

**THE ONTARIO LACROSSE ASSOCIATION**

# **ZONE 8 COUNCIL OPERATING POLICY**



**March 13, 2019**



Zone 8 Council Operating Policy

[www.zone8lacrosse.ca](http://www.zone8lacrosse.ca)

Page 1 of 8

**ZONE 8 COUNCIL OPERATING POLICY**

# Table of Contents

- ZONE STRUCTURE ..... 3
  - Article 1. NAME ..... 3
  - Article 2. OBJECTIVES ..... 3
  - Article 3. MEMBERSHIP ..... 3
  - Article 4. EXECUTIVE OFFICERS ..... 3
  - Article 5. COMMITTEES ..... 4
  - Article 6. VOTING PRIVILEGES AND PROCEDURE ..... 4
  - Article 7. MEETINGS ..... 5
  
- ZONE POLICY & PROCEDURE .....6-9
  - Article 8. ATTENDANCE ..... 6
  - Article 9. MEMBERSHIP FEES ..... 6
  - Article 10. COMMUNICATION ..... 6
  - Article 11. COMPLIANCE ..... 6
  - Article 12. OFFICERS ..... 6-8
  - Article 13.COMMITTEES – Structure & Mandate ..... 8
    - Discipline Committee ..... 8
    - Release Committee ..... 8
  - Article 14. FINES & FEES SCHEDULE ..... 9

# ZONE 8 COUNCIL OPERATING POLICY

## ZONE STRUCTURE

### **Article 1. NAME**

The name of the organization shall be the Zone 8 Council of the Ontario Lacrosse Association (O.L.A.).

### **Article 2. OBJECTIVES**

To govern minor lacrosse within the O.L.A. mandated geographical Zone 8 area and to promote, develop and foster all aspects of the game of minor lacrosse.

### **Article 3. MEMBERSHIP**

The Council will consist of two persons from each Zone 8 O.L.A. approved member association in good standing. Each member association shall have a minimum of one to a maximum of two representatives. It shall be the responsibility of each member to ensure that he or she or his or her delegate be present at all Council meetings. All Members must be in good standing within their home Club, the Zone, the O.L.A. and the C.L.A.

### **Article 4. EXECUTIVE OFFICERS**

The Officers, as elected by the Council, shall be vested with the powers to conduct the affairs of the Council. Officers will hold a 2 year term to be elected on odd or even year as designated below. Should an officer be removed or step down from their position mid-term a new officer may be voted in at the next AGM to finish the term.

#### Even year (2018)

Zone Director  
Secretary  
Technical Director  
Treasurer  
Director of Field  
Scheduler

#### Odd year (2019)

Assistant Zone Director  
Registrar  
Referee in Chief  
Director of Girls  
Statistician  
Web Director  
House League Director

(Appointed and approved by Council) Awards Co-ordinator  
(Returning Officer) Past ZoneDirector

# ZONE 8 COUNCIL OPERATING POLICY

## Article 5. COMMITTEES

- a) Discipline Committee
- b) Release Committee
- c) Zone 8 can at any time and at their discretion establish an ad-hoc committee if so required.

## Article 6. VOTING PRIVILEGES AND PROCEDURE

### ELECTION FOR EXECUTIVE AND APPOINTED MEMBERS

- To be conducted at the Zone 8 Lacrosse AGM or during the year as a position becomes vacant and requires to be filled by the current Zone 8 Lacrosse membership.
- Each affiliated association will have two (2) automatic votes at the AGM. Associations with 50-75% attendance at monthly Zone meetings shall garner one (1) additional vote. Associations with 76%+ attendance at monthly Xone meetings will garner two (2) additional votes, for a total maximum of four (4) votes per Association at the AGM
- Life members will have one (1) vote at the AGM providing they attend at least three (3) meetings during the current year prior to the AGM.
- A “pass” vote will be 50% + one (1) vote.
- No proxy votes are permitted.

