

WINDSOR WARLOCKS
MINOR LACROSSE
ASSOCIATION

CONSTITUTION,

BY-LAWS

&

POLICIES

AS AMENDED SEPTEMBER 2018

WINDSOR WARLOCKS MINOR LACROSSE ASSOCIATION

EXECUTIVE CODE OF CONDUCT

All members so the Windsor Warlocks Minor Lacrosse Association Board of Executives will represent the Windsor Warlocks Minor Lacrosse Association in a professional and dignified manner in any lacrosse related areas. Whether as a recognized delegate of the Association or in any unofficial capacity such as Referee, Coach, Assistant Coach, Team Manager or as just a fan.

It is recognized that the Windsor Warlocks Minor Lacrosse Association is a medium-sized Association and our members will represent the Association on more than one level. It is imperative that the primary responsibility of an executive member is to the Windsor Warlocks Minor Lacrosse Association Board. While it is recognized and encouraged that our executive members may also be involved in areas as coaching, officiating etc, it is of paramount importance that all executive members recognize their responsibility is.

Discussions and differences of opinions at Executive meetings will be inevitable, but all Executive Members must commit to the Windsor Warlocks Minor Lacrosse Association's policies once they have been passed. If a policy has been passed in which an Executive Member does not agree with, the member has the following options in which to choose from; support it, disagree with it in silence or resign.

While all Executive 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 these positions outside of this environment will surely take place but specific positions and quotes from other Executive Members should not be discussed.

Violation of these guidelines may result in the suspension of the offending Executive Member of the Windsor Warlocks Minor Lacrosse Association.

THE ZONE CONCEPT

The Ontario Lacrosse Association (OLA) has for a number of years, utilized the Zone concept in an attempt to provide an efficient and structured method of accommodating the many communities in which Lacrosse is played. The Province is divided into geographic areas to minimize the amount of travel required. Each Zone is represented on the Board of Governors through an elected Zone Director. The various areas have input into the actual operation of the OLA.

The concept is not without flaws and there are a number of organizations that do not feel the need to participate at a Zone level. For the most part, these are large organizations with enough registered players to utilize a House League system. This approach is not particularly acceptable, in that it focuses on the needs of one organization with little consideration for the other smaller organizations in that geographic area. There are problems with rating teams for Provincials when they do not participate in any organized league. This approach shows little concern for the welfare of the game in general.

Smaller centers tend to support the Zone concept and appreciated the benefits that are inherent in the sound organizational structure.

The Zone is truly the link between Associations and the OLA. The Zone is responsible for scheduling of games, Coaches' Clinics, Referee Clinics and team ratings for Provincial Champions. All Association registrations are monitored by the Zone to ensure consistency and the Zone also deals with disciplinary problems within its geographic area.

- The W.W.M.L.A. must have representation at the Zone meetings and assume a portion of responsibility as assigned to ensure the smooth operation of the Zone.
- The W.W.M.L.A. is required to pay a designated registration fee to the Zone to help cover the operating expenses.
- The W.W.M.L.A. has a commitment to adhere to Zone requirements (Schedule, Discipline decisions and ranking/rating criteria)

WINDSOR WARLOCKS MINOR LACROSSE

CONSTITUTION

SECTION 1: NAME AND OBJECTIVES

- 1.0** The name of the organization shall be the WINDSOR WARLOCKS MINOR LACROSSE ASSOCIATION or W.W.M.L.A.
- 1.1** Its objectives shall be:
- A.** To promote, teach and perpetuate the sport of lacrosse
 - B.** To teach sportsmanship and emphasize fair play at all times
 - C.** To teach respect for players, officials and spectators at all times
 - D.** To develop community spirit

SECTION 2: ANNUAL ELECTIONS OF BOARD MEMBERS & ANNUAL GENERAL MEETING

- 2.0** The Annual General Meeting shall be held on or before the 28th day of September of the current playing season.
- A.** The time, date and place of the Annual General Meeting shall be posted on the website and all social media no less than 30 days prior to the AGM.
- 2.1** Those eligible to vote at the Annual General Meeting shall be;
- A.** Any parent, guardian or registered player who has turned the age of eighteen (18) as of the Annual General Meeting of the current playing season
 - B.** All Coaches, Assistant Coaches, Team Managers, Referees and Minor Officials who have reached the age of eighteen (18) as of the Annual General Meeting of the current playing season
 - C.** All volunteers in good standing
 - D.** All Life Members

