

Constitution and Bylaws

Milton Minor Lacrosse Association

Last modified October 19, 2023

This document serves as record of Milton Minor Lacrosse Association (Mavericks) constitutions and bylaws. Constitutional and Bylaw amendments may be made by membership submission and subsequent passing ballots annually at the MMLA AGM. Any changes will be made within 10 days of carried amendments.

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1. Identification

The name of the Association shall be the Milton Minor Lacrosse Association (“MMLA”). The Association shall be an incorporated, non-profit Association of volunteers, which is the governing body for minor lacrosse in the area known as Milton, Ontario, and incorporated as a member of the Ontario Lacrosse Association (“OLA”).

2. Mission Statement

The Milton Minor Association will provide a learning and mentoring program in which children will benefit from a team environment, fair play, leadership skills, physical fitness and most of all, fun. Our intent is to provide the future leaders of our community with an experience that will enrich their lives.

3. Objectives

To promote, develop and foster the game of lacrosse in all forms to all participants regardless of race, sex, sexual orientation, creed, age or economic status.

To promote amateur sport for participants between the ages of three (3) and twenty-one (21).

To emphasize fair play, to encourage playing the game, to develop a positive attitude of sportsmanship and proper respect for fellow competitors, referees and spectators.

4. Membership

4.1 Composition of Membership

Membership in the Association shall be open to all residents of the Town of Milton and to all persons outside of the Town of Milton, and their parents or legal guardians, who are authorized by the OLA Rules and Regulations to play lacrosse in the Town of Milton regardless of gender, colour, race or creed.

Types of Members:

- A. Playing members shall be all members who have property registered to participate in the activities of the Association.

- B. An adult member shall be eighteen (18) years of age or older and a parent or guardian of a playing member(s) or bench personnel or a referee registered with the Association or a current Executive member of the Board of Directors.
- C. Affiliated members shall be all non-playing members who have properly registered to participate in the on/off floor operations of the Association. Members in this class will have no vote but may attend members' meetings by invitation.

4.2 Membership Obligations

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

Members whose membership fees are in arrears for 30 days from the start of the season shall be suspended from membership until all fees are paid. The Registrar shall inform those concerned of this suspension in writing and include the President and Treasurer in their correspondence. Those members who do not remit payment will be in default and will not be able to participate in any Milton Minor Lacrosse activities until all fees are paid.

Adherence to the Constitution and bylaws, rules and regulations of the Association.

Adherence to the Zone rules and regulations.

Adherence to the OLA Constitution, bylaws and code of conduct.

Adherence to all additional codes of conduct recognized by the Association.

4.3 Membership/Registration Fees

Membership/registration fees payable by members are passed by a majority vote of the Board of Directors. These fees are effective only until the next annual meeting of the members unless confirmed otherwise.

4.4 Member Suspension

The Board of Directors may suspend or cancel the affiliation of any member of the Association at any time for any of the following reasons:

- a) Violation of the MMLA code of conduct.
- b) Violation of the OLA code of conduct.
- c) Gross or negligent misconduct that may bring the reputation of the MMLA into dispute.
- d) A prolonged or excess amount of time not in good standing.

Any such suspension will require a two-thirds ($\frac{2}{3}$) majority vote of the Board of Directors. Notice of suspensions shall be given by email.

4.5 Member Resignation

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn will notify all 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 MMLA resorting to legal action against the Association without first exercising their right of appeal throughout the complete appeal process 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.

4.6 Member Appeals

A suspended board member shall have seven (7) days from receiving by registered mail notice of their suspension to advise the President of their intention to appeal the suspension. Such notice of appeal shall also be in writing with a copy sent to the Associations Secretary. Upon an appeal of a suspension, the President shall call a meeting of the Grievance Committee to review the action taken. The Grievance Committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) days after the member's appeal. After having considered the recommendation of the Grievance 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.

5. Governing Structure

The Board of Directors shall govern the Association using the following for guidance in the decision making process: OLA Constitution, OLA Rules & Regulations, MMLA Constitution and MMLA Mission Statement.

5.1 Composition

The Board of Directors shall consist of Executive officers, Directors and Milton Minor Lacrosse Club representatives as follows:

A. The following Executive officers shall form the management committee:

1. President
2. Vice President Rep League (box and/or field)
3. Vice President House League
4. Girls Field & Box Coordinator
5. Financial Officer/Treasurer
6. Registrar
7. Secretary
8. Head Official / Official-in-Charge
9. Development Coordinator
10. Past President

It shall be the duty of the management committee to administer the day to day business of the Association as outlined in the bylaws to insure it takes place in a timely manner. The management committee must report on its activities to the Board of Directors; however, its decisions shall be final with the exception of those items specifically listed in the Constitution or bylaws as subject to appeal to the Board of Directors or membership.