### REGULAR MONTHLY MEETINGS

- Each affiliated association will have one (1) speaking representative during meeting to be recorded by the secretary directly after the meeting is called to order.
- Each affiliated association in good standing will have two (2) votes.
- Each executive member will have one (1) vote.
- The Zone Director or designate is not permitted to vote unless there is a tie vote.
- A quorum of a majority of affiliated associations and a majority of executive members, excluding life members and the Zone Director, who are not part of the quorum.
- Every motion/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.
- No proxy votes are permitted.

EMAIL VOTING Where required, the Zone 8 Members may vote on motions using electronic mail. All such votes require a majority of the votes cast in order to pass. The Zone Director, Secretary, and/or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the Zone 8 members prior to the next scheduled regular meeting. The email voting results MUST be entered into the next scheduled monthly meeting minutes.

# **ZONE 8 COUNCIL OPERATING POLICY**

## **Article 7. MEETINGS**

- a) Zone 8 Council will convene 8 times minimum during the year between October to October
- b) An Annual General Meeting must be held prior to the O.L.A. Annual General Meeting during the Month of October.
- c) The meeting agenda will consist, but not limited to the following:
  - o Approval of last minute minutes
  - o Elections
  - o New Business

# ZONE 8 COUNCIL OPERATING POLICY

## ZONE POLICY & PROCEDURE

### **Article 8. ATTENDANCE**

The Zone 8 Council will meet a minimum of eight (8) times per year. All members of the Zone 8 Council must attend all meetings. Failure of Club Reps to attend will result in the following fines:

- First transgression *with regrets/report sent* will have no fine associated
- Second transgression *with regrets/report sent* \$100 fine
- Third transgression *with regrets/report sent* \$150 fine

Failure of Club reps to attend three meetings in one season will result in possible suspension from the Zone for the upcoming season. Any Association failing to attend a Zone meeting WITHOUT sending regrets/report shall be subject to a \$50 fine, regardless of previous level of transgression.

Note: the process for suspension of a club will include a review by all member clubs. If an elected Executive Officer misses three (3) consecutive meetings in a row or miss 50% plus 1 meetings in the year will be addressed with the discipline committee.

### **Article 9. MEMBERSHIP FEES**

A one-time performance bond of \$125.00 will be required by each association prior to the acceptance to the Zone. The Zone 8 executive will establish the rate of entry per team for each year and the final date for payment of the entry fee.

### **Article 10. COMMUNICATION**

All minutes of the Zone 8 meetings must be forwarded by the secretary to the OLA and all Zone associations and executives, twenty one (21) days after the meeting date.

Prior to all Zone Council meetings, dates, times, and locations must be forwarded to all Council Members and the O.L.A within 30 days.

### **Article 11. COMPLIANCE**

Failure of Zone 8 Council or member association to follow the guidelines as laid out in the Zone Operating Policy may result in fines or suspensions.

### **Article 12. OFFICERS – Job Description(s):**

- a) **Zone Director:** Will call, chair, and set the agenda for all Zone Council meetings; may be an ex officio member of all committees of the Zone Council. Must have served one (1) year on Zone Council prior to election as Director. Will be a signing officer. Term of office; two (2) years - even years . Voting position.

