Boys Minor Field
- Girls Box Lacrosse
- Volunteer Coordinator
- Past President

New Executive Board Member positions can be created by the current Executive Board with a majority vote at any Executive Board Meeting.

All Executive Board Members must remain in good standing with the London Minor Lacrosse Association as set forth in Section 2.04 Terms of Eligibility.

3.04 Election of the Executive Board Members

The current President will call for nominations using the current LMLA email database and the current LMLA website during the month of August for all Executive Board positions. Elections will be held at the Annual General Meeting (AGM) in September. Where multiple candidates are standing for a given position a secret ballot will be used to elect the given position by the current LMLA President.

For the Election of the new Executive Board only current Executive Board Members; Adult Members of the LMLA and Playing Members (18 years of age or older) who have attended two (2) consecutive Executive Board Meetings directly prior to the LMLA AGM and are in good standing shall be allowed to vote (see section 2.04 Terms of Eligibility).

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

All Executive Board positions, except for Past-President, shall be elected at the Annual General Meeting in the following order:

- President
- Administration
- Finance
- Registration
- Competitive Director
- House League Director
- Promotions
- Sponsorship
- Physical Resources
- Technical Director
- Equipment
- Director-At-Large
- Referee-In-Chief
- Booster Club
- Boys Minor Field
- Girls Box Lacrosse
- Volunteer Coordinator

3.05 Vacancies on the Executive Board

Positions left open at the AGM can be filled by appointment by the current President, including the remaining Director positions of the Executive Board until the next LMLA AGM. The position of Director at Large may not be filled by the current President until all Executive Board position have been filled.

3.06 Absenteeism

Unless otherwise determined by the Executive Board, the absence of a Director from three (3) consecutive Board Meetings without notification to the Administrator prior to the meeting shall be deemed to be a resignation of said Director from the Executive Board.

3.07 Complaints and Concerns

Individuals are encouraged to immediately voice their concerns or complaints through a specific process. First, the individual should discuss the situation with the appropriate member of the team management (Team Manager). If there is no resolution or satisfaction, the individual should discuss the situation with their appropriate Executive Board Contact. If there is still no satisfaction or resolution, the individual should present the concern, in writing or electronically, to the Executive Board (via the President).

During this process, the aforementioned individuals are to keep the Executive Board informed of the situation. If the situation reaches the Executive Board level, the Executive Board must respond to the situation within seven (7) days of receiving the concern. If the concern is regarding a coach or Executive Board Member, the concerned individual may bypass that particular step in this process. If the concern is regarding the Executive Board as a whole, the individual should communicate the concern in writing to the LMLA.

3.08 Conflict of Interest

A conflict of interest must be declared in any situation in which a member of the board of directors has a private, personal or financial interest directly or indirectly, sufficient to appear to influence the objective or outcome.

3.09 Disciplinary Action

The Executive Board acting as the Disciplinary Panel will handle all formal written complaints and matters requiring investigation and discipline for all member participants in the LMLA. The Executive Board must respond to all written complaints within 7 days of receiving such complaint. Participants (including parents and spectators) who violate the LMLA Policies and Procedures will be subject to discipline determined by the Executive Board. Disciplinary action includes, but is not limited to hearings, warnings, probation, fines, and suspensions. The Executive Board at its discretion may appoint additional individuals to sit on the Disciplinary Panel.

During a Disciplinary Hearing, the parents (or parent designate), and another individual approved by the parents, must accompany the child. The Disciplinary Panel, at its discretion, can have other individuals attend.

Failure to appear will result in the Executive Boards decision being final with no option for appeal.

3.10 Appeals

Appeals can be made for any disciplinary action arising from an Executive Board decision or from the LMLA Policies and Procedures. Appeals must be written or electronically sent within 24-72 hours of the

issue taking place to any Executive Board member. Parents may make an appeal on behalf of their child. The Executive Board must respond within seven (7) days of receiving the appeal. The player or Executive Board may request that the appeal be heard verbally. In such cases, parents (or parent designate), and another individual approved by the parents, may accompany the child. The decision reached by the Executive Board will be considered final.