- 2.2** The order of business at the Annual General Meeting may include the following:
- A.** Reading the minutes from last year's Annual General Meeting.
 - B.** President's remarks
 - I.** Summary of Association's activities
 - II.** Recommendations for the future
 - III.** Other special reports
 - C.** Significant correspondence received
 - D.** Financial reports.
 - E.** Financial statement to be done no later than the December monthly meeting.
 - F.** Amendments to Constitution, By-Laws and Policies
 - G.** Notice of motion
 - H.** General business
 - I.** Election of executive board members
 - J.** Election of life members
 - K.** Adjournment of Annual General Meeting
- 2.3** Amendments to the Constitution, By-Laws and Policies require a 2/3rd majority vote at the Annual General Meeting.
- 2.4** A life member is the highest honor that can be bestowed by the Windsor Warlocks Minor Lacrosse Association and is awarded only for very distinctive service to this Association. Life members shall be elected at the Annual General Meeting and by a 2/3rd majority vote. A life member shall have full voting rights at all General Membership and Annual General Meetings.
- 2.5** Nominations for any executive position may be submitted in writing to any current executive officer who shall pass the nomination directly to the President. Nominations for any executive position may also be made from the floor at the Annual General Meeting.
- 2.6** To accept their nomination, a nominee must either confirm their nomination verbally at the Annual General Meeting, or if unable to attend the Annual General Meeting, by written acceptance delivered to any current executive member prior to the Annual Election Meeting.
- 2.7** Elections for general executive positions shall be resolved by a majority vote at the annual election meeting.

SECTION 3: GENERAL EXECUTIVE

3.0 Elected officers shall be elected to serve a term of two (2) years, commencing on the day after the Annual General Meeting. They will serve the term as laid out in sub-section 3.1.

3.1 The General Executive shall consist of the following elected officers:

President	Vice President
Secretary	Treasurer
Registrar	Publicity/Promotions
House League Director	Rep Team Director
Girls Rep Team Director	Technical Box Director

ELECTED IN EVEN YEAR (2010, 2012, 2014, etc.) (2 Year Terms)

President, Secretary, Registrar, House League Director, Girls Rep Team Director

ELECTED IN ODD YEARS (2009, 2011, 2013, etc.) (2 Year Terms)

Vice President, Treasurer, Publicity/Promotions, Rep Team Director, Technical Box Director

3.1.1 The Appointed Board Positions will be appointed yearly by the General Executive.

APPOINTED BOARD POSITIONS

1. REFEREE-IN-CHIEF
2. MEMBER RELATIONS-WEBMASTER
3. EQUIPMENT DIRECTOR
4. MINOR OFFICIALS
5. FUNDRAISING DIRECTOR

3.2 EXECUTIVE AND APPOINTED BOARD MEMBER JOB DESCRIPTIONS

PRESIDENT: (2 YEAR TERM – ELECTED IN THE EVEN YEARS)

- Shall call and chair all meetings to be held at least once a month.
- Shall supervise the daily operations of the Windsor Warlocks Minor Lacrosse Association
- Shall be a member of all committees and will be notified as to the times and places of each meeting
- Shall have the power, subject to the approval of the Executive, to replace any elected or appointed member who is not fulfilling their respective duties
- Shall represent the Association at all Ontario Lacrosse Association and Zone 7 conventions and conferences and report back in writing to the Executive the results of these meetings
- Shall be one of the signing officers for the Association
- Shall be one of the signing officers for all players released to affiliated teams
- Shall negotiate floor and field time with the city
- Shall be one of the contacts to the Ontario Lacrosse Association

VICE PRESIDENT: (2 YEAR TERM – ELECTED IN THE ODD YEARS)

- Shall be an assistant to the President
- Shall fulfill all duties of the President during their absence
- Shall represent the Windsor Warlocks Minor Lacrosse Association along with the President at all Ontario Lacrosse Association and Zone 7 conferences and conventions
- Shall represent the Association at all Windsor Junior Lacrosse meetings
- Shall chair a committee to formulate policies to the executive for approval
- Shall monitor the daily operation of all travel and house league teams
- Shall chair the Discipline Committee in the absence of the President unless a conflict of interest is declared
- Shall be one of the signing officers for the Association
- Shall ensure that all new Executive Members, Bench Personnel and volunteers obtain police clearances, in cooperation with the Registrar
- Shall negotiate floor time with the city
- Shall be responsible for communication with the City of Windsor in regards to any issues with the arena facilities

