

Centre Wellington Minor Lacrosse Association

By-Laws

ARTICLE I Structure

1.1 Name

The name of the Association shall be Centre Wellington Minor Lacrosse Association hereinafter referred to as the Association or CWMLA.

1.2 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 1814863, dated January 12, 2010. It shall be the sport governing body for minor lacrosse in the Township of Centre Wellington which shall operate as a branch of the Ontario Lacrosse Association.

1.3 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.

1.4 Board of Directors

The Board of Directors shall be composed of nine (9) Board members. Eight (8) elected at the Annual General Meeting, and the Past President. The President shall be the Chairman of the Board.

1.5 General Executive

The General Executive shall be composed of members of the Association in good standing with the intention of fulfilling the duties required for the Associations operation. Members of the General Executive may hold one or more titles.

1.6 Committees

1.6.1 Coaching Selection Committee

The Coaching Selection Committee shall be responsible for interviewing and evaluating all coaching applicants and submitting their documented selections for representative coaches to the Board for approval.

The Coaching Selection Committee shall be chaired by the Coaching Staff Coordinator, and be composed of the Vice-President and Director of Box or Field Lacrosse, and one member of the local lacrosse community.

In the event that a director has a conflict of interest, they will be replaced by another Director.

1.6.2 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.

1.6.3 Disciplinary Committee

The Discipline Committee will consist of President, Vice President, Referee in Chief, Risk Management Coordinator, and Coaching Staff Coordinator.

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.

The Executive Committee will make recommendations when dealing with inappropriate conduct of coaches, assistant coaches, managers, trainers, players, parents, guardians, referees and other members.

ARTICLE II 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 CWMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of CWMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

While all Board of Directors 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.

Personal matters that arise during the course of a Board Meeting 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 CWMLA Constitution and By-Laws.

2.1 Duties of the Corporation's Officers

- President
 - Approve all expenditures with the approval of the Board.
 - 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 oversee all groups under CWMLA if a group is present (field, rep and girls lacrosse).
- 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.
 - Responsible for recruiting volunteers when necessary.
 - Oversee the Coach Liaison and Equipment Manager.
- 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.

- Expected to establish all Association accounts.
- Prepare payments for Referee and Timekeepers fees.
- Perform all required transactions.
- Secretary
 - To record minutes of all association meetings and provide to all members of the board.
 - Notify all members of the General Executive about all scheduled meetings.
- 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.
- 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.
- Director of Field Lacrosse
 - 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.
 - Help in soliciting and selecting coaches.
- Director of Box Lacrosse
 - 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.
- Past President
 - Aid in the transition to the new Board and General Executive.

2.2 Duties of the General Executive

- Coaching Staff Coordinator
 - To coordinate the coaching selection process, including:
 - choosing the coaching selection committee
 - scheduling interviews with candidates
 - facilitating the interview process
 - reporting the results from the selection board to the board
 - reporting the results from the board 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 Vice President.
- U4/U5/U7 Development Convenor
 - To arrange for and direct volunteers to assist in the organization and operation of the U4/U5 and U7 Development programs under the association.
 - To report to the Board updates of the operation on a monthly basis.
 - To ensure that the appropriate skills are taught and the environment is fun in the U4/U5 and U7 Development programs.
- 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 board updates of the operation on a monthly basis.
- 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 CWMLA.
 - 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 CWMLA.
 - 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 Board prior to purchasing of equipment and/or supplies.
 - To obtain two quotations to present to the Board for approval prior to purchasing.
- Head Trainer
 - Coordinate and recruit team trainers within CWMLA.
 - 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 CWMLA.
- Marketing & Promotions Coordinator
 - Responsible for leading the team that will:
 - Liaison with the public in person and through digital media promoting CWMLA and sport of lacrosse as directed by the Board.
 - Develop programs that drive value to business partners within the community, most often value will be found in direct advertising and promotion to CWMLA's members.
 - Setup business partnership opportunities for the current or future seasons.
 - Generate hype surrounding lacrosse and CWMLA through the organization of 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 CWMLA's vulnerable sector check database.
- Tournament Coordinator
 - To prepare all documentation for tournament applications.
 - To form a committee of volunteers that will assist with the execution of any 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 CWMLA.

ARTICLE III Participant Rights

All youth participating in the lacrosse programs of the Centre Wellington Minor Lacrosse Association ("CWMLA") 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 and 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 CWMLA.

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.

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.

ARTICLE IV Code of Conduct

This Code of Conduct identifies the standard of behaviour, which is expected of all Centre Wellington Minor Lacrosse Association ("CWMLA") members and participants, including, but not limited to all players, guardians, parents, coaches, officials, volunteers, executive, committee members, conveners, team managers, trainers and administrators involved in all CWMLA activities and events. This Code of Conduct applies to all members both in person, and digitally.

The CWMLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CWMLA shall conduct themselves at all times in a manner consistent with the values of the CWMLA, which include fairness, integrity, professionalism and mutual respect.

During the course of all CWMLA activities and events, members shall avoid behaviour, which brings the CWMLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. CWMLA members and participants shall at all times adhere to the CWMLA constitution, policies and procedures, to the rules and regulations governing CWMLA events and activities, and to rules and regulations governing any competitions, games, tournaments, etc in which the member participates on behalf of the CWMLA.

Members and participants of the CWMLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the CWMLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will NOT be tolerated, verbal or otherwise, whether it be an adult or a child, coach, team staff, player, volunteer, parent, guardian, or anyone associated with a team or the association.

Failure to comply with this Code of Conduct will result in disciplinary action.

- For first time offenders, the CWMLA executive reserves the right to eject members immediately from any game in which the member is not adhering to this policy.
- For digital offences which are not observed during a game, the CWMLA executive will deliver the suspension through the team's bench staff, and a member of the executive will be there to enforce.
- Secondary offenders will require a disciplinary hearing at which the length of suspension will be determined.
- Upon a third offence, offenders will require a disciplinary hearing at which the length of suspension will be determined, at which the remainder of the season or longer will be highly recommended.

In the event that there is a situation that escalates, our officials have been provided with, and instructed to use the OPP toll free number to ensure they feel safe while working at all times.