

Constitution for

# Centre Wellington Minor Lacrosse Association

Last Updated: October 28th, 2021

## Section 1 - Name

1. This organization was incorporated on January 12, 2010 and shall be known as "Centre Wellington Minor Lacrosse Association"

## Section 2 - Objectives

1. To govern, Promote, develop and foster the game of lacrosse at all levels and in all forms to all residents of Centre Wellington regardless of race, sex, creed and age.
2. To teach sportsmanship and emphasize fair play at all times.
3. To teach respect for players, officials and spectators and to develop community spirit.

## Section 3 - General Executive

1. The general supervision and business of the association shall be exercised by an Executive Committee.
2. The Executive Committee shall be comprised of elected and appointed officers. Elected Officers are to serve a term of two years commencing from the Annual General Meeting in October. Appointed Positions are to serve a term of one year commencing from the Annual General Meeting in October.
3. The Executive Committee shall consist of the following elected officers and the immediate Past President of the association.

### Elected Officers

- President

- Vice President
- Secretary
- Registrar
- Treasurer
- Scheduler
- Director of Box Lacrosse
- Director of Field Lacrosse
- Past President

## **Appointed Positions**

- Coaching Staff Coordinator
- Peanut and Paperweight Convenor
- Community League Convenor
- Boys Lacrosse Development Convenor
- Girls Lacrosse Development Convenor
- Equipment Coordinator
- Head Trainer
- Marketing & Promotions Coordinator
- Referee in Chief
- Risk Management Coordinator
- Tournament Coordinator
- #LoLax Convenor

4. Duties of the executive shall be:

### **President**

- To call and chair all meetings.
- A signing officer.
- Approve all expenditures with the approval of the General Executive.
- Supervise the operation of the association.
- To attend all Zone 8 and OLA meetings when possible.
- To co-chair and represent the association for discipline hearings.
- To be the official contact for CWMLA.
- To oversee all groups under CWMLA if group is present (field, rep and girls lacrosse).
- To hold the tie breaking voting right.

### **Vice President**

- To be an assistant to the President.
- To fulfill all duties of the President in the President's absence.
- Required to attend all Zone 8 and OLA meetings when possible.
- A signing officer.

- Responsible for recruiting volunteers when necessary.
- Oversee the Coach Liaison and Equipment Manager.
- Hold a voting right.

### **Treasurer**

- To keep an accurate record of all receipts and disbursement.
- Expected to give financial reports at the monthly meetings.
- Responsible for all Association banking.
- One of two required signing officers for signing cheques.
- Expected to establish all Association accounts.
- Prepare payments for Referee and Timekeepers fees.
- Perform all required transactions.
- Hold a voting right.

### **Secretary**

- To record minutes of all association meetings and provide a copy to each member of the General Executive.
- Be responsible for maintaining a minute book.
- Notify all members of the General Executive about all scheduled meetings.
- Hold a voting right.

### **Registrar**

- Required to forward all registration forms to the Zone Registrar.
- Responsible for compiling the registration database.
- Ensure that all General Executives, bench staff and appointed positions are properly carded with the OLA.
- Ensure that all Rep teams are registered with the OLA and appropriate fees are processed for payment.
- Hold a voting right.

### **Scheduler**

- To be responsible for scheduling all games, tournaments and practices under the association.
- To organize volunteers to assist in scheduling when required.
- To be responsible for scheduling timekeepers.
- Liaison between the association and municipality to obtain contracts for floor time.
- Hold a voting right.

### **Director of Field Lacrosse**

- Assist the General Executives when required.
- Help in soliciting and selecting coaches.

- To be a liaison between the association and the boys and girls field lacrosse representatives.
- To be a liaison to the association's field team managers.
- Hold a voting right.

### **Director of Box Lacrosse**

- Assist the General Executives when required.
- Help in soliciting and selecting coaches.
- To be a liaison between the association and the boys and girls box lacrosse representatives.
- To be a liaison to the association's box team managers.
- Hold a voting right.

### **Past President**

- Aid in the transition to the new General Executive.
- Hold a voting right.