SECRETARY:

(2 YEAR TERM – ELECTED IN THE EVEN YEARS)

- Shall prepare and maintain a current up-to-date list of all Windsor Warlocks Minor Lacrosse Association executives
- Shall record all the minutes of all Association meetings and provide a copy to each member of the executive
- Shall ensure that all executive members are contacted and are present with a proposed agenda for every meeting
- Shall record the names of all persons present at all Windsor Warlocks Minor Lacrosse Association meetings
- Shall arrange for the liability, casualty and equipment insurance coverage
- Shall be one of the signing officers for the Windsor Warlocks Minor Lacrosse Association on the General Account
- Shall be responsible for maintaining an adequate supply of stationary at all times

TREASURER:

(2 YEAR TERM – ELECTED IN THE ODD YEARS)

- Shall be responsible for the Windsor Warlocks Minor Lacrosse Association banking, payment of zone invoices, payment of all OLA invoices, payment of apparel, payments to the City of Windsor invoices, reimbursement cheques for Executive Members and Coaching Clinics
- Shall be the principal signing officer on the general account and a co-signer on all other accounts
- Shall keep an accurate record of all disbursements and receipts
- Shall submit a monthly financial report in writing at all monthly meetings
- Shall be responsible for having a Treasurer's Report and an annual audited statement at the Annual General Meeting
- Shall be responsible for invoicing Travel Teams, seasonal fees and fines owing
- Shall be responsible for calculating and organizing weekly officials and minor officials payments

REGISTRAR:

(2 YEAR TERM – ELECTED IN THE EVEN YEARS)

- Shall be responsible for setting registration dates for the Windsor Warlocks Minor Lacrosse Association
- Shall establish a final registration date for the Windsor Warlocks Minor Lacrosse Association with the approval of the Executive
- Shall rule on the eligibility of all players registering with the Association
- Shall keep a record of all online registration documentation for each Windsor Warlocks Minor Lacrosse Association player

- Shall set up the new season registration modules online prior to setting registration dates
- Shall approve, decline, perform online refunds for players through the online registration system
- Shall ensure coaches & volunteers have uploaded the appropriate documentation through the online registration system. (Police Clearances, Coaching Certifications)

HOUSE LEAGUE DIRECTOR: (2 YEAR TERM – ELECTED IN THE EVEN YEARS)

- Shall obtain coaches and managers for all house league teams
- Shall arrange for the selection of all house league teams and scheduling under the direction of the Executive
- Shall be responsible for allocating practice times in an equitable manner for all house league teams
- Shall be responsible for settling any minor disputes concerning the house league
- Shall refer any incident requiring disciplinary action immediately to the President and Referee-in-Chief
- Shall be responsible for creating a play-off schedule for each division as well as House League Day of Champions

REP TEAM DIRECTOR: (2 YEAR TERM – ELECTED IN THE ODD YEARS)

- Shall be a W.W.M.L.A. representative to affiliated league and one of the OLA contacts
- Shall be responsible for relaying all information to all Rep-Team coaches regarding tournaments
- Shall notify the House League Director of all players that have been chosen to play on a Rep-Team
- Shall be responsible for identifying all potential rep-team coaches and bench personnel applications and submitting recommendations to the Executive for selection and approval
- Shall ensure all Rep-Team Bench Personnel are properly carded as per Ontario Lacrosse Association Constitution
- Shall arrange all practice times and Zone 7 game times for all W.W.M.L.A. Rep-Teams and notify all coaches of any changes
- Shall ensure that all Rep-Team Coaches and Bench Personnel are aware of the Windsor Warlocks Minor Lacrosse Associations policy on sponsorship, fundraising and donations

TECHNICAL DIRECTOR: (2 YEAR TERM – ELECTED IN THE ODD YEARS)

