



UXBRIDGE MINOR LACROSSE ASSOCIATION

Established 2001

POLICIES & PROCEDURES / CONSTITUTION

**UXBRIDGE MINOR LACROSSE ASSOCIATION
P.O. BOX 752
UXBRIDGE, ON
L9P 1NC**

MISSION STATEMENT

To promote, develop and govern lacrosse within the Uxbridge Minor Lacrosse Association and provide a safe and competitive environment in which to do so.

UMLA STRUCTURE

Article 1. NAME

The name of the association shall be Uxbridge Minor Lacrosse Association herein called UMLA

Article 2. OBJECTIVES

- 2.1 To govern minor lacrosse under the OLA and Zone 6 rules and regulations in the geographical area defined as Uxbridge_Township. To promote, develop and foster all aspects of the game of Minor Lacrosse.
- 2.2 The UMLA will receive, invest and disburse funds and hold property for the association while governing itself as a non-profit organization.

Article 3. MEMBERSHIP

The UMLA Executive and Board of Directors will consist of elected Officers and all players, coaches, managers and trainers that are within good standing with the UMLA.

Article 4. EXECUTIVE OFFICERS

The Officers, as elected by the membership, shall be vested with the powers to conduct the affairs of the UMLA.

All positions are elected annually, with the exception of the following positions: President, Vice-President, Treasurer and Secretary who will serve two year terms.

Executive Officers:

President
Vice-President
Vice-President, House League
Vice-President, Rep Program
Treasurer
Secretary

Registrar
Past President

Board Members:

Director, "Developing the Future"
Director, Coaching Development
Director, Sponsorship & Fundraising
Director, Publicity & Promotion
Director, House League
Director, Equipment
Referee-In-Chief
Director at Large
Director at Large
Director at Large

Returning Officer:

Past President

Job descriptions are in Article 10 & 11 for the Executive Officers and Board Members.

Article 5. COMMITTEES

- a) Executive
- b) Discipline
- c) House League
- d) Coaching
- e) Rep Program
- f) Registration
- g) Sponsorship & Fundraising
- h) Publicity & Promotion

Article 6. VOTING PRIVILEGES AND PROCEDURE

- a) Each Executive Officer and Board Member will have (1) vote
- b) A quorum will consist of 50% of Executive members and any present board members
- c) A pass vote will be 50% + 1 votes
- d) President votes in a tie

Article 7. EMAIL VOTES

Where required, the UMLA may vote on motions using electronic mail. All such votes require a majority of the votes cast in order to pass. The UMLA President, Secretary and/or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the UMLA prior to the next scheduled association meeting. The email voting results **MUST** be entered into the next scheduled association meeting minutes.

There will be a 3 day open discussion of the motion being presented, and then the vote will be conducted. The final vote will be restricted to accept/decline/abstain within 48 hours. After 48 hours, if a quorum is met, the motion is accepted or defeated. It is the responsibility of the UMLA President to disclose the voting outcome to the Board. It will be the responsibility of the UMLA President, or their designate, to decide that further discussion needs to be done in a more formal meeting setting, therefore closing the discussion until the next association meeting.

Article 8. MEETINGS

UMLA will meet on a monthly basis from September to July.
An Annual General Meeting must be held prior to the OLA Annual General Meeting.

UMLA POLICY AND PROCEDURE

Article 9. UMLA MEETINGS – ATTENDANCE

The UMLA Executive and Board will meet a minimum of eleven (11) times per year. All members of the Executive must attend all meetings

Article 10. COMMUNICATION

All minutes of the UMLA meetings must be forwarded to the Executive and Board twenty one (21) days after the meeting. Prior to all UMLA meetings, dates, times and location must be forwarded to all Executive and Board members.

Article 11.

No member shall use information collected for personal use or for public information.

Article 12.

Upon leaving the Board all documents or other property of the UMLA in his/her care shall be immediately returned to the Association.

Article 13. EXECUTIVE MEMBERS – JOB DESCRIPTIONS:

All Executive Members are a one year term with voting position with the exception of the President, Vice-President, Treasurer and Secretary who shall serve a two year term.