B. A maximum of 12 Directors filling such positions as:

1. Equipment Coordinator
2. Apparel Coordinator
3. Promotions & Publicity Coordinator
4. Fundraising Coordinator
5. Tournament Coordinator
6. Corporate & Team Sponsorships
7. Webmaster
8. Safety Coordinator
9. Scheduler
10. Timekeeper Coordinator
11. Director(s) at Large

A maximum of ten (10) Directors shall be appointed by the Executive officers for a period of one (1) year. Nominations from the membership for consideration are to be encouraged.

C. Milton Lacrosse Club Representatives

Representatives of the Milton Lacrosse Club shall be entitled to attend all meetings of the Association Board of Directors. Representatives can be selected by the Milton Lacrosse Club Executive from their members, current coaching and player personnel or from their honorary or life members. Voting rights shall be extended to a maximum of three (3) members on all Association business.

5.2 Duties of the Executive Officers and Directors

President

- Appoint additional members of the Executive as required, subject to the approval of the Executive.
- Supervise the operation of the Association.
- Be notified of the time and place of all committee meetings and attend meetings when required.
- Have the power, subject to the approval of the Executive, to replace any of the elected members who are not fulfilling their duties.
- Be one of the Association's signing officers.
- Call and chair all meetings at least one a month up to and including the Annual General Meeting or when requested to do by at least half of the Executive members.
- Represent the Association at official public functions and all OLA, general meetings and be the official contact for the Association.
- Appoint all Executive officers and Directors to at least one committee in consultation with the Executive member, the vice president and the committee chairperson.
- Review and approve the bank financial statement monthly.

Vice President Representative League (box and/or field)

- Be an assistant to the President.
- Fulfill all the duties of the President in the President's absence.
- Act as a designate at all OLA Field and Representative league meetings and fulfill the duties of the respective coordinators in their absence.
- Following public advertisement, chair a coaching selection committee to review applications based on coaching staff selection criteria. The coaching selection committee is to be composed of the Lacrosse Development Coordinator and one other member of the Executive. The committee is to recommend coach staff (head coach and bench staff) for each team to the Executive for approval. Where conflicts of interest arise alternates from the Executive shall be appointed and act in the capacity of the coaching selection committee member.
- Notify the House League Coordinator of all players selected to play on the representative teams.
- Be responsible for settling any minor disputes concerning the representative teams.
- Chair the representative team discipline committee, to consist of two other members of the Executive, and be responsible for reporting to the Executive in writing the recommendations of the committee. The representative team discipline committee shall have the authority to recommend the replacement of all bench staff, including the head coach, to a meeting of the Executive approval.
- Represent the Association at the representative league meetings and serve as the official contact person on representative matters.
- Approve all exhibition games external to the league.
- Be responsible for the registration of participants as required.
- Be responsible for informing the coaches of all regulations and rule changes.

Vice President House League

- Be an assistant to the President.
- Fulfill all the duties of the President in the President's absence.
- Act as a designate at all OLA Field and Representative league meetings and fulfill the duties of the respective coordinators in their absence.
- Obtain coaches, managers and convenors for house league teams in consultation with the Lacrosse Development Coordinator and submit the recommendations for coaching selection for the approval of the Executive.
- Arrange the players placement on teams, balance teams, organize and prepare league schedules, and organize all house league tournaments.
- Communicate to players and coaches dates and places of skill development and coaching clinics.
- Be responsible for settling any minor disputes concerning house league.
- Chair the house league discipline committee, to consist of the Head Official/Official-in-Charge and one other member of the Executive, and be responsible for reporting to the Executive in writing the recommendations of the committee.

Girls Field & Box Coordinator

- Coordinate the Girls Field & Box lacrosse program.
- Represent the Association at meetings of the OWFLA and Girls Box meetings.
- Following a public advertisement, chair a coaching selection committee to review applications based on coaching selection criteria. The coaching selection committee is to be composed of the Lacrosse Development Coordinator and one other member of the Executive. The committee is to recommend to the Executive coaching staff (head coach

and bench staff) for each team. Where conflicts of interest arise alternates from the Executive shall be appointed and act in the capacity of the coaching selection committee member.

- Be responsible for ensuring all players and bench staff are registered with the OWFLA and OLA.
- Chair the Girls Field and Box Lacrosse Programs and Discipline Committees, to consist of two other members of the Executive, and be responsible for reporting to the Executive in writing the recommendations of the committee. The Girls Field and Box Lacrosse Program Discipline Committee shall have the authority to recommend the replacement of all bench staff, including the head coach to a meeting of the Executive for approval.
- Coordinate with the Treasurer that all OWFLA and box lacrosse fees are paid.
- Refer incidents requiring disciplinary action to the Executive.