- Responsible for the overall development of the Coaches in the WWMLA
- Responsible for the overall development of the Players in the WWMLA
- Serve as Chairperson of the Coaches Selections and Development Committee
- With the assistance of the Executive, appoint members annually to the Coaches Selection and Development Committee to a minimum of 3 and a maximum of 5 members, two of which will be the House League Director and the Rep-Team Director
- Prepare & conduct skill development clinics for all players including Goalies in all divisions
- Shall develop and maintain WWMLA Coaches' reference manual for all divisions
- Prepare & conduct non-certification skill development clinics for all coaches
- Shall represent player and coach development for both Box and Field Programs
- Position is a 2 year term elected in the odd years

PUBLICITY/PROMOTIONS: (2 YEAR TERM – ELECTED IN THE ODD YEARS)

- Shall be a WWMLA representative to local media
- Work closely with all Board Members to publicize and promote all future and ongoing programs of the WWMLA
- Develop and institute a promotional campaign to develop increased awareness of minor lacrosse such as representation in Parades and event days in Windsor
- Provide press releases to media for upcoming events and notable games
- Responsible for relaying tournament scores and information provided by Rep Team managers to local media outlets
- Ensure the WWMLA has a promotional presence on Facebook, Instagram and Twitter as well as any other pertinent social media outlets
- Assist the Treasurer with developing the advertising budget
- Book and design advertising in print, radio, TV and electronic media as voted on by executive
- Update on a regular basis, the trophy case and the bulletin board in the Lobby
- Manage the off-floor clothing/swag store
- Responsible to facilitate communication with jersey and apparel vendors
- Responsible to work with the House League Director to ensure sponsor logos are submitted to the Jersey vendor
- Oversea/update/improve and maintain the promotion of WWMLA through Name Branding and Apparel program, and
- Carry out duties as assigned by the Board of Directors

EQUIPMENT DIRECTOR:

(1 YEAR TERM – APPOINTED)

- Shall be responsible for equipment storage, distribution and pickup.
- Shall be responsible for all trophy control.
- Shall be responsible for the cleaning, sorting, safekeeping of all team jerseys.
- Shall carry out any other tasks deemed necessary by the President.
- Shall present request quotations from suppliers of equipment & trophies and present to executive for approval prior to any purchasing.
- Position is an appointed position.

DIRECTOR OF MINOR OFFICIALS:

(1 YEAR TERM – APPOINTED)

- Shall be responsible for the recruitment and scheduling of required volunteers and minor officials (eg. Time Keepers) for all house league and rep-team home games
- Shall be responsible in training all minor officials in the operation of the time clock and the documentation of the game sheets properly
- Position is an appointed position
- Ensure all board members are trained

REFEREE-IN-CHIEF:

(1 YEAR TERM – APPOINTED)

- Shall promote the sport of lacrosse and the importance of the minor officials and referees in the governance of the sport
- Shall maintain an up-to-date contact list for all certified referees for the current season
- Shall assign referees to all House League and Travel games
- Shall supervise and continue to instruct all referees in our association
- Shall make themselves available to answer any officiating questions from the players, coaches, board members, parents and spectators
- Shall chair the Disciplinary Committee
- Shall remind all current officials and prospective officials of any upcoming certification clinics
- Shall keep all certified referees aware of Tournament, Zone Championships and Provincial Championships dates
- Position is an appointed position

MEMBER RELATIONS-WEB MASTER: (1 YEAR TERM – APPOINTED)

- Work to promote & better the WWMLA program making the experience more enjoyable for all members.
- With assistance from the executive maintain & grow the WWMLA website.
- Communicate the associations programs & events to the WWMLA members (eg. Picture Day, Lax-a-palozza, Day of Champions, etc.)
- Responsible for publishing all Publicity Releases & WWMLA advertising
- Carry out any other tasks deemed necessary by the President.
- Position is an appointed position.

FUNDRAISING DIRECTOR: (1 YEAR TERM – APPOINTED)

- Oversee team sponsorships, with the assistance of the Treasure as required, as well as any other requirements for sponsorships during the season. (eg. Tag Days, Lax-a-palozza, etc.)
- Oversee and establish general WWMLA fundraising ideas and events, as required and approved by the board.
- Hand over all monies collected to the treasure complete with all documentation.
- Serve as Executive representative in matters concerning the Fundraising Committee.
- Serve as Chairperson of the Sponsorship and Fundraising Committee.
- Set yearly fundraising goals with the assistance of Committee, etc. and all financial information will be reported to the Treasurer, for reporting to the Executive.
- With the assistance of the Executive, shall appoint members annually to the Sponsorship and Fundraising Committee to a minimum of 3 and a maximum of 5, preferably from the general members.
- Position is an appointed position.