3.11 Roles of the Executive Board Members

The President shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Call and preside over meetings
- Cast tie breaking vote
- Represent or appoint a designate for OLA Meetings, Zone 7 Meetings and OLA or Zone 7 Conferences
- Chair or appoint a designate to Chair the Discipline and Appeal Panels
- Delegate duties to the Executive Board

The Administrator shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Record and distribute minutes of all LMLA Executive Board Meetings including the LMLA AGM to the Executive Board and all Members in attendance
- Take attendance of those attending the meetings
- Write correspondence as directed by the Executive Board
- Compliance submittal to the OLA
- Carry out other duties as assigned by the Executive Board

The Treasurer shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Be responsible for the bookkeeping system
- Supply monthly and yearend financial statements
- Act as steward to the budget
- Ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial account of the LMLA
- Carry out other duties as assigned by the Executive Board

The Registrar shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Organize and run all Member Registration dates for the LMLA

- Ensure the completion and submission of all LMLA and OLA registration forms, forwarding the LMLA form and registration fees to the Treasurer, and OLA forms to the Zone 7 Registrar and/or the OLA Registrar
- Act as the primary registration contact for LMLA Members
- Act as the primary registration contact for the OLA
- Ensure all Members, including Players, Coaches, Trainers, Managers, and the Executive Boards OLA Cards are accurate and current
- Attend OLA Registration Meeting, Seminars, Conferences, etc.
- Carry out other duties as assigned by the Executive Board

The Competitive Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Act as the primary liaison between the Rep. Teams Players and Parents and the Executive Board
- Coordinate the schedule for the Rep. Teams including Tier 2 if necessary
- Act as a liaison between the Rep. Teams and the Equipment Director
- Serve on the Disciplinary and Appeals Panel
- Act as the liaison between Zone 7 and the Executive Board, attending all Zone 7 Meetings or call for a designate to attend in his/her absence
- Carry out other duties as assigned by the Executive Board

The House League Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Act as the primary liaison between the House League Players and Parents and the Executive Board
- Coordinate the schedule for the House League program and update the website accordingly
- Coordinate conveners and coaches as needed within the House League program
- Act as a liaison between the House League conveners and the Equipment Director
- Carry out other duties as assigned by the Executive Board

The Promotions Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Maintain and update the current LMLA website year round and/or liaise with the LMLA's outside website administrator
- Social media, trade shows, and all other public events
- Carry out other duties assigned by the Executive Board

The Sponsorship Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA

- Coordinate, record and communicate the Sponsorship efforts of the LMLA to the Executive Board
- Implement and manage Board approved fundraising activities
- Forward all Sponsorship monies collected to the LMLA Treasurer
- Carry out other duties assigned by the Executive Board

The Physical Resources Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Book and cancel all floor time as required by the LMLA
- Schedule and notify the Executive Board and other required attendees of upcoming meetings and events including times and locations etc.
- Carry out other duties assigned by the Executive Board

The Technical Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Develop and maintain LMLA Coaches' reference manual
- Develop and deliver non-certification LMLA coaches' clinics,
- Develop and maintain skills programs, goals, exercises for each age division, and,
- Develop and deliver House league New Player clinics,
- Participate in the Rep Teams Coaches Selection Committee and the Disputes and Appeals Committee
- Carry out other duties as assigned by the Executive Board

The Equipment Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Manage all of the LMLA Equipment including but not limited to jerseys, balls, etc.
- Organize and keep clean the Equipment Storage Room and Team Locker Room as needed
- Distribute Equipment to all Rep. Teams in conjunction with the Director of Rep. Lacrosse and the House League Director/Conveners.
- Retrieve all Equipment at season end
- Take a yearly inventory and report back to the Executive Board
- Keep a detailed log of where the equipment is lent out to and who has signed for said equipment
- Carry out other duties as assigned by the Executive Board