Financial Officer/Treasurer

- Keep an accurate record of all receipts and disbursements and maintain records for a period of seven (7) years.
- Be responsible for all Association banking.
- Provide a monthly bank financial statement to the Executive for review monthly upon receipt of said correspondence. Give a written financial report at all Executive meetings to each Executive member and provide an audited financial statement for the general membership at the Annual General Meeting.
- Be one of the Association's signing officers.
- Prepare and update committee and overall Association budgets quarterly and submit to the Executives.

Registrar

- Be in charge of the initial registration and collection of all membership fees (with the assistance of the Treasurer) in advance of the respective season start.
- Ensure the Association maintains all player applications for a five (5) year period.
- Maintain and keep on file up-to-date information of all registered players.
- Ensure house league, representative (box and field) coordinators are supplied with current listings of registered players.
- Be responsible for all OLA membership registration certificates (cards) and the administration of the same.

Secretary

- Record all minutes of all Association meetings and provide a copy to each member of the Executive.
- Carry on and maintain records of all Association correspondence.
- Be one of the Association's signing officers.
- Ensure that all members are notified for all meetings at least one (1) week prior to the date of the meeting.

Head Official / Official-in-Charge

- Be responsible for the instruction of referees.
- Be responsible for the scheduling of referees.
- Chair the referees supervision committee which shall be responsible for the improvement, and where necessary, discipling of referees. The committee is to consist of two (2) other members of the Association Executive.
- Be a member of the house league discipline committee.

Development Coordinator

- Plan and coordinate player skills clinics throughout the year.
- Plan and coordinate house league, representative and field coaches clinics.
- Prepare and revise MMLA Player/Team Development Guide for various divisions in consultation with the coaches.
- Communicate provincial and national certification programs to house league, representative and field coaches.
- Assist house league, representative and field coordinators with coaching selections.
- Chair the Lacrosse Development Committee.

Past President

- Shall be the person who occupied the President's position in the immediately preceding year. In the event the President is re-elected the Past President position shall be vacated. In this instance the Executive may reappoint the immediate Past President through a majority vote.
- In consultation with the President and Vice Presidents, the Past President will assist Executive members with specific portfolios.

The following Director positions are defined:

Equipment Coordinator

- Arrange for the supply, maintenance, replacement, repair, and storage of all equipment and first aid resources owned by the Association.
- Issue equipment to each coach at the beginning of the season and ensure that all equipment is returned at the completion of each season. Report to the Executive on the status of all unreturned equipment prior to the Annual General Meeting, including the names of the coaching staff assigned responsibility for its care.
- Clearly mark each unmarked item with the Association name.
- Keep an accurate record of all equipment owned by the Association and furnish an annual report of the same at the Annual General Meeting and at any time on the request of the Executive.
- Keep on hand an ample supply of sticks and balls or other equipment that may be required at the discretion of the Executive.
- Maintain and keep supplied a complete first aid kit for use in all games.

Apparel Coordinator

- Responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the Association.
- Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year.
- Finalize a range of apparel, clothing and merchandise for the upcoming season.
- Provide the Association with the recommendations for all apparel, clothing and merchandise for the upcoming season.
- Liaise with the President and Board of Directors to ensure apparel, clothing and merchandise reflect the current opinions and nature of the Association members.
- Liaise with the apparel, clothing and merchandise suppliers as required.
- Work with the Treasurer to accurately set apparel, clothing and merchandise sale prices which will be reflected in the Board of Directors budget.

- Create and work with Promotions & Publicity Coordinator sales marketing information which can be provided to the Associations' membership to assist in the selling of the apparel, clothing and merchandise.
- Have the Association's website updated to reflect current apparel, clothing and merchandise information.
- Ideally set up an online shop on the Association's website which will sell apparel, clothing and merchandise.
- Have social media posts created that promote and sell the apparel, clothing and merchandise.
- Be the primary point of contact for all apparel, clothing and merchandise.
- Assist with the collection of revenues relating to the apparel, clothing and merchandise.
- Coordinate the distribution of the apparel, clothing and merchandise to the Association's members and also the coaches.
- At the end of season review remaining apparel, clothing and merchandise and provide a report to the Board of Directors.
- Make recommendations to the Board of Directors for any changes to the range of apparel, clothing and merchandise for next year.