PRESIDENT:

- Chairs the Executive & Board Meetings
- Chairs the Executive & Web-Site Committees
- Attends Zone 6 Meetings
- Ex-Officio member of all UMLA Committees
- Attends at Registration to answer questions
- Attends or arranges for at least one Executive member to attend the OLA AGM & SAGM
- Is in charge of all facets of the UMLA Web-Site
- Communicates all decisions on player release requests and attends release hearings if required by the Zone or OLA

PAST PRESIDENT:

- Advisor to the President
- Alternate to President & Vice-President for Zone 6 Meetings
- Chairs Executive & Board Meetings in President & Vice-President's absence

VICE – PRESIDENT :

- Advisor to the President
- Alternate to President for Zone 6 Meetings
- Chairs Executive & Board Meetings in President's absence
- Deals with all OLA issues as needed

VICE – PRESIDENT, HOUSE LEAGUE:

- Chairs the House League Committee
- Collects the database from Registrar to calculate how many teams per division
- Reviews special requests for validity

- Collects information from all appropriate Directors to compile team lists
- Works with Director of House League to create teams using special request information, coach & sponsorship information & to balance teams before photo dates
- Sends team information as required for publicity
- Sends team numbers to Director, Publicity & Promotion and organizes the Jersey/Short order
- Creates a Ratings Information Sheet for each team & distributes to Division Convenors 3 weeks before end of season.
- Books the floor time at arena(s)
- Creates Master Schedule for House League & Rep Teams
- Gets information to publicity person for booklet
- Sends schedule information to Director of Publicity and Promotion
- Coordinates the Opening Day Players Clinic at the Port Perry Arena
- Arranges for the arena & provides appropriate information for the Newsletter
- Has Handouts at Registration re dates & times
- Attends at the Arena on Opening Day
- Books the photographer in February for picture day
- Arrange a schedule for the 4th week of play for pictures to be taken – usually over 2 or 3 nights – include the Rep teams in schedule
- Arrange with the Convenors for distribution of schedule, photographer envelopes & distribution of the completed pictures.
- Coordinates activities for the Championship Day – BBQ, Pop and Chips, Action Shots with Photographer, Lax Shack for clothing, National Sports speed nets, etc.
- Orders trophies for all players once the teams are set
- 2 weeks prior to the date orders plaques to go on trophies
- Books Board Room for 3-4 days prior to Championship Weekend
- Picks up Trophies
- Arrange for everything to be picked up that is needed to be sold on Championship Weekend

VICE – PRESIDENT, REP PROGRAM:

- Chairs the Rep Program Committee
- Runs of all aspects of the Rep Program
- Is responsible for all Rep Coaches understanding & complying with the Rep Team Coaches & Managers' Rules & Procedures Manual
- Organizes floor time with VP H/L for all teams
- Arranges for handouts at Registration re: Rep Program
- Fills out all entry forms for the OLA for Rep play and requests cheques from Treasurer

- Sets Budget and Fees for Rep Teams for approval by the Rep Program Committee & Board
- Helps each Division with Zone Scheduling Meetings
- Helps organize opening packages for all Rep teams – make sure standard UMLA information is given (eg. Medical forms, etc.)
- Organizes Refs' & Timekeepers' payments for all Rep Teams
- Makes sure Rep Registration Forms are given to Rep Managers
- Organizes Referees and Timekeepers' schedule in conjunction with the Referee in Chief for all rep. home games
- Ensures that Rep. Registration forms are given to all Rep. team managers
- Schedules Rep. photo date(s)
- Orders white balls for Rep. teams
- Ensures that all Rep teams are registered with the OLA by the due date/

TREASURER:

- Chairs the Budget Committee to set Budget for operating costs and House League Fees for approval by Budget Committee & UMLA Board
- Maintains and oversees the lottery bank account in conjunction with the Director of Sponsorship and Fundraising
- Responsible for all finances of the UMLA
- Writes all cheques
- Keeps bank account current & balanced
- Does the deposits for UMLA
- Follows up NSF cheques
- Deals with any necessary refunds
- Provides monthly statements to the Board
- Creates a year end & closes the books for an audit.
- Must have a co-signer on bank account for each cheque.
- Invoices Sponsors
- Responsible for looking after Post Office Box

SECRETARY:

- Works with President to set Executive & Board Meeting dates & agenda & emails prior to each meeting
- Books rooms for meetings & assists Committee Heads as needed
- Records & distributes minutes from Board Meetings via email
- Gathers information for Newsletters from everyone, creates & emails Newsletter

REGISTRAR:

- Chairs the Registration Committee

- Reviews phone messages & directs calls to correct person
- Co-ordinates Registration Dates
 - Co-ordinates volunteers for registration sessions
 - Compile all supplies for registration sessions
- Ensures pre-printed forms from the OLA are received & in order before Registration
- Ensures there are ample blank forms & coaches forms available for Registration
- Creates input & has ample Registration Information sheets available at all Registrations
- Works with Secretary to book hall for Registration sessions
- Writes up Registration details & dates
- Enters Registration information into UMLA database and sends it to the OLA by the deadline
- Sends Registration forms to the Zone Registrar before the June 1st deadline
- Provide OLA forms to the President for any release requests
- Matches forms received back from the OLA
- Gives OLA stamped forms for all Rep Players and bench personnel to the VP Rep Program

Article 14. BOARD MEMBERS – JOB DESCRIPTIONS:

All Board Members are a one year term with voting position

DIRECTOR– “Developing the Future”:

- Chairs the “Developing the Future” Committee
- Reports to VP, House League
- Assists the VP, House League in all aspects of House League Peanut/ Paperweight Programs
- Responsible for all aspects of the Peanut/ Paperweight Programs
- Recruits Coaches for the Peanut/ Paperweight Programs

DIRECTOR, COACHING DEVELOPMENT:

- Chairs the Coaching Development Committee
- Recruits coaches with help of Division Convenor for all House league teams
- Attends Registration & provides information to interested people
- Hands out & collects applications for coaches

- Assists VP, House League with creating teams with any relevant information
- Arranges for appropriate training & certification for coaches
- Assists or help coaches with problems or questions throughout the season
- Prepares coaches letter outlining rules, helpful information, etc.

DIRECTOR, SPONSORSHIP & FUNDRAISING:

- Chairs the Sponsorship & Fundraising Committee
- Secures Sponsorship for all teams
- Works with Treasurer to collect fees (invoicing etc.)
- Distributes "Thank You" plaques to all sponsors
- Is responsible for all aspects of Fundraising including concepts & programs
- Is responsible for all aspects of the Cash Calendar Lottery, including, but not limited to; applying for the lottery license, quotes for the printing of tickets, distributing and recording the tickets and ticket numbers assigned to every player at time of registration, assist the treasurer with the distribution of lottery winnings and lottery bank account, collect ticket stubs from drop boxes located in Uxbridge and Port Perry arenas, draw winning tickets and send the winner's information to the Director of Publicity and Promotion for posting on the UMLA website

DIRECTOR, LOGISTICS:

- Chairs the Logistics Committee
- Provides Game Sheets to Timekeepers, Managers & Coaches
- Recruits Timekeepers at the Registration nights & has a meeting prior to the season to outline the Policies & Procedures
- Creates & maintains a Timekeepers Manual to detail Policies & Procedures
- Organize the Timekeeper & Shot Clock Operator schedules, 2 weeks at a time & send to the Director, Publicity and Promotion for posting on the website
- Coordinate minor officials schedules
- Works with the VP of Rep to organize timekeepers and shot clock operators for all Rep home games

DIRECTOR, PUBLICITY & PROMOTION:

- Chairs the Publicity & Promotion Committee
- Responsible for all areas of Publicity & Promotion for the UMLA