The Director at Large shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Be available to assist where needed with any other Executive Board Position
- Be available to assist with all Special Events set up by the Executive Board

- Carry out other duties assigned by the Executive Board

The Referee in Chief shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Schedule and supervise all referees for LMLA Rep. Teams home games including league and exhibition games and the Blue Devils Invitational Tournament
- Educate and monitor all referee's being used by the LMLA
- Organize and contact all referee's for yearly Referee Clinics
- Act as the primary liaison between all OLA referee's and the LMLA Executive Board
- Act as the primary liaison between the Zone 7 Referee in Chief and the LMLA Executive Board
- Serve on the Disciplinary and Appeals Panel
- Carry out other duties assigned by the Executive Board

The Booster Club Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Be point of contact and coordinate the interactions of merchandise as needed or directed by LMLA
- Work with the Promotions Director to elevate lacrosse in the City of London
- Carry out other duties assigned by the Executive Board

The Boys Minor Field Director

- At all times act as an Ambassador of lacrosse for the LMLA
- Be responsible for rep teams participating in field lacrosse programs in all divisions
- Form a coaches selection committee along with President and Competitive Director
- Address conflicts and problems arising throughout the season and ensure proper documentation and communication is completed
- Ensure distribution of equipment is supplied to teams preseason and collected postseason
- Assist registrar to ensure proper documentation of bench personal and players are adhered to by the OLA deadline
- Represent or appoint a delegate for LMLA at OMFL meetings
- Carry out other duties assigned by the Executive Board

The Girls Box Lacrosse Director shall:

- At all times act as an Ambassador of lacrosse for the LMLA
- Act as the primary liaison between the Girls Rep. Teams Players and Parents and the Executive Board
- Coordinate the schedule for the Girls Rep. Teams including Tier 2 if necessary
- Act as a liaison between the Girls Rep. Teams and the Equipment Director
- Serve on the Disciplinary and Appeals Panel

- Carry out other duties as assigned by the Executive Board

The Volunteer Coordinator Shall

- At all times act as an Ambassador of lacrosse for the LMLA
- Work directly with other board members to engage volunteers as needed
- Help to coordinate workloads for special events and tournaments to determine resources required/resource scheduling
- Help promote the sport of lacrosse within the city of London and develop volunteer personnel amongst player parents/guardians
- Carry out other duties as assigned by the Executive Board

3.12 Executive Board Code of Ethics

All members of the London Minor Lacrosse Association Executive Board will represent the LMLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the LMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

It is recognized that the LMLA is a relatively small organization and that many of our members will represent our organization at more than one level. It is imperative that the primary responsibility of an Executive Board Member is to the Executive Board. While it is recognized and encouraged that our Executive Board Members may also be involved in areas such as coaching or officiating, etc., it is of paramount importance that all Executive Board Members recognize that their responsibility is the long and broad view. Their allegiance covers the complete spectrum from LMLA Fundamental Lacrosse players to our oldest LMLA aged players.

Discussions and differences of opinion at Executive Board meetings will be inevitable and considered healthy, however, all Executive Board Members must commit to LMLA policy once it is passed. If a policy is passed with which an Executive Board Member does not agree, the Board Member has the following options: support the policy, disagree with it in silence or resign from the LMLA Executive Board.

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

Section 4: Meetings

4.01 Frequency of Meetings

Regular Executive Board meetings are scheduled once a month. Special meetings are at the call of the President. Meetings can be cancelled or rescheduled when unusual circumstances arise at the discretion of the President.

Notice of Executive Board Meeting shall be published on the LMLA website at least two (2) weeks in advance of the next meeting.

During the months of April through July it is recommended that a team designate attend the Executive Board meeting which will be held once a month.