Promotions & Publicity Coordinator

- Plan and implement publicity and promotions for all Association activities, including registration, clinics, tournaments and Champ Day.
- Coordinate activities with the Director - Corporate and Team Sponsorships, Registrar, Fundraising and Tournament Coordinators.
- Chair the Promotions & Publicity Committee.

Fundraising Coordinator

- Coordinate all fundraising activities.
- Plan and implement Association wide fundraising activities (in consultation with the Promotions & Publicity Coordinator and Director Corporate and Team Sponsorships).
- Establish guidelines for house league, representative and field team fundraising.
- Approve all team-based fundraising activities based on fundraising guidelines.
- Chair the Fundraising Committee.

Tournament Coordinator

- Organize the fee structure, registrations, game scheduling and support staff for the tournament.
- Work with the Promotions & Publicity Coordinator; the Director Corporate and Team Sponsorships and Fundraising Coordinator for publicity and fundraising functions during the tournament.
- Keep accurate records of all receipts and disbursements and submit financial reports of such to the Executive.
- Chair the Tournament Committee.

Corporate & Team Sponsorships

- Coordinate obtaining of house league, representative and field Lacrosse teams, as well as tournament sponsorships.
- Solicit corporate sponsorships.
- Maintain liaison with sponsors.
- Ensure appropriate recognition is awarded to the sponsors by the Association through the season and at special events, including the distribution of year-end appreciation gifts, team photos, etc.

- Coordinate sponsorship activities with the Promotions & Publicity Committee.

Webmaster

- Creating/maintaining or delegating all electronic programs necessary for the support of the organization - Website/domain; News items; Calendar; Documentation; General information updates.
- Email - administration of email accounts; maintain subscription annually as needed; provide and revoke access to email addresses as necessary with changes.
- IT support for users (board/staff/members).
- Onboarding new board and staff.
- Maintain and provide access to cloud file service.
- Maintain contact info for staff/board.
- Backup to marketing for social media posting.
- Preparing the website for each new season - create seasons and sub seasons as appropriate; generate rosters from registered players; create/maintain calendar for each team; update/maintain sponsors on website.
- Work with the Registrar to submit registration requests for online registration portal.
- Maintain a master list of usernames and passwords for each service used by the organization.

Safety Coordinator

- Along with Equipment Manager, assure that all medical kits are satisfactory and meet OLA on Standards for Athletic Equipment guidelines/certifications.
- Become First-Aid certified.
- Along with the Registrar ensure all trainers have current, in good standing certifications.
- Collects and maintains accurate medical information files on all players.
- Ensure all player medical incidents are reported to the Executives. Players must complete one full contact practice prior to returning to play. Players must also provide a doctor's note confirming return to play.
- Manage minor injuries according to basic injury management principles and refer to medical professionals when necessary.
- Recognize significant and life threatening injuries and be prepared to deal with serious injuries.
- Recognize injuries that require a player to be removed from an activity and refer to medical professionals.
- Coordinate and ensure proper return to play protocol is followed before a participant returns to team activities in conjunction with medical professionals.
- Ensure all return to play steps are documented and submitted to the local Association.

Scheduler

- Arrange necessary floor time with the City of Milton for the season.
- Schedule all representative, tournament, House League games and practices, ensuring fair and equitable time for all Representative and House League teams.

Timekeeper Coordinator

- Assist the Head Official/Official-in-Charge to assign timekeepers for all representative and house league games.
- Work with the scheduler to ensure timekeepers are booked for all games.
- Be responsible for ongoing instruction, education and quality of timekeepers.
- Recruit new timekeepers.
- Inform the Treasurer of fees to be paid to the timekeepers.

Director(s) at Large

- Assist and organize events of the Association, such as participation in local community events, tournaments and other activities of the Association as directed by the President.

5.3 Election of the Board of Directors

The Association's Board of Directors shall be elected at the Annual General Meeting where multiple candidates are standing shall rule for the given fiscal year.

Vacancies - the Board of Directors 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 fulfill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire and where need be terminated the employ/contract.

Absenteeism - unless otherwise determined by the Board of Directors, the absence of an Executive/Director from three (3) consecutive Board Meetings shall be deemed to be a resignation of said Executive/Director from the Board of Directors. It is the discretion of the present Board of Directors to review the resignation if requested by the member.

Resignation and Suspension - a letter must be submitted to the President who will present to the Executives at their next scheduled Board Meeting the resignation of the Executive. Property of the Association must be returned immediately. Should an Executive either resign or be suspended, they cannot be elected or appointed for a position on the Executive or hold a volunteer position within the organization for a period of two (2) years. It is the discretion of the present Executive to reduce the period of suspension from volunteer activity. The Executives 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 suspensions will require a two-thirds ($\frac{2}{3}$) majority vote of the Executive in attendance at the meeting where the action is proposed.