- 3.3**
- A.** Once elected the President may appoint a second Vice President and default of such an appointment before the first regular meeting of the Executive. The President and Vice President shall have a joint opportunity to appoint a Second Vice President
 - B.** Each remaining executive member shall have an opportunity to appoint an assistant to their position at their sole discretion.
 - C.** The tenure of the appointed Vice President and any assistant executive member shall end on the date of the next Annual General Meeting

- D.** Each member of the Executive shall have one (1) vote on all matters discussed at any General Meeting, with the exception of the President. The President shall only vote in the case of a tie
- E.** Each member of the Executive shall be accountable to the President, and the President shall be accountable to the Executive
- F.** In the event of a vacancy, created in an Executive position, the vacant position shall be offered to the appointed assistant (if any). The appointed assistant must be confirmed by a majority vote of the Executive members. If no confirmation is obtained, the President shall receive nominations from those eligible to vote. (Section 2.2.)

SECTION 4:

- 4.0** In the event of the absence of a member of the General Executive, the assistant (if any) to the absent Executive shall be entitled to vote in their place

WINDSOR WARLOCKS MINOR LACROSSE ASSOCIATION

BY-LAWS

PART I - EXECUTIVE MEETINGS

1. The President as deemed shall call Executive meetings necessary or on the request of three or more Executive members, but not less than once a month.
2. A quorum shall consist of a simple majority of Executive members (50 %+1), and must include either the President and/or Vice President.

PART II - AWARDS

1. Individual awards shall be presented to each member of a team earning a league or OLA Championship.
2. A crest or equivalent token award shall be given to all House League players who have participated in at least 50% of all scheduled House League games, including playoffs. The winner in each division shall be designated "Champions".
3. Awards will be presented according to results after the "House League Day of Champions" and funds are available.
4. Additional awards may be presented at the discretion of the Board of Directors.

PART III - REGISTRATION REQUIREMENTS

1. The registration fee required from each participant shall be determined annually by the Executive Directors.

2. Limited insurance coverage for personal injury, including sound teeth shall be arranged to cover players, bench personnel, minor officials and referees for all games and practices.
3. It is mandatory that all players wear CLA approved helmets with full-face cage, mouth guard, shoulder and kidney pads, gloves, athletic cup and running shoes for all games and practices.
4. All goaltenders are required to wear, in addition to regular goaltender equipment, a goaltender athletic cup and a CSA approved throat protector
5. Any player registering with the W.W.M.L.A. will only be eligible to play in their particular age group. This applies to House League, as well as Travel, as long as a team is available. In accordance with the Human Rights Act, exception shall be made for players physically and/or mentally challenged.
6. If a family or player has an outstanding debt with the W.W.M.L.A., then their activity with the Association will be suspended until suitable arrangements have been made subject to the approval of the Windsor Warlocks Minor Lacrosse Association Executive Board.
7. No player shall be allowed on the floor for practice or games until their registration is approved by the W.W.M.L.A. executive and paid in full. One (1) time Exceptions for NEW players looking at signing up will be reviewed by the executive as they happen.

PART IV - HOUSE LEAGUE RULES

1. The primary purpose for the Windsor Warlocks Minor Lacrosse Associations House League program is for all players to have fun, learn to grow and develop in the sport of lacrosse. It is the desire of the W.W.M.L.A. to be recognized as one of the leading and dynamic Minor Lacrosse Associations and a key to this is the success of our House League program.

2. All players must be registered with the W.W.M.L.A. and their registration fees paid in full before they will be allowed to play in any sanctioned games or other W.W.M.L.L.A. activity.
3. It is the responsibility of the W.W.M.L.A. to provide each House League team with one set of team jerseys, goaltending equipment and a sufficient number of lacrosse balls for practices. The W.W.M.L.A. will also provide CLA approved lacrosse balls for every scheduled House League game.
4. The coach of each House League team is responsible for all equipment belonging to the W.W.M.L.A. that is made available for use by their team. All association equipment must be returned to the W.W.M.L.A. at the conclusion of the House League season, unless specific arrangements have been made with the Equipment Director. Each team is responsible for any additional equipment that it deems necessary for its own use. The coaches are responsible for the care of all team jerseys and equipment bags.
5. All players on the playing surface, players' bench and penalty bench area must wear required protective equipment during all warm-ups and during all House League games. CSA approved helmets with full-face cage and protective chinstrap are mandatory for all players at all times during any games and practices. All goaltenders must also wear an approved throat protector. Players wearing jewelry will not be permitted on the playing surface. Jewelry shall consist of earrings, rings, watches, necklaces, etc. Medic Alert bracelets are the exception.
6. Every player shall receive an equal amount of playing time as adopted by the House League Director.
7. Every attempt shall be made to match players of equal playing ability.
8. All playoff series will consist of Semi-Finals and Finals. All teams in each division will compete in the playoffs.