4.02 Annual General Meeting (AGM)

The LMLA shall conduct an Annual General Meeting prior to September 31st for the transaction of at least the following business, to be set out in the agenda of the Annual General Meeting (see Annual General Meeting Appendix):

- Attendance
- Review and Accept Minutes from the Previous Month
- Review of the Past LMLA Season
- Treasurer's Report
- Proposed Amendments to the Policies and Procedures of the Association
- Election of the Board of Directors
- Old Business
- New Business

Notice of the Annual General Meeting shall be published on the LMLA website at least two (2) weeks prior to the meeting.

The current President shall chair all aspects of the Annual General Meeting including the election unless such a case arises that there is a conflict of interest, namely election involving the position of President. At which time a Member in good standing with the LMLA shall chair the election process.

For the Election of the new Executive Board only current Executive Board Members; Adult Members of the LMLA and Playing Members (18 years of age or older) who have attended two (2) consecutive Executive Board Meetings in a row prior to the LMLA AGM and are in good standing may be allowed to vote (see section 2.04 Terms of Eligibility).

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

4.03 Policy and Procedure Amendments

All Policy and Procedures will be reviewed on a yearly basis prior to the AGM by the Executive Board and/or those Adult Members appointed by the President. Any proposed changes put forward will also be reviewed prior to the AGM. All proposed changes should be distributed to all Executive Board Members at least 2 weeks prior to the AGM. The Executive Board is to review and make recommendations. Amendments to the Policies and Procedures will only be considered during the LMLA's AGM in September. The proposed amendment must be in the form of a Motion presented to the Executive Board during the August Executive Board meeting.

4.04 Unforeseen Situations

If a situation arises where no existing Policy or Procedure applies, the Executive Board shall make the final decision. The decision shall reflect the “spirit of the rule” that is most approximate to the situation. If no Rule can be approximated, the decision should reflect “what is best for the LMLA”. Such decisions shall set precedence for the duration of the season or until the Policies and Procedures are amended (whichever occurs first).

Section 5: LMLA Representative Teams

5.01 Rosters for Rep. Teams

Rep. Teams may carry the maximum number of players allowed by the OLA. LMLA would like to see all Tier 1 Teams make a fully competitive team, if there is no Tier 2 Team, it is requested the team take a minimum of 15 runners and 1 goalie. However, if there is a second team, the Tier 1 Team may take a fully competitive team, of no less than 12 runners and 1 goalie. All Tier 2 Teams are to take a full complement of 18 runners, and 2 goalies (if available) and no less than 12 runners and 1 goalie.

Placement on a roster does not imply the player will dress for every game. It is preferred, but not mandatory, that the players dressed for the game are those players who “earned” their place on the roster through “hard work”. All Tier 1 Rep. Teams must provide a roster to the Director of Rep. Lacrosse – Primary by May 1st. All Tier 2 Rep. Teams must provide a roster to the Director of Rep. Lacrosse by May 15th.

All players trying out for competitive teams from Tyke-Intermediate, must be registered before being allowed to participate in the tryout process

All players hopeful of playing for a competitive team are required to try out for the Rep #1 team in their division and be cut/released in order to be eligible to attend tryouts for the Rep#2 team in the division.

Parents/players cannot self-select the rep team they wish to play for and only attend those tryouts.

5.02 Current Year and Season Start Date

The current London Minor Lacrosse Association Year shall be deemed the current calendar year that a Playing Member has registered to play Lacrosse with the London Minor Lacrosse Association.

The Current Year’s Season Start Date for LMLA Representative Teams/Players shall be the first scheduled floor time of a Playing Members Rep. Team after the LMLA minimum three (3) scheduled selection/tryout floor times.

The Current Year’s Season Start Date for the LMLA Fundamentals Program shall be the first scheduled floor time for a Playing Members age group.

5.03 Selection/Tryout for Rep. Teams

The LMLA will schedule a minimum of 3 selection/tryouts prior to the beginning of the current lacrosse season. Coaching staffs are expected to complete their rosters no later than 24 hours after their final

selection/tryout has been scheduled. Players are expected to attend all Tier 1 Team tryouts in their age category until released to the Tier 2 Team to be considered for Rep. Team rosters.