A suspended Board member shall have seven (7) days from receiving notice of suspension to advise the 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 Association's Secretary. Upon an appeal of suspension, the President shall call a meeting of the Grievance Committee to review the action taken. The Grievance Committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) days after the member's appeal. After having considered the recommendation of the Grievance 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 be final and binding.

Before a suspended Member, or anyone that has previously resigned, may become a member in the following year (or season) the newly elected Board of Directors must approve their renewed registration. An open vote of 50% plus one at the Association's Annual General Meeting that supports their renewed registration would also be accepted.

Termination

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 two-thirds ($\frac{2}{3}$) majority vote of the current Board of Directors approving such 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 two-thirds ($\frac{2}{3}$) of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office.

5.4 Terms of Office

All Board of Directors positions will be for a term of thirteen (13) months from the time of the Annual General Meeting that a Director has been elected and/or at the time that the Associations Financial Report has been approved by the Association Members.

Departing Board Members are required to participate in the first meeting of the newly elected Board of Directors but do not have voting privileges and to provide a formal written summary report, plus any cumulative documentation affiliated with said portfolio of the transactions over the previous lacrosse season.

The following Board positions will be exception:

- President
- Past President
- Vice President Representative (box and/or field)
- Vice President House League
- Treasurer
- Registrar
- Secretary

Each of the Executive positions will be for a two (2) year term.

The terms of the office each of the President; Past President; Vice President House League; and Treasurer will commence in even years.

The terms of the office each of the Vice President Representative (box and/or field); Registrar; and Secretary will commence in odd years.

The current President shall assume the position of Past President for a one (1) year term. The Past President can assume other positions on the Board, but will only have one vote.

The Presidential candidate must have served at least one (1) year on the Executive.

Directors will be elected at the Annual General Meeting for one (1) year term.

Each Executive Officer (excluding the President), each Director, and a maximum of three (3) Milton Lacrosse Club Representatives, shall have one (1) vote on all matters discussed in the Executive meetings. In the event of a tie, the President shall cast the deciding vote. In the circumstance that the Vice President is acting for the President, their vote shall be excluded and only cast in the event of a tie.

The majority of the Executive voting members must be residents or rate payers of the Town of Milton.

Voting members must be eighteen (18) years or older and eligible for election provided they accept their nomination at the Annual General Meeting or in writing to the President prior to the Annual General Meeting.

Each member of the Executive must serve on at least one (1) committee, as applicable.

Any resident of the Town of Milton who is an elected member of the CLA or OLA Executive, can attend meetings of the Association and shall be extended voting rights.

There shall be no voting by proxy on any Association business.

Contracts, documents or instruments in writing requiring execution by the Association may be signed by any two who have authority to sign on behalf of the Association (President, Vice President Representative, Vice President House League, Financial Officer/Treasurer & Secretary - as assigned). The Executive may also from time to time authorize, by resolution, any member of the Executive to sign specific contracts, documents or instruments.

5.5 Meetings of the Board of Directors

Meetings shall be called:

- a) at least once per month by the President;
- b) when requested to do so by one half (½) of the Executive members.

A quorum shall consist of five (5) members of the elected Executive and must include one (1) of the following officers:

- President
- Vice President Representative (box and/or field) and/or Vice President House League

The order of business shall be:

1. Minutes of the previous meeting
2. Correspondence
3. Unfinished Business
4. Financial Officer's Report
5. Other Reports
6. Presidents Report
7. New Business

The Secretary or a designated member of the Board of Directors must record the minutes of the meeting, which are subject to approval at the next meeting and must be kept on file

Executives who wish to introduce new business for consideration will make their motions or proposals at the appropriate time on the agenda. After a motion is made, the chair will allow a reasonable amount of time for discussion. Another member of the Board of Directors must then second a notion before it is voted on. A majority vote of the Board of Directors is required to pass any motion. A quorum must exist for any new business to be considered. All motions made must be ratified by the Board of Directors prior to any action being taken.

Executives who have personal or professional conflict of interest must abstain from votes on motions for which they are in conflict. The President may call for a vote of the Board of

Directors to determine the voting eligibility of an Executive member who may be in conflict but does not declare so. The Board of Directors' vote on a specific member's potential conflict of interest must be well considered and will be final.

Association members and the general public may attend regular (general) meetings of the Board of Directors but may not vote. Association members and the general public requesting speaking privileges at Board of Directors meetings must state their purpose in writing to the President prior to the monthly scheduled meeting to make their presentation to the Board of Directors. If the Executive deem that a subject matter is confidential and/or of a sensitive nature they can ask that non-Executive Members be removed and proceed in a closed session restricted to the Executive.