9. Less than six regular players dressed for a game will result in that game being forfeited. In the case of a combined division, the House League Director will establish rules for the number of players in each division. No game shall be cancelled or postponed without the agreement between both coaches and the House League Director.
10. Official protests shall be submitted in writing to the Executive within forty-eight hours of the start of the disputed game. The decision of the Executive is binding and any protest must be dealt with within twenty-four hours of receiving it.
11. All Canadian Lacrosse Association playing rules will apply to all House League games if not defined in these articles.
12. The Executive will establish the number of teams that are eligible for each division prior to the start of the lacrosse season.
13. One paperweight coach from each team will be allowed on the floor during all regular and playoff games.
14. Except in the paperweight division, the rules of play will be governed by the latest "Official Rules of Box Lacrosse" as issued by the CLA except as noted below in section (1) Penalties.
 - A. All games will be allocated one hour time limit. All games will be three fifteen-minute running time periods.
 - B. The thirty second shot clock will be used for all divisions except for Paperweight and Tyke.
15. Players, coaches and spectators are expected to behave in a sportsman-like manner at all times. The use of profane language and/or indecent gestures by any player or bench personnel will not be tolerated and may be grounds for suspension and/or dismissal. Abuse of Minor Officials or referees by any member of the bench personnel or player will not be tolerated and will also be grounds for

suspension and/or dismissal. Spectators who are abusive towards any player, coach or game official or otherwise unruly maybe ejected from the arena.

16. Smoking, drinking of alcohol or any drug use in the dressing room area, players' bench, or penalty/timekeeper's bench area is not tolerated by anyone at any time.
17. The Executive Board will empower and implement changes to the house league playing rules as deemed necessary.
18. Five or more players may be taken from house league to participate with a travel team as long as they are replaced.
19. The use of all videos and books to any coach will require a \$10.00 deposit to be returned when said video or book is returned in good shape.

HOUSE LEAGUE PENALTIES

1. Any player receiving five minor penalties in one game (not including a 10-minute misconduct) shall automatically be assessed a game expulsion and will not be allowed to play in the remainder of that game.
2. Any player using profane language or indecent gestures during or immediately following any game will be assessed a two minute minor penalty plus either a Game Misconduct or Gross Misconduct penalty. *A Gross Misconduct penalty will require a referee's report to be written.
3. Any player (s), who are penalized for fighting or intent to injure, shall automatically receive a Game Misconduct penalty. Any such incident requires a referee's report to be written. The offending player (s) shall be suspended from further play until a review of the incident has been completed. The review will be done by the Vice President, House League Director and the Referee-in-Chief within seven days.
4. Any player receiving a Game Misconduct penalty (other than five minor penalties, not including a ten minute misconduct) in the last period of the game or immediately following a game, will be suspended for their next house league game.

PART V - PLAYER RELEASES

1. The W.W.M.L.A. will not give a release to any player if a team is available for them.
2. The W.W.M.L.A. will not grant any single game releases with the exception of midget & intermediate players based on that player being registered in full with W.W.M.L.A. and all registration fees and travel fees owed to the W.W.M.L.A. are paid in full.
3. To release a player, the President, Vice President or Rep Team Director signature must be on the release form.