All Member players will be allowed to attend the first two (2) Tier 1 Team tryouts before being released to the Tier 2 Team in their age category.

Members of the Executive Board or members of another team's management will take no action or speak no words to influence the selection of players for a particular Rep Team. Player selection is the responsibility of the particular Rep. Team's coaching staff. This does not preclude a coach from requesting unbiased information from a former coach, as long as the information is restricted to the players attributes as defined in the Mission Statement.

Team selection is at the sole discretion of the particular Rep. Teams coaching staff. In all instances of dispute the Executive Board shall have the final decision subject to review.

5.04 Fair Playing Time

Rep. Team players will receive essentially fair playing time in all exhibition games, Zone games, Zone Finals Days and tournament games. If the score is "out of hand" the coaching staff can use their discretion to give more floor time to weaker players. In Zone Finals Days elimination games and during Invitational Tournament play including the Provincial Festival, playing time is at the coach's discretion. It is expected the coaches will use good judgment, discretion and sound reasoning to determine playing time in those situations.

The policy also applies to bringing call up players (AP's) out to games and then not playing them. This is not appropriate. Likewise, it is not appropriate to give call up players more playing time than the teams rostered players. Fair playing time is to be given to all players participating in each game, not necessarily equal playing time.

Fair playing time does not apply in those situations where players are being disciplined by the teams coaching staff or the LMLA, or for a player missing numerous games or practices.

5.05 Dress Code and Uniforms

Players and Coaching Staffs are expected to wear LMLA apparel designated for that season by the Executive Board.

Rep. Team uniforms must be comprised of authorized LMLA Team Jerseys, LMLA Team athletic shorts, like coloured socks and other equipment required by the governing bodies. Shorts must be the same for all team members and must be approved by the Executive Board. No unauthorized jerseys are to be worn during any OLA sanctioned games. Players may be required to purchase additional LMLA Team Jerseys and LMLA Team athletic shorts if they lose their issued set. Arm bands, leg bands, kerchiefs and other extraneous items that would be visible and have no medical or health basis will not be worn unless approved by the Executive Board.

5.06 Practice and Game Commitment

For Rep. Team players, the expectation that they will attend all games and practices. If the player has a conflict with another activity or obligation, it will be expected they will fill the lacrosse commitment first, unless they have received approval from the coach ahead of time.

5.07 Practices

All players are expected to be at regularly scheduled practices unless they notify their coach beforehand. It is within the coach's role to discipline players who miss practice without notification or who do not put forth a consistent effort to be at practice or a consistent and diligent effort in practice. Such discipline may include sitting out games. Repeated violations, at the discretion of the coach, will result in a Disciplinary Hearing. Coaches should keep in mind that as players get older; more conflicts may arise between practice time and work commitments, etc. Discretion should be used in these situations.

Rep. Team practices are comprised of two parts: (1) on-floor practice and (2) conditioning. Floor time should not be used for conditioning drills. Drills used for conditioning during floor time must be based on skill development (e.g. ball handling). Floor time should not be used for conditioning drills, which are punitive.

The conditioning element of a practice should occur immediately before or after the scheduled practice. Conditioning should not last more than forty-five minutes. The conditioning element is mandatory for all players.

5.08 Change Rooms

All Members in the LMLA are expected to keep change rooms clean during their use. It is proper etiquette that LMLA teams using change rooms, particularly in other venues, keep the floors clean of tape and other debris. Teams that continually ignore this etiquette will be subject to disciplinary action.

When an adult, team management or otherwise is present in a change room, there must be at least one other adult (18 years of age) with them.

In female dressing rooms there must always be a female present over the age of 18 when another adult, team management or otherwise is present.

Any LMLA Member who willfully damages, defaces, or vandalizes change rooms or arena property will be subject to a Disciplinary Hearing.

LMLA Members are not to use lacrosse balls in the change rooms or any place in the arena other than the playing surface. This includes arenas at other venues.

There is to be no video devices in change rooms including video recording phones.