Voting Procedures

A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the Bylaws of the Association shall decide every question proposed for consideration at Meetings of the Membership with the exception of Constitutional and by-law amendments which shall require a two-thirds ($\frac{2}{3}$) majority affirmative vote of members present at the meeting.

The chair president at a Meeting of the Membership shall have a vote only in the event of a tie.

At the Meetings of 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.

5.6 Remuneration

Directors shall serve without remuneration. No Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the MMLA.

Expenses - Directors shall be reimbursed for pre-approved out-of-pocket expenses. The Board may vote to deny reimbursement of any expense if they feel reimbursement is not justified and/or appropriate.

Milate - Directors will receive mileage reimbursement in the amount of thirty (30) cents per kilometer, calculated from the member's home address to the destination and back, when the director's responsibilities require them to travel outside of Milton on official MMLA Board business, such as Zone meetings, OLA meetings, appeal hearings, etc. The Board may vote to amend the "per kilometer" rate. The Board may vote to deny reimbursement of any mileage expenses if they feel reimbursement is not justified and/or appropriate.

5.7 Code of Ethics

All members of the MMLA will represent the Association in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the Association or in any other

unofficial capacity such as coach, assistant coach, manager, official or as fan. It is recognized that the Association 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 a Director is to the Board.

While it is recognized and encouraged that our Board members may also be involved in areas such as coaching or officiating, etc., it is of paramount importance that all Directors recognize that their responsibility is the long and broad view. Their allegiance covers the complete spectrum from U5 to U22, both house league and representative.

Discussions and differences of opinion at Board and Committee meetings will be inevitable, but all Board members must commit to Association decisions once it is passed. If a decision is passed with which a Board member does not agree the Board member has the following options - support the policy, disagree with it in silence, or resign.

While all Board and Committee 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 Board members should not be discussed. Violation of the principles of these guidelines may result in the suspension of the offending Board member in accordance with the MMLA Constitution.

6. Annual General Meeting

The Annual General Meeting of the Association will be held each year during the month of October. The precise date is to be determined by the President. Members and general public shall receive at least fourteen (14) days' notice of the time and location of the Annual General Meeting. Notice is to be published on the MMLA website.

Anyone interested in lacrosse may attend the Annual General Meeting. Those who have voting rights at the Annual General Meeting shall be all members in good standing with the Association and of the age of eighteen (18) years and older. Any previous fee or fines not paid will automatically disqualify that individual or family 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.

The President shall chair the meeting. The order of business at the Annual General Meeting shall be as follows:

- Reading of minutes of previous Annual General Meeting
- Presidents report
- Treasurer's report

- Amendments to the Constitution
- General business
- Election of Board of Directors

Adjournment voting shall be by a show of hands unless two (2) or more voting members request a ballot vote. If any Director position is not filled at the Annual General Meeting, the Board of Directors may do so.

6.1 Bylaws, Rules and Regulations

Bylaws, Rules and Regulations of the Association shall be drafted by the Board of Directors and approved by a majority vote at a properly constituted Board of Directors meeting. Bylaws, Rules and Regulations may be amended from time to time as considered necessary by the Board of Directors. Copies of the Association Constitution, and the Bylaws, Rules and Regulations shall be posted on the MMLA website.

Members of the Association wishing to amend a Bylaw must present a notice of motion at the Annual General Meeting stating the reasons for the change and the wording for the new Bylaw. The general membership will vote on the change of the bylaw at the next scheduled Annual General Meeting.

6.2 Constitutional Amendments

Constitutional amendments can only be made at the Annual General Meeting. A two-thirds ($\frac{2}{3}$) majority vote of all present eligible voting members in attendance is required at the Annual General Meeting to pass a constitutional amendment. Amendments to the Constitution are to be received in writing with the signature of the mover seven (7) days prior to the Annual General Meeting to the President. The member proposing the change shall present the amendment at the Annual General Meeting. The proposed constitutional amendment shall be available to the general membership five (5) days prior to the Annual General Meeting. These amendments shall be posted on the Associations website.

7. Finances

The funds of the Association shall be deposited at the discretion of the Board in an appropriate legal financial institution for the best benefit of the Association in the name of the Association. All cheques shall be signed by the Treasurer and by a second member of the Board of Directors, excluding the President, to be determined at the Annual General Meeting. The President is to sign off on the monthly reconciliation report.

7.1 Financial Report

The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting. The fiscal year of the Association shall end September 30th of each year.

8. Other Regulations

8.1 Playing Rules

The Association shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association ("CLA") and the OLA.

The Board of Directors may impose other playing rules for house league and tournaments, as approved in the Rules and Regulations, consistent with the mission statement and objectives of the Association.

8.2 Insurance

All of the Association playing members, bench personnel, coaches, trainers and timekeepers shall be insured through the OLA insurance plan. All Directors shall be insured through the OLA insurance plan.

8.3 Additional Rules and Regulations

The Association shall make Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in Milton. The Association may impose regulatory measures, as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.

No such regulation may violate the individual's right 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.

8.4 Release Policy

The Association has a fundamental commitment to the growth and development of the game of lacrosse in Milton.

The release request must be completed on the appropriate OLA Release Form and follow the procedure outlined on the said form and submitted via email to the President by the requestor.

Upon receiving a release request, the President will confirm receipt of the release with the requestor within twenty-four (24) hours and will convene a special meeting of the Board of Directors to hear the request and consider its contents within five (5) business days of receipt of the request. Caliber of play shall not factor into the decision to grant or deny a release request.

8.5 Use of Association Logo

The official logo and organizational name (MMLA, Milton Lacrosse and Milton Mavericks) shall be used on Association letterhead, official documents, newsletter, notices, and all pieces of clothing, apparel, uniform as decided on and approved by the MMLA Board.

No member, coach, player or otherwise may use the images and name of the Association without the approval of the MMLA Board.

9. House League Game Play

9.1 U5 and U7 (formerly Softie and Paperweight)

15 minute practice.
45 minute running period.
Three (3) minute buzzer for line changes.
No 5-, 10- or 30- second clock.

9.2 U9 (formerly Tyke)

Three (3) 15 minute running time periods.
Three (3) minute break between periods.
No 30- second clock.

9.3 U11, U13, U15 and U17 (formerly Novice, Peewee, Bantam and Midget)

Three (3) 15 minute running time periods.
Three (3) minute break between periods.
30- second clock in effect.

9.4 Penalties

Three (3) minor penalties will result in a game expulsion.

One (1) double minor for checking from behind counts as two (2) penalties towards the game expulsion.

One (1) five (5) minute major penalty will result in a game expulsion.

One (1) ten (10) minute misconduct will result in a game expulsion.

Any verbal or physical attack on a player, coach, referee or timekeeper will result in an automatic disciplinary hearing.

Fighting will not be tolerated. First occurrence of fighting will result in a game suspension. Second offense will result in a disciplinary hearing.

9.5 Goals

Each player can only score three (3) goals.

9.6 Fair Play

Coaches will ensure that all players get equal instructions, support and playing time. The House League Director, in consultation with the President, may intervene when a player is not receiving a reasonable amount of playing time.

10. Representative Game Play

10.1 Fines

All individual fines of players, coaches and any other official must be paid by the offending person, regardless of the circumstance. Upon receipt of the fine by the OLA, Zone or Tournament Organization, the Association will pay the fine and immediately seek reimbursement from the offending person. The offending person is immediately barred from participating in any activity of the MMLA until the fine has been paid in full to the Association.

10.2 Representative Fees

Representative fees payable by members are passed by a majority vote of the Board of Directors. These fees are effective only until the next annual meeting of the members unless confirmed otherwise.

Members whose Representative fees are in arrears for 30 days from the start of the season shall be suspended from Membership until all fees are paid. The Registrar shall inform those concerned of this suspension in writing and include the President and Treasurer in their correspondence. Those members who do not remit payment will be in default and will not be able to participate in any MMLA Activities until all fees have been paid.

10.3 Goalie Equipment

The Association shall provide goalie equipment and sticks for all house league teams. The Association shall provide goalie equipment and sticks for U5, U7 & U9 Representative teams.

10.4 Fair Play

Coaches will ensure that all players get equal instructions, support and playing time. The Vice President of Representative,, in consultation with the President, may intervene when a player is not receiving a reasonable amount of playing time.

10.5 Zone Play

All communications to Zone and the OLA are to be communicated by the Head Coach through the Vice President or Representative, then through the President. All scheduled Zone games must be played.

10.6 Alternative Players

Alternate players will follow Zone and OLA existing rules and regulations.

Alternate players cannot replace floor time of existing players (see fair play rule).

10.7 Tournaments

All MMLA Representative teams are to participate in the MMLA Tournament when rated within the tournament guidelines. All tournaments being entered by MMLA teams must be submitted in writing to the Vice President of Representative by May 15th of that year.

10.8 Team Rosters

In order for a team to be formed, a minimum of fifteen (15) runners and one (1) goalie(s)k are to make the team, unless an exception is made by the Board.

10.9 Team Selection

A team player list with all team staff, players and alternative players will be submitted by the coach to the Vice President of Representative two (2) days following their final allocated try-out time.

When two (2) teams exist within the same age division, the coach of the one (1) team will select their team followed by the section of the two (2) team.

10.10 Try Out Logistics

Try-out schedules will be set as early as possible so that all parents are aware, and all coaches have sufficient time to prepare for these try-outs.

The Board of Directors will provide independent player evaluators to be present at all tryouts. No parents of other children trying out for the team are allowed to be evaluators.

All registered players will have a fair chance at making a Representative team. Prior to participating in any Representative team try-outs, a player will be registered with MMLA and will have paid the appropriate fees.

Team selection will be facilitated by the head coach and a committee of two (2) or more people not associated with the team. A list of evaluators will be submitted and approved by the Vice President of Representative in order to begin try-outs.

Documented player evaluations will be filed with the Vice President of Representative by the coach immediately following try-outs. Players released from try-outs will receive an appropriate communication, correspondence of a phone call indicating that they have been released from the team.

11. Coaches Selection

11.1 Introduction

The goal of the coaching selection guidelines is to try and satisfy the following three (3) key areas of opportunity:

To select the best possible head coach for each of the MMLA Representative teams.
To ensure that this fair, independent selection committee makes these choices.
To ensure a well communicated, early selection process.

11.2 Timing for Coaching Applications

Coaching applications will be due December 15th, annually. Applications received after December 15th may be considered at the discretion of the Coaching Selection Committee. Interviews will be scheduled in January of each year, if necessary.

Coach's selection will be completed by January 15th annually. Coach's selection announcements will be made following Board approval.

11.3 Requirements to Submit a Coaching Application

All prospective coaches will complete a written application as adopted by the Association. Each application will be subject to a background check by the Halton Regional Police, at the discretion of the Coaching Selection Committee. Background check information will be kept in strict confidence.

Appointed Head Coaches may select their own bench personnel, subject to the approval of the Coaching Selection Committee.

All bench personnel must have current qualifications as set out by the OLA/OFLA. Copies of certificates are to be submitted no later than March 31st of the current year.

Coaches are responsible for all Association equipment, including sweaters, goal equipment, sticks, first aid kits and other articles assigned to their teams by the Equipment Coordinator. All equipment needs to be returned to the Equipment Coordinator by September 1st.

Any member of the bench personnel suspended for two or more games (in total per season) must appear before the Representative Disciplinary Committee.

Any member of the MMLA Executive may serve in any carded capacity, including that of the head coach with any MMLA team.

Alternative players may be used to complete a game sheet roster, up to the OLA maximum number - currently eighteen (18) runners and two (2) goalies. No Alternate Player (AP) may be used to replace a selected member of a team unless that member is injured, is serving a Zone or OLA suspension or unavailable at their own recourse. Once the player is available, clearance has been given for return or the suspension has been served the selected member of the team will return to their place in the line-up.

11.4 Coaches Selection Committee

The Coaches Selection Committee will consist of three (3) people who do not have a potential conflict of interest and will be drawn from the following sources:

- President
- Vice President Representative (box and/or field)
- Vice President House League
- Director of Coaching / Player Development; and
- Other independent evaluators as deemed appropriate by the MMIA Board of Directors.

Additional input/feedback will be sought from additional independent sources including but not limited to the Milton Minor Lacrosse Referee Association.

An annual evaluation will be distributed. The feedback provided will be considered part of the evaluation process. The selection committee will evaluate each qualified coach through review of the application and interviews using pre-established and documented criteria. (Submitting an application does not guarantee an interview if the coaching selection committee does not feel that the applicant has the minimum skills or qualifications necessary.)

11.5 Criteria for Selecting Coaches

- Coaches must be able to demonstrate strong lacrosse knowledge and have an established plan focused on development of individual skills and team strategies.
- Coaches should have significant coaching / assistant coaching experience.
- Parent and player feedback (collected through Coach Evaluation Forms) will be considered in the evaluation process.
- Team record will be considered as only one component of the selection criteria.
- Current length of head-coaching with the same team will be a consideration in coach's selection.
- Compliance with MMLA Policies and Procedures will be considered in determining a coach's suitability.

11.6 Provision for Children of Coaches

In order to ensure that players of coaches are not placed on a team for which they do not have the appropriate skill level, all potential coaches' children will be evaluated by an independent

panel during the team selection process. This independent panel will determine if said child is likely to make the team based on their own merit. The independent panel will present their recommendations to the Board and the selected coach.