## ZONE 8 COUNCIL OPERATING POLICY

- b) **Assistant Zone Director:** Will have the same authority and responsibilities as the Zone Director in his/her absence. Will review Operation Policy at end of year and make needed changes. Term of office; two (2) years. - odd years Voting position.
- c) **Past Director:** Immediate Past Director. Term of office – one (1) year. Voting position.
- d) **Zone Registrar:** Will be responsible for registering all players, coaching staff and member associations" executive members from Zone 8 as per the O.L.A. constitution. Term of office; two (2) years - odd years. Voting position.
- e) **Secretary:** Will be responsible for recording minutes of Council meetings and distributing minutes to Council members within 21 days after meeting date; will forward agenda (1) one week prior to next planned meeting. Correspondence to the Zone Council will be distributed as necessary by the secretary, and sent out as directed by the Zone council. Shall maintain a current list of all Council members. Term of office; two (2) years - even years. Voting Position.
- f) **Treasurer:** Will establish and maintain a bank account in the name of the Zone. Will secure all bonds, fees and fines from member associations and deposit into the Zone bank account. Signing officer. There will be three (3) signatures on file for the bank account (Treasurer, Zone Director plus one other executive member), two (2) of which are required for authorization and cheques. Will conduct financial business on behalf of the Zone. Will report in writing, financial statements to the Council at each meeting. Will prepare a year-end report for presentation at the A.G.M. Term of office; two (2) years - even years. Voting position.
- g) **Referee-In-Chief:** Will be responsible for referee assisting with scheduling in Zone 8 as requested by each organization. Will review all suspensions in Zone 8 play and notify the Discipline Committee Chairperson immediately of any discipline issues. Required qualification of at least a Level 3 Referee Certificate. The referee-in-chief will be responsible for informing each Zone 8 member associations of the OLA policy Re: Refereeing in the Ontario Lacrosse Association. Term of office; two (2) years - odd years. Voting Position.
- h) **Technical Director:** Will be the OLA Technical liaison. Will report to the Zone regarding coaching matters. Term of office; two (2) years - even years. Voting Position
- i) **Girls Representative:** Will communicate regularly with the clubs Girls Representatives. Will report to Zone all communication with regards to the girls program. Term of office; two (2) years - odd years. Voting Position

## ZONE 8 COUNCIL OPERATING POLICY

- j) **Field Representative:** Will be a source of information with regards to field lacrosse. Will report regularly with regards to information obtained from the OMFLL. Term of office; two (2) years - even years. Voting Position.
- k) **Statistician:** To work with the MyLax Rating Co-ordinator at the OLA level and follow their process for inputting Zone 8 play scores. To follow up on missing game scores and notify the clubs and the Zone Director. Term of office; two (2) years - odd years. Voting Position.
- l) **Web Director:** Update the Zone 8 website regularly, promote Zone 8 using Zone 8 social media accounts (facebook, twitter, instagram...). Term; two (2) years - odd years. Voting Position.
- m) **Awards Co-Ordinator:** Order and distribute any awards to be presented. Term – one (1) year. Non - Voting Position

### Article 13. COMMITTEES

#### Structure & Mandate

**Discipline Committee** To deal with player, coaching staff and member association discipline issues. The Zone Director will appoint all members of the Discipline Committee annually. The Discipline Committee hearings will be comprised of three (3) neutral Council members who shall establish a chairperson for the committee. This committee will be empowered with the ability to make decisions regarding discipline on behalf of the Zone, and will meet as necessary, and as soon as possible upon notification of necessity of hearing. **Chairperson will notify subject of hearing, and notify the association and O.L.A. of results of hearing in writing immediately** (confirmed fax or e-mail acceptable.) Chairperson will report to the Executive board at the next Council meeting.

**Release Committee** To deal with all player release appeals. A committee of no less than three (3) council members, appointed by the Zone Director, and are unbiased and impartial to the home or destination association. This committee will be empowered with the ability to make decisions regarding player releases on behalf of the Zone, and will meet as necessary, and as soon as possible upon notification of necessity of hearing. Chairperson will report to the Executive board at the next Council meeting.



# ZONE 8 COUNCIL OPERATING POLICY

## Article 14. FINES SCHEDULE

### Playing fines:

- Gross Misconduct \$40.00
- Match Penalty \$40.00
- Game Misconduct (Coach) \$20.00
- Game Misconduct (Player) \$20.00

### Administrative Fines:

- Late Gamesheets/Scores (see Zone Gamesheet Reporting Policy)
  - \$10 / \$20 / \$50
- Gamesheet Errors \$10
- Game Cancellation or Scheduling Changes
  - No Show \$300
  - Reschedule with less than 48 hrs \$150
  - Reschedule with less 10 business days \$75
- Attendance at Zone Meetings (see Article 5)
  - \$0 (first offense with regrets/report)
  - \$100 (second offense with regrets/report)
  - \$150 (third offense with regrets/report)
  - \$50 no show, no regrets