Duties of the Appointed Positions shall be:

### **Coaching Staff Coordinator**

- To coordinate the coaching selection process, including:
  - choosing the coaching selection board (optimally 2 general executive members [not including the Coaching Staff Coordinator] and 1 community member)
  - scheduling interviews with candidates
  - facilitating the interview process
  - reporting the results from the selection board to the general executive
  - reporting the results from the general executive to the candidates
- To be available to assist coaches (new and experienced) in preparing practices, ensure proper skills and strategies are taught.
- Establishing opportunities for coaching development and practice evaluations as needed.
- If this position is not filled, the responsibilities of this role will fall to the VP.

### **Peanut and Paperweight Convenor**

- To arrange for and direct volunteers to assist in the organization and operation of the Peanut and Paperweight program under the association.
- To report to the General Executive updates of the operation on a monthly basis at the General Meetings.
- To ensure that the appropriate skills are taught and the environment is fun in the Peanut and Paperweight program.

## **Community League Convenor**

- To be responsible for organising games/refs/timekeepers with the appropriate help from Referee in Chief, Scheduler and the General Executive.
- To arrange for and direct volunteers to assist in the organization and operation of the Community League teams under the association.
- To report to the General Executive updates of the operation on a monthly basis at the General Meetings.

## **Boys Lacrosse Development Convenor**

- To work with the Director of Box Lacrosse and the Director of Field Lacrosse for the betterment and growth of the boys sport within the community.
- Setup and run skills camps or other development programs pre/during/post season as needed for the development of players and goalies within the organization.
- Work with the Girls Lacrosse Development Convenor to collect and create resources accessible to all members to assist with the improvement of the sport of lacrosse within the community.

## **Girls Lacrosse Development Convenor**

- To work with the Director of Box Lacrosse and the #LoLax Convenor for the betterment and growth of the girls sport within the community.
- Setup and run skills camps or other development programs pre/during/post season as needed for the development of players and goalies within the organization.
- Work with the Boys Lacrosse Development Convenor to collect and create resources accessible to all members to assist with the improvement of the sport of lacrosse within the community.

## **Equipment Coordinator**

- Responsible for distributing, maintaining, purchasing and accounting for all equipment owned by the association.
- To maintain records of all equipment owned by the association distributed to teams and persons that are members of the association.
- To get approval from the General Executive's prior to purchasing of equipment and/or supplies.
- To obtain two quotations to present to the General Executive for approval prior to purchasing.

## **Head Trainer**

- Coordinate and recruit team trainers within the organization.
- Ensure educational resources are available to team trainers as needed.
- Provide support to teams who's trainer is unavailable on game day.
- Coordinate with local health providers providing resources to parents and players on

- nutrition, game prep, injury management, injury recovery, and return to play protocols.
- Responsible for stocking and maintaining trainer kits that are to be made available to each team within the organization.

### **Marketing & Promotions Coordinator**

- Responsible for leading the team that will:
- Liaison with the public in person and through digital media promoting the organization and sport of lacrosse as directed by the General Executive
- Develop programs that drive value to business partners within the community, most often value will be found in direct advertisement and promotion to the organization's members.
- Setup business partnership opportunities for the current or future seasons.
- Generate hype surrounding lacrosse and the organization through organization and community events (i.e. trips to professional games, dances, volunteer work).

### **Referee in Chief**

- To be responsible for the assigning of referees for all games scheduled under the association.
- To ensure all referees attend appropriate clinics and are properly carded.
- To solicit for referees and attend required clinics when required.
- Responsible for training and supervising new referees.

### **Risk Management Coordinator**

- To be responsible for organising and maintaining the organization's vulnerability sector check database.

### **Tournament Coordinator**

- To prepare all documentation for tournament applications.
- To form a committee of volunteers and fundraising in conjunction with the Fundraising Manager all activities related to tournaments held by the association.
- To prepare the scheduling of games, along with the Scheduler and any necessary assistance needed.
- To ensure all floor time and halls are booked for the tournaments.

### **#LoLax Convenor**

- To be responsible for organising and growing the Ladies of Lacrosse program within the organization.

## **Section 4 - Meetings**

1. The General Executive shall meet once a month and the dates to be at the call of the President.

2. It shall be the duty of all members of the General Executive to advise the President on any matter they wish to put on the next meetings agenda.
3. A quorum at any general meeting of the General Executive shall be fifty percent of the General Executive who present at the meeting; unless otherwise prescribed, a simple majority vote shall be sufficient to pass any resolution properly proposed for consideration of the General Executive.