5.09 Curfews

Team management can use curfews in the management of a team. Curfews must be reasonable and must take into consideration the age level of the players. Curfews are to be used as preparation for

games from a health point of view, not as a control of the players' social lives. Curfews are not to be used as a punitive measure for uninspired or undisciplined play. Team management must use common sense in setting curfews so there is a balance between team commitments and recreation.

5.10 Equipment

All LMLA equipment loaned to Members, players and team management remain the property of the LMLA and must be returned in good repair at the end of the season during the time posted by the Equipment Director. Members will provide a postdated cheque to cover the cost of their Rep. Team Jersey. This amount will be determined each season according to the Executive Board. This postdated cheque must be provided to the LMLA held in the care of the member's team management as insurance for the asset prior to the player stepping on the floor for the season first game.

Team Manager's will provide confirmation to the Executive Board of receiving the postdated cheques. Goalies will continue to need to provide a separate postdated cheque for the cost of replacing the loaned equipment. This amount will be determined each season according to the Executive Board.

The Equipment Director must approve any modifications to loaned equipment. Modifications to suit an individual's needs are at the expense of the player, unless otherwise approved by the Equipment Director. Unapproved Modifications that result in a players OLA expulsion and/or fines will be the sole responsibility of the player found in violation.

5.11 Fundraising

Members may not engage in fundraising activities for the respective teams without approval of the Executive Board. This does not prohibit teams from having "internal" (within the team) fundraising activities, such as 50/50 draws. If a team wishes to do fundraising other than internal, they must submit an explanation and a full budget outline to the Executive Board for approval before it begins. Any external fundraising that has been approved by the LMLA requires the team to submit a monthly report to the Executive Board including a year's end report. All fundraising is deemed completely voluntary and no member shall be made to fundraise for their respective team.

5.12 Team Finances

Rep. Team players are responsible for their individual transportation, meal and accommodation expenses associated with tournaments and out-of-town games.

Rep. Teams may set an additional internal budget to cover costs such as photocopying, game refreshments, etc. All budgets must be submitted to the Executive Board by May 1st, and be approved by the Executive Board. It is recommended that team budgets include, where applicable, accommodations for non-parent coaches for regular season tournaments. LMLA will reimburse coaches for Provincial tournament accommodates provided the non-parent coaches accommodation is at the same facility as the team.

Rep. Teams must submit final expenditures describing how the budget was spent and include receipts to support the expenditures. All expenditures must be submitted to the Executive Board for review on or before the September Executive Board meeting.

5.13 Expectations of a Player

A player is expected to display good sportsmanship at all times. The player must co-operate with the coaches, team-management and teammates. A player must respect the decisions of the referees and others that are involved in the officiating and administration of the game. The player agrees to abide by the Policies and Procedures described herein. All players must remember they are representing our city and the LMLA and behave accordingly. The players must sign and follow the Players Code of Conduct each year, and return the signed copies to the team management.

5.14 Expectations of the Parents

Parents play a significant role in their child's enjoyment and success in lacrosse. Parents must realize that if their child is going to learn the game, they must allow the coach to do his/her job. The young athlete cannot play for a "coach on the bench" and a "coach in the stands". Parents must be considerate of the coaches, game officials, referees and opposing players and spectators. Parents are expected to display the virtues of sportsmanship, fair play, courtesy and respect. Parents must sign and follow the Parents Code of Conduct each year, and return the signed copy to the team manager.

5.15 Expectations of the Coaches

See section 7.02

Section 6: Player Playing Category

6.01 Playing in a Different Age Category

An individual player may be placed in a higher age category if the skill and maturation level indicates it.

As a general practice Rep. Team players will not be registered on a team above their respective age category. This does not prevent a player from being "called up" periodically when unforeseen circumstances arise for another team. This "call up" must not interfere with their obligation to their appropriate team, and the "call up" must not be used excessively. The "call up" requires approval from his/her Head Coach. Such approval will not be withheld unnecessarily but will be based on such conditions as attitude, attendance etc. Also, any player wishing to play with the London Blue Devils JR B Team must obtain written approval from the Executive Board (see JR B Blue Devils Play Policy).