- Contacts local papers to place ads when necessary
- Gets date changes to town for the signs to be put up on the entrances to town
- Prepares flyers for schools & arranges for distribution to all Durham North elementary schools & arranges for flyers to be displayed in the Durham North High Schools.
- Provides game stats to the VP of House League
- Provides scores to Newspapers weekly via email
- Sends emails to Database (member email list) for all aspects of publicity & promotion
- Works with Web-Site Committee in all aspects of publicity & promotion
- Order all Jerseys & Shorts for H/L & Rep
- Works with Sponsorship for logos & team distribution

DIRECTOR, HOUSE LEAGUE:

- Chairs the Convenors Committee
- Recruits & trains all Convenors for individual age groups
- Responsible for organizing & running all age group Divisions through a Convenor for each Division
- Attends at Registrations to help get Volunteers for Championship Day, Opening Day, etc.
- Sets all teams with help of coaches & VP House league
- Gives Team lists to Coaches
- Hands out goalie equipment to all teams in conjunction with the Director, Equipment
- Monitors team balancing & player movement
- Arranges for volunteers & distribution of opening night Handouts, Jerseys, Shorts, Picture Info, Newsletters, etc. to each coach
- Assists Director, Equipment in collecting equipment from teams on Championship Weekend

DIRECTOR, EQUIPMENT:

- Chairs the Equipment Committee
- Coordinates all UMLA equipment – collects & has cleaned as necessary
- Checks equipment for damage & repair and advises of need for any new equipment
- Informs the VPs of House League and Rep how many balls are left before the start of the season

- Orders balls for House League play & separates into buckets for H/L Teams
- Works with Conveners to distribute equipment to H/L teams
- Makes sure nets are at each arena & in good repair
- Makes sure Shot Clocks are in appropriate locations as needed
- Arranges for rental of Rink Dividers through UMHA, if required

REFEREE-IN-CHIEF (RIC):

- Chairs the Referee & Discipline Committees
- Attends Registration to speak with & recruit new & returning Referees
- Arranges for appropriate training for referees
- Assists Referees with problems or questions throughout the season
- Schedules referees for the H/L games including Championship days
- Deals with discipline of players

DIRECTOR AT LARGE (2 POSITIONS):

- Assists the UMLA in ANY area needed at the direction & discretion of the President & Board of Directors

Article 15. CODE OF CONDUCT

Discussions and differences of opinion at Board and Committee meetings will be inevitable but all Board Members must commit to UMLA policy once it is passed. If a policy 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.

Article 16. RULES OF ELECTIONS

Three weeks prior to the annual general meeting a request will be made by the Executive board to all members in writing. To be eligible to be an Executive Officer, a candidate will have to have served at least one year on the UMLA

board. To be eligible to be President, a candidate will have to have been an Executive Officer of the UMLA for at least one year.

In addition, to be eligible to be elected to the Executive and Board, an associate must be a member in good standing. The Executive Board will submit a list of nominees to the membership at the annual general meeting. A candidate shall give approval to allow his/her name to stand. Election of Executive and Board members shall be held by secret ballot. All associates, Executive and Board members will sign in at the general meeting. The President will appoint three scrutineers to verify the eligibility of voting members, and to count the ballots. Associate members and Executive and Board Members in good standing at the time of the Annual General Meeting shall be eligible to vote. Associate members shall be defined as registered coaches and managers of the Uxbridge Minor Lacrosse Association and parents/legal guardians of registered players and shall be allowed one vote per family.

Article 17. CHANGES TO POLICIES & PROCEDURES / CONSITUTION

The first policies and procedures of the Uxbridge Minor Lacrosse Association is dated January 7, 2003, and has been passed by a majority of the divisions current Executive Board. Any changes to this constitution cannot be made prior to the Annual General Meeting to be held in October.

Anyone wishing to make amendments to the policies and procedures must submit these amendments in writing to the Executive Board.

These amendments will be voted on by the Executive and Board members.

Signed _____ (_____), President

Signed _____ (_____), Vice-President

Signed _____ (_____), Secretary

REVISED: ___October 18_____, 2012 _____