## **Section 5 - Membership**

The membership of the association shall be limited to those persons who apply as Regular members, are appointed as associate members, or who are voted by the General Executive as Life members, as outlined below, subsequent to the incorporation of the Association.

## **Section 6 - General Membership**

The membership shall be open to any parent, or legal guardian of a child, or person 18 years old and older and are registered and is in good standing with the association, in the period of the current year. Membership in the Association shall be one (1) year commencing on the first day in the month of January and terminating on the thirty-first day in the month of December of the same year.

The child must also fulfill the following requirements as follows and shall be confined to:

1. The child resides with his parents, or legal guardian, within the geographical boundaries of Centre Wellington Minor Lacrosse Association.
2. The child duly transferred according to regulations as set by the Association.
3. All members will reapply for membership each year.

Except for the period of time of suspension, memberships by a member in the Association shall immediately cease upon such member being determined to be "not in good standing" with the Association, or upon;

1. Giving twenty days written notice of resignation to the secretary of the Association and the Executive Committee approves the resignation.
2. Giving ten days verbal notice of resignation to the President of the Association and the Executive Committee approves the resignation.
3. Failing to register or reregister a player with the Association within the time allotted each year for registrations.
4. Being expelled from membership by the Association.

## **Section 7 - Associate Membership**

Shall be granted by the Association each year.

1. To those persons, firms or corporations who nominated by the Executive Committee and who have accepted such nomination as a sponsor of a team (hereinafter referred to as a Team Sponsor).
2. To those persons who are eighteen years of age or older and who, in the opinion of the Executive Committee, have demonstrated interest and taken an active part in promoting the purpose of the Association.

## **Section 8 - Life Membership**

May be bestowed as an honour, upon any member of the Association who has rendered distinctive or meritorious service to the Association.

## **Section 9 - Voting**

1. At any general meeting of the Association, all regular, associate and life members of the Association shall have one vote.
2. The President shall not have a casting vote unless in the event of a deadlock or tie on any vote taken on any motion duly presented for the consideration of the membership.
3. No proxies shall be allowed or permitted at any meeting of the membership of the Association.
4. At all meetings of the association, voting shall be by show of hands unless a poll is demanded by any member in good standing and the membership in attendance decides upon a ballot.
5. One vote per family.

## **Section 10 - Election Rules**

1. All agenda items for the meeting shall be submitted to the Executive Committee one month prior to the Annual General Meeting (AGM).
2. The Executive Committee will ask for nominees to the Executive Committee at the AGM.
3. The nominee shall give approval to allow his name to stand.
4. An election of the Executive Committee shall be held every year in October and the term of office will be two years with the President, Secretary, Treasurer and Scheduler being



elected on even years of the upcoming season. The Vice President, Registrar, Director of Box Lacrosse and Director of Field Lacrosse being elected on odd years of the upcoming season.

- a. Any member of the Executive Committee may vacate their position after one year upon successful election into an open position on the Executive Committee.
  - b. Elections years for members of the Executive Committee shall not change, as such, when elected to a vacated position on the Executive Committee the term of office shall be reduced to one year.
5. The election of Executive Committee members shall be held by secret ballot.
  6. All Associate, Life and Executive Members will sign in at the General meeting. The President will appoint 3 scrutineers to verify the eligibility of voting members and to count the ballots.

## **Section 11 - Discipline Committee**

1. The Discipline Committee will consist of President, Vice President, Referee in Chief, Risk Management Coordinator, and Coaching Staff Coordinator.
2. The duties of the Discipline Committee shall be to review decisions, including reviewing misconduct penalties comprising Gross and Match penalties assessed players and team officials of the Association and to suspend and or take disciplinary action deemed necessary against such players or individuals involved.
3. The Executive Committee will make recommendations when dealing with inappropriate conduct of coaches, assistant coaches, managers, trainers, players, parents, guardians, referees and other members.

## **Section 12 - Financial**

1. The General Executive will decide all costs, rates and fees.
2. Players will have the opportunity to join a practice roster, fees to be determined based on the cost of registering with the OLA.
3. Practice roster players that are called up to play a game will be charged a fee per game to be determined by the General Executive.