



Sarnia Minor Lacrosse Association Bylaws

Updated September 30, 2024, Steph Dunlop, President

Removal/Changes in Blue

Additions in Orange

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SECTION 1: STRUCTURE

1.01 Board of Directors

The Board of Directors shall be composed of the twelve (12) Members elected at the Annual General Meeting plus the Past President. The President shall be the Chairman of the Executive.

1.02 Ad Hoc Committees

SMLA allows for the establishment of ad hoc committees to be chaired by a present SMLA Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board of Directors.

SECTION 2: GOVERNING STRUCTURE

2.01 Duties of the Board of Directors

The President shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Call and preside over meetings
- ☐ Cast tie breaking vote
- ☐ Represent or appoint a designate for OLA Meetings, Zone 7 Meetings and OLA or Zone 7 Conferences
- ☐ Chair or appoint a designate to Chair the Discipline and Appeal Panels
- ☐ Approve all team fundraising initiatives as well as Sponsorships
- ☐ Organize coach's interviews **in collaboration with the Rep. Director**
- ☐ **Act as a liaison between Zone 7 and the Board of Directors, attending all Zone 7 meetings and calling for a designate to attend in their absence**
- ☐ Delegate duties to the Board of Directors

The Vice President shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Carry out the duties of the President in their absence
- ☐ Assist in the general operation of the SMLA
- ☐ Fulfill duties as assigned by the President
- ☐ Take over as President, in the event that they are no longer able to
- ☐ **Oversee team managers** **move to Rep Director**
- ☐ Approve all team fundraising initiatives as well as Sponsorships with President
- ☐ **Add: Oversee the Sixes Program**
- ☐ **Add: Co-ordinate off-season runs**
- ☐ Carry out other duties as assigned by the Board of Directors

The Treasurer shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Be responsible for the bookkeeping system
- ☐ Ensure that all payments received from members are deposited into the bank account within 3 days' time from when it was received.
- ☐ Paying referees based on information given by RIC OIC
- ☐ Supply monthly and year end financial statements
- ☐ Act as steward to the budget
- ☐ Ensure adherence to generally accepted accounting principles, oversee and be responsible for all the financial accounts of the SMLA
- ☐ Add: Collect and store Team Fundraising Application forms
- ☐ Carry out other duties as assigned by the Board of Directors

The Secretary shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Record and distribute minutes of all SMLA Executive Board Meetings including the SMLA AGM to the Board of Directors and all Members in attendance
- ☐ Take attendance of those attending the meetings
- ☐ Write correspondence as directed by the Board of Directors
- ☐ Schedule and notify the Board of Directors and other required attendees of upcoming meetings and events including times and locations etc.
- ☐ Carry out other duties as assigned by the Board of Directors

The Registrar shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Organize and run all Member Registration dates for the SMLA
- ☐ Ensure the completion and submission of all SMLA and OLA registration forms to the appropriate parties
- ☐ Act as the primary registration contact for SMLA Members
- ☐ Act as the primary registration contact for the OLA
- ☐ Ensure all Members, including Players, Coaches, Trainers, Managers, and the Board of Directors OLA Cards are accurate and current
- ☐ Attend OLA Registration Meeting, Seminars, Conferences, etc.
- ☐ Carry out other duties as assigned by the Board of Directors

The Director of Rep. Lacrosse shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Act as the primary liaison between the Rep. Teams Players and Parents and the Board of Directors



- ☐ Serve on the Disciplinary and Appeals Panel
- ☐ Act as the liaison between Zone 7 and the Board of Directors, attending all Zone 7 Meetings or call for a designate to attend in their absence
- ☐ Ensure all teams are registered for tournaments by a deadline of February 1st.
- ☐ Organize/Order year end awards **Move to Equipment Director**
- ☐ Responsible for sending game sheets within a two-week period as well as reporting GMs immediately **Remove completely because of GameSheet Inc.**
- ☐ Carry out other duties as assigned by the Board of Directors

The Equipment Director shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Manage all of the SMLA Equipment including but not limited to jerseys, nets, balls, shot clocks, etc.
- ☐ Organize and keep clean the Equipment Storage Room and Team Locker Room as needed
- ☐ Order in shorts, shirts for players, shirts for coaches and shirts for Fundamentals
- ☐ Distribute Equipment to all Rep. Teams
- ☐ Retrieve all Equipment at season end
- ☐ Take a yearly inventory and report back to the Board of Directors
- ☐ Keep a detailed log of where the equipment is lent out to and who has signed for said equipment
- ☐ Order first aid kits and ice packs for all Rep Teams