PART VI - GENERAL

1. All meetings will use Roberts Rules of Order as general guidelines.
2. All Executive members shall be eligible to coach or manage a house league or travel team.
3. A bank account shall be arranged by the Treasurer and all cheques must have two signatures by those individuals approved by the Executive to have signing authority.
4. The Windsor Warlocks Minor Lacrosse Association accounting records shall be audited as required by auditors approved by the Executive.
5. The Constitution, By-Laws and Policies shall be discussed in detail by the Executive Board prior to the Annual General Meeting for the purpose of recommending any changes.
6. If the President or Vice President is unable to attend the Ontario Lacrosse Association-Annual General Meeting, the two alternate delegates shall be selected by the Executive.
 - **Accommodations for two rooms for two nights shall be paid in advance by the Windsor Warlocks Minor Lacrosse Association.**
7. Any Executive Member being removed by a 2/3rd majority vote of the Windsor Warlocks Minor Lacrosse Association Executive for not fulfilling his or her duties or for conduct unbecoming the W.W.M.L.A shall not be eligible to hold a position within the W.W.M.L.A. Board for a minimum of five years.
8. The secretary shall be permitted the use of a tape recorder to tape meetings to assist with the completion of executive minutes.
9. All new executives, coaches and volunteers must obtain a police clearance and the costs shall be paid for by the W.W.M.L.A.
10. The policies of the W.W.M.L.A. shall be reviewed every year at the discretion of the new Executive Board at their first regular meeting of the year.
11. Any individual not returning equipment either rented or borrowed by the required date, will be billed accordingly at the cost to replace said equipment. Should payment not be received, a registered letter followed by the appropriate legal action shall be undertaken within ninety days of notification.

ATTACHMENT #1

WINDSOR WARLOCKS MINOR LACROSSE ASSOCIATION

POLICIES AND PROCEDURES

DEFINITIONS:

SPONSOR	A Sponsor is a group, business or club which has been solicited by the Windsor Warlocks Minor Lacrosse Association Board or its agents to have its name on a team sweater in exchange for an agreed upon monetary amount as established by the Executive Board.
FUNDRAISER	A Fundraiser is an event to raise funds for the purpose to subsidize the cost of a team's operation.
DONATION	A donation is a gift of cash or product given to W.W.M.L.A.

SPONSORSHIP POLICY:

1. Sponsors will be solicited solely by the Executive Board or its approved agent.
2. Team Sponsors will offer a dollar amount in exchange for their name on the back of a team's jerseys.
3. All Rep-Teams will be identified by the name Windsor Warlocks or Warlocks on the front of their jersey and their sponsor's name on the back.

FUND-RAISING POLICY:

1. All Fund-raising activities **must** be submitted to the Fundraising Director and approved by the Windsor Warlocks Minor Lacrosse Association Board.
2. All money raised **must** be used solely for the operation of that team.
3. All teams participating in a fund-raising activity **must** keep an accurate accounting record and submit a balance sheet to the Windsor Warlocks Minor Lacrosse Association Board upon request, supported by bills, receipts and / or bank statements.

4. Any surplus of funds at the end of the playing season will become the property of the Windsor Warlocks Minor Lacrosse Association.
5. Any debt incurred by a team are the sole responsibility of that team and its participants.

DONATION POLICY:

1. Any individual, company or organization who wishes to donate a gift of cash or product to the Windsor Warlocks Minor Lacrosse Association may do so.
2. If an individual, company or organization who wishes to donate to a specific team **must** direct their donation to the W.W.M.L.A. with specific instructions requesting that the money or product be directed to that specific team. In return the donor will receive a thank you letter from the W.W.M.L.A. This will not be considered a sponsorship.
3. Any team receiving a donation of money **must** use it for the operation of that team.
4. All teams receiving a donation of money **must** provide a balance sheet at the end of the playing season to the W.W.M.L.A. Executive for their review.
5. Any surplus at the end of the playing season **will** become the property of the W.W.M.L.A.
6. Any debts incurred by a team shall be the sole responsibility of that team and its participants.

TRAVEL FEE POLICY:

1. All participants of the Windsor Warlocks Minor Lacrosse Association Rep-Teams **will** be required to pay an annual Travel Fee on or before the 15th day of May to the manager of their Rep-Team. The Rep-Team managers will be responsible for submitting the whole Rep Teams annual Travel Fee's in full on or before the 31st day of May in the current playing season as set out by the W.W.M.L.A. Executive as to the annual operating budget.

LATE REGISTRATION FEE POLICY:

1. A late registration fee will be set annually by the executive board as per annual operating budget.

2. A late registration is defined as “the day after the last scheduled registration date set by the registrar”, and applies to returning players only.