Rep players may play with a Rep. Team above their age category on a more permanent basis during the season by considering the following conditions:

- The player's absence will not have a significant impact on his/her age-level Rep. Team. Such as causing a Rep. Team to fold due to lack of numbers
- The player's skill level is so advanced that playing at his/her respective age-level will not promote further development of the skills (the player's skill level must be compared to Provincial skill levels, not local skill levels)
- The above-age team cannot compete without the player
- The players respective age-level team is not offered

Rep. Team players wishing to play in an above-age category must request approval, in writing, from the Executive Board. The Executive Board will consider the above points of emphasis in making its decision. Note: the onus is on the player to justify why he/she should be allowed to move up an age category, and this will be a permanent move. If a player is approved to move up, the approval is for that season only, the player may not voluntarily “move down” if not satisfied with the above-age category.

6.02 Player Call up Procedure

No player shall be permitted to play as a call up without the written or electronic (email) consent of his/her Head Coach and the approval of both the House League Director and Competitive Director prior to taking the floor for any game or practice.

Head Coaches requesting a call up player from a Tier 2 Rep. Team in the same age category or the age category below shall ask permission from the player to be called up's Head Coach prior to approaching the player in question.

It shall be the decision of the Head Coach requesting the player to be called up which player(s) he chooses to request.

It shall be the decision of the Head Coach of the requested player(s) whether the requested player(s) are approved to be called up. Such approval will not be withheld unnecessarily and will be based on such conditions as attitude, attendance and performance, etc.

No LMLA Coach will stop a player from the opportunity to advance their playing career without a legitimate reason. In all instances of dispute the Director of Rep. Lacrosse – Primary shall have the final decision. In the event the Director of Rep. Lacrosse – Primary has a conflict of interest the President shall have the final decision, subject to review by the Executive Board.

If a call up player is used for any reason by the requesting team deemed unfit by the LMLA Executive Board there shall be an immediate movement freeze for the team involved and investigation launched by the President.

6.03 Junior Lacrosse Play Policy

No LMLA Member player will be permitted to play for a Junior Team without written or electronic (email) consent from the Director of Rep. Lacrosse - Primary. In the absence of the Director of Rep. Lacrosse - Primary the President will step in.

No LMLA Member player will play for a Junior Team unless they are fulfilling their LMLA Rep. Team commitments (all practices/games) unless authorized by his/her LMLA Head Coach and the Director of Rep. Lacrosse - Primary.

It will be the responsibility of the LMLA Head Coach to communicate to the Director of Rep. Lacrosse - Primary any reason(s) why the player should not have the opportunity to play with a Junior Team.

No LMLA coach will stop a player from an opportunity to advance their playing career without a legitimate reason. In all instances of dispute the Director of Rep. Lacrosse – Primary shall have the final

decision. In the event the Director of Rep. Lacrosse – Primary has a conflict of interest the President shall have the final decision, subject to review by the Executive Board.

If an LMLA player is used for any reason by a Junior Team deemed unfit by the LMLA Executive Board, there will be a movement freeze, until further investigation by the President, subject to review by the Executive Board.

Any other violation of this agreement will also result in a player movement freeze for the remainder of the current season.

Section 7: Coaches and Team Management

7.01 Coaching Selection

Head Coaching selection will be completed by the Coaching Selection Committee. The Coaching Selection Committee shall be comprised of the Competitive Director, the Technical Director, and the President. If any of these positions are vacant or is applying for the position of coach, the President may select an alternate committee member based on their choosing.

Applicants must fill out and submit the approved Coaches Application by the advertised deadline. No coaches shall be selected prior to the advertised deadline.

It is the responsibility of a team's selected Head Coach to submit a Team Management Roster to the Competitive Director and Technical Director once those have been chosen and prior to May 1st of that year.

- Head Coach
- Assistant Coach
- Trainer
- Team Manager

First time coaches with the LMLA will be required to provide a Vulnerable Sector Check at the LMLA's cost. Returning coaches must sign a declaration stating to the best of their knowledge their Vulnerable Sector Check should not have changed.

All LMLA coaches will be required to provide a Vulnerable Sector Check every four (4) years.

7.02 Expectations of Coaches and Team Management

Coaches are expected to follow the LMLA competitive coaches hand book and the Zone 7 hand book.

The Team Officials must first realize that their player's parents have entrusted the players on their respective teams to them. Team Officials are expected to teach by example, the virtues of sportsmanship and fair play as well as courtesy and respect for teammates, officials, opposing players and the game of lacrosse. Team Officials are responsible for instructing the team, for improving their skills and knowledge of lacrosse and for player conduct relative to the game. Team Officials will manage

the team as practical as possible, as defined within these Policies and Procedures as well as those defined by the Ontario (OLA) and Canadian Lacrosse Association (CLA). Team Management must sign and follow the Team Management Code of Conduct each year, and return the signed copies to the Director of Rep. Lacrosse – Primary for Tier 1 Teams and the Director of Tier 2 Lacrosse for Tier 2 Teams. A copy of the Zone 7 Coach and Referee Handbook will be given to each team at the beginning of the season. The LMLA Lacrosse Constitution and Bylaws is also to be made available via the LMLA website. The entire Team Management must be knowledgeable about the content of both.

The Executive Board expects Team Management to reach for the highest caliber of play possible for their respective teams.

7.03 Game Results Reporting

All Zone 7 and exhibition game results (home and away) need to be electronically forwarded to the Zone 7 Statistician and Zone 7 Technical Director as instructed in the Zone 7 Coaches and Referee Handbook within 24hrs by respective team management. Game scores should be entered into the LMLA website by the coach or respective team management.

Section 8: Codes of Conduct

8.01 Property of Other Organizations

Any player or member of team management representing the London Minor Lacrosse Association who has unlawfully in his possession or who comes to have unlawfully in his possession any property belonging to another lacrosse organization will be suspended indefinitely until a disciplinary hearing has taken place.

8.02 Abusive Language, Foul Language, Crude Behavior and Racial Slurs

Abusive language, foul language and crude behavior are not acceptable from any participants in any situation. It is understandable that participants can get caught up in the “heat of the moment” and utter words and phrases that are “less than desirable”. It is also understood, however, that such moments are brief and infrequent. Participants who repeat this type of behavior will be subject to disciplinary action (note: if severe or significant, a first offense can be cause for disciplinary action). Under no circumstances, even in the “heat of the moment”, is it acceptable for a coach to direct this type of language or behavior toward the team players. The coach is a role model for the players, and accepts that responsibility when accepting the coaching position.

Racial slurs are not acceptable by a participant. Participants who use racial slurs shall be suspended immediately until a disciplinary hearing. Discipline may include penalties as defined by the OLA and CLA, as well as additional penalties imposed by the Disciplinary Panel. The Zone 7 discipline will be additional to the London Minor Lacrosse Association’s decision.

The President/Executive Board may suspend immediately, until a disciplinary hearing, any team personnel or participant who, by their actions, demeanor or words, bring discredit or disgrace to the LMLA or any of its players, officials or members.

8.03 Alcohol, Banned and Abused/Misused Substances

Any player under the influence of the above, or found using the above, during an event approved by the London Minor Lacrosse Association, will receive an immediate and indefinite suspension until the situation is acted upon by the Executive Board.

Any member(s) of team management who is adversely under the effects of the above will not be allowed on the bench and in the change rooms, and if warranted, the arena, when their designated team is playing. Such situations may result in a disciplinary review by the Executive Board.

It is also expected that no player take part in any of the above while on the road traveling with their team. This includes hotels, campgrounds, etc.

Appendix A

London Blue Devils Logo