☐ Organize and order year-end awards

- ☐ Carry out other duties as assigned by the Board of Directors

The Referee in Chief Official in Charge shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Schedule and supervise all referees for SMLA Rep. Teams home games including league and exhibition games and **the Herb Lea Tournament tournament games**
- ☐ Educate and monitor all referee's being used by the SMLA
- ☐ Organize and contact all referees for yearly Referee Clinics
- ☐ Act as the primary liaison between all OLA referee's and the Board of Directors
- ☐ Act as the primary liaison between the Zone 7 **Referee in Chief Official in Charge** and the SMLA Executive Board
- ☐ Serve on the Disciplinary and Appeals Panel
- ☐ Carry out other duties assigned by the Board of Directors

The Sponsorship Director shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Coordinate, record and communicate the Sponsorship efforts of the SMLA to the Board of Directors

- ☐ Forward all Sponsorship monies collected to the SMLA Treasurer
- ☐ Create, maintain and distribute a sponsorship package for the current season
- ☐ Carry out other duties assigned by the Board of Directors

The Director of Fundamental Lacrosse shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Coordinate the Fundamentals Program including Soft Lacrosse (ages 3-4) and Paperweight Lacrosse (ages 5-6)
- ☐ Act as the primary liaison between the Paperweight Rep. Teams Players and Parents and the Board of Directors
- ☐ Act as a liaison between the Paperweight Rep. Teams and the Equipment Director
- ☐ Coordinate the Fundamentals End of Season pizza party and medals
- ☐ Carry out other duties assigned by the Board of Directors

The Web/Media Director shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Maintain and update the current SMLA website year round and/or liaise with the SMLA's outside website administrator
- ☐ Maintain all social media accounts by creating content year-round.
- ☐ Carry out other duties assigned by the Board of Directors

The Floor Scheduler shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Act as the SMLA Liaison with the City of Sarnia, Village of Point Edward, Zone 7, OLA and the Point Edward Jr. Pacers Schedulers
- ☐ Complete and submit all forms to complete the season practice and game schedules
- ☐ Carry out other duties assigned by the Board of Directors
- ☐ Upload and maintain the schedule on the website
- ☐ Scheduling floor time for zone finals when applicable

The Fundraising Director shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Coordinate, execute and communicate fundraising efforts of the SMLA to the Board of Directors
- ☐ Act as the liaison for teams who are interested in individual team fundraising efforts
- ☐ Present fundraising ideas for the association as a whole to the Board of Directors

The Director of Apparel shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA



- ☐ Coordinate apparel sales for families with a Board approved vendor
- ☐ Coordinate preseason giveaways for registered players
- ☐ Act as the point of contact for team managers regarding all additional team apparel

The Compliance & Risk Management Director shall:

- ☐ At all times act as an Ambassador of lacrosse for the SML
- ☐ Update and maintain the Zero Tolerance policies and Codes of Conduct for Players, Bench Staff and Parents/Guardians prior to season startup
- ☐ Maintain records of the above signed documents
- ☐ Chair of the Discipline Committee
- ☐ Assemble a Discipline Committee to deal with issues that arise

The Mental Health Lead shall: (To be further developed as this is a new position)

- ☐ At all times act as an Ambassador of lacrosse for the SMLA

The Director At Large shall:

- ☐ At all times act as an Ambassador of lacrosse for the SMLA
- ☐ Assist with the Sixes Program
- ☐ GameSheet Inc. point of contact
- ☐ Ensure all ipads are updated, charged and available for home games

SECTION 3: CODES OF CONDUCT

3.01 Property of Other Organizations

Any player or member of team management representing the Sarnia Minor Lacrosse Association who has unlawfully in his possession or who comes to have unlawfully in his possession any property belonging to another lacrosse organization will be suspended indefinitely until a disciplinary hearing has taken place.

3.02 Abusive Language, Foul Language, Crude Behavior and Racial Slurs

Abusive language, foul language and crude behavior is not acceptable from any participants in any situation. It is understandable that participants can get caught up in the “heat of the moment” and utter words and phrases that are “less than desirable”. It is also understood, however, that such moments are brief and infrequent. Participants who repeat this type of behavior will be subject to disciplinary action (*note: if severe or significant, a first offense can be cause for disciplinary action*). Under no circumstances, even in the “heat of the moment”, is it acceptable for a coach to direct this type of language or behavior toward the team players. The coach is a role model for the players, and accepts that responsibility when accepting the coaching position.

Derogatory slurs are not acceptable by a participant. Participants who use racial slurs shall be suspended immediately until a disciplinary hearing. Discipline may include penalties as defined



by the OLA and **CLA Lacrosse Canada**, as well as additional penalties imposed by the Disciplinary Panel. The Zone 7 discipline will be additional to the Sarnia Minor Lacrosse Association decision.

The President/Board of Directors may suspend immediately, until a disciplinary hearing, any Member who, by their actions, demeanor or words, bring discredit or disgrace to the SMLA or any of its Members.

3.03 Alcohol, Banned and Abused/Misused Substances

Any player under the influence of the above, or found using the above, during an event approved by the Sarnia Minor Lacrosse Association, will receive an immediate and indefinite suspension until the situation is acted upon by the Board of Directors.

Any Member(s) who is adversely under the effects of the above will not be allowed on the bench and in the change rooms, and if warranted, the arena, when their designated team is playing. Such situations may result in a disciplinary review by the Board of Directors.

It is also expected that no Playing Member takes part in any of the above while on the road traveling with their team. This includes hotels, campgrounds, etc.

We will be follow the OLA policy on this:

<https://ontariolacrosse.com/content/administration/ontario-lacrosse-association-substance-misuse-policy-1.pdf>

3.04 Code of Ethics

All Members of the Sarnia Minor Lacrosse Association Board of Directors will represent the SMLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the SMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

It is recognized that the SMLA 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 of Directors. While it is recognized and encouraged that our Directors 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 SMLA Fundamental Lacrosse players to our oldest SMLA aged players.

Discussions and differences of opinion at Board of Directors Meetings, Special Meeting or the Annual General Meeting will be inevitable and considered healthy, however, all Directors must commit to SMLA policy once it is passed. If a policy is passed with which a Director does not agree, the Director has the following options: support the policy, disagree with it in silence or resign from the SMLA Board of Directors.



While all Board of Directors Meetings and Annual General 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 Directors or Members should not be discussed.

3.05 Zero Tolerance Policy

There is a zero tolerance policy in effect which any misbehavior by a parent, coach, player or spectator in a sporting facility in Sarnia, will get them removed from the premises. Furthermore, for any of the following such behavior, you will be suspended indefinitely from the SMLA or SMLA rented facilities until dealt with at a Disciplinary Hearing:

- ☐ Fighting off the floor (Fighting on the floor will follow OLA/Zone regulations)
- ☐ Making derogatory comments based upon race, ethnic origin, religious background or gender
- ☐ Threatening a Referee, Bench Personnel, another Coach, Player or Director
- ☐ Making obscene gestures
- ☐ Persisting in such behavior after being ejected from a game
- ☐ Behaving in any manner to dishonor, embarrass or disgrace the game

3.06 OLA Code of Conduct

This code of conduct identifies the standard behaviour which is expected of all OLA members and participants, which for purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OLA activities and events.

Section I – All individuals affiliated with the OLA shall:

- I. Attempt at all times to work toward the goals and objectives of the OLA and the game of Lacrosse, and towards the betterment of its members.
- II. Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the Association or the game.
- III. Always be courteous and objective in dealing with other members.
- IV. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug free sport.
- V. Show respect for the culture, social and political values of all participants in the sport.
- VI. As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.



- VII. Members of the OLA shall refrain from actions, comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated and will be dealt with under the OLA's Harassment Policy & Code of Conduct.

Section II – An Individual's conduct shall be in question when they:

- I. Breach any of the above Section 1.
- II. Use their position within the OLA for unauthorized personal and/or material gains.
- III. Willfully circulate false, malicious statements, derogatory to any other member of the Association.
- IV. Willfully ignore or break the Bylaws, policies and/or rules and regulations of the OLA.
- V. Counsel others to ignore or break the bylaws, policies, and/or rules and regulations of the OLA.

Section III – General:

- I. The OLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
- II. The OLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

Section IV – Discipline Procedures:

- I. Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing, along with a completed Code of Conduct reporting form signed by two Board of Governors members, of whom only one may be a member of the Board of Directors, to the OLA Executive Director and the OLA office within 14 days of the event/occurrence.
- II. Upon receiving a report, the OLA Executive Director shall immediately notify the OLA Executive who shall determine the merit of the complaint and determine if action is necessary.
- III. When a Code of Conduct report is received, a response from the OLA Executive Director is required to the complainant as to the determined merit of the complaint and the timeline for further action within 14 days.
- IV. If action is determined to be necessary, the event/occurrence will be dealt with under normal OLA Discipline and Appeals procedures. An OLA hearing must be held within 28 days of the initial report being submitted to the OLA.