REIMBURSEMENT POLICY:

1. All registration fees **will** be reimbursed 100% by the W.W.M.L.A. for any coach’s clinic. Level 1 coaches clinic only.
2. All registrations fees **will** be reimbursed 100% by the W.W.M.L.A. attended for any referee clinic attended by the associations Referee-In-Chief.
3. Clinic registration fees **will** be reimbursed 100% by the W.W.M.L.A. for any clinic attended by any current Board Member.
4. There **will** be a Travel Expense Reimbursement by the W.W.M.L.A. for hotel accommodations on a case by case basis. Executive Board before any function will make an individual assessment.
5. There **will** be a travel expense reimbursement by the W.W.M.L.A. for all board related functions at a rate of .50 cents a kilometer. One vehicle per trip submit forms provided for reimbursement
6. A meal fee of \$15.00 per meal or \$50.00 maximum per day will be issued to all W.W.M.L.A. Executives that attend W.W.M.L.A. and/or O.L.A. out of town functions only.

BOARD MEMBER ATTENDANCE POLICY:

When any Executive misses three consecutive meetings without being excused then they will receive a letter requesting an explanation to the executive. With dismissal as a possible consequence.

FINE POLICY:

The following procedures shall be followed.

1. Rep-Team Director **will** verbally notify that teams coach regarding any fines and/or suspensions that their team has incurred. Following by a letter to both the coach and player(s).
2. Upon notification from the Rep-Team Director, the coach and or player(s) have seventy-two hours to file an appeal in writing with the appropriate fee. If no

appeal is stated then the coach and/or player(s) **must** pay any fines incurred before participating in any W.W.M.L.A. function.

DISCIPLINE PROTOCOL POLICY:

The following protocol **will** be adhered to regarding any discipline matters brought before the Windsor Warlocks Minor Lacrosse Association Executive Board.

1. Receipt of letter from either the Ontario Lacrosse Association and/or Zone 7 Minor Lacrosse including fines and suspensions.
2. Rep-Team Director notified immediately.
3. Respective team coach notified team coach by the Rep-Team Director.
4. Follow up letter by the Rep-Team Director requesting payments of fines and notification of any suspension to player(s) involved. Copy of which going to team's coaches.
5. **NO** participation in team's provincial championship with non-payment of any fines by a team.

CLOTHING POLICY:

1. All Rep-Team coaches are in control of their own team's dress code arriving and leaving from any game they play.
2. Any team gear, bags, stickers, clothing, etc. purchased with the Windsor Warlocks Minor Lacrosse Association logo and/or Windsor Warlocks Minor Lacrosse Associations name on them is strictly prohibited and must first be approved by the W.W.M.L.A. Executive Board.

ATTACHMENT #2

WINDSOR WARLOCKS MINOR LACROSSE ASSOCIATION

ANNUAL AWARDS

ANDERSON AWARD:

Presented to the Midget or Intermediate player demonstrating high proficiency in lacrosse together with high standards in academics.

Keeper plaque awarded to the recipient.

BRUCE STARK MEMORIAL TROPHY:

Presented to the House League and the Rep-Team Coaches that most exemplified good sportsmanship and dedication to the sport of Lacrosse.

Keeper plaque awarded to the recipient.

PRESIDENTS CHOICE AWARD:

Presented annually to the person who contributes the most to the Windsor Warlocks Minor Lacrosse Association.

Keeper plaque awarded to the recipient.

LIFE MEMBER AWARD:

Presented annually to a member(s) of the Windsor Warlocks Minor Lacrosse Association who has served at least ten years in the service of the Association and is a member in good standing.

Keeper plaque awarded to the recipient.

WINDSOR WARLOCKS MINOR
LACROSSE ASSOCIATION

CONSTITUTIONAL AMENDMENTS
(PLEASE PRINT CLEARLY)

PREPARED BY: _____

**PLEASE ENSURE THAT THIS FORM IS RETURNED TO WINDSOR MINOR
LACROSSE ASSOCIATION SECRETARY 40 DAYS PRIOR TO THE
W.W.M.L.A. ANNUAL GENERAL MEETING.**

ARTICLE TO AMEDED

SECTION# _____ **SUB SECTION#** _____

PRESENTLY READS: (Please give exact wording as per Constitution)

PROPOSED CHANGE TO READ: (Please give exact wording on how article should read)

REASON FOR SUGGESTED CHANGE:
