

ZONE 5 COUNCIL OPERATING POLICY

THE ONTARIO LACROSSE ASSOCIATION

ZONE 5 COUNCIL OPERATING POLICY

December, 2015



**ZONE 5 COUNCIL OPERATING POLICY
REVISION HISTORY**

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Created & Adopted	Zone 5 AGM November 22, 2003
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ZONE STRUCTURE

Article 1. NAME

The name of the organization shall be the Zone 5 Council of the Ontario Lacrosse Association (O.L.A.). The members of the Zone 5 council shall include: Akwesasne Minor Lacrosse Association, Cornwall Minor Lacrosse Association, Gloucester Lacrosse Association, Kahnawake Minor Lacrosse Association, Kingston Lacrosse Association, and Nepean Knights Minor Lacrosse Association.

Article 2. OBJECTIVES

To govern minor lacrosse within the O.L.A. mandated geographical Zone 5 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 5 O.L.A. approved member association in good standing. Each member association shall have one alternate. 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 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.

(Elected annually)	(Appointed and approved by Council)	(Returning officer)
Zone Director	Referee-in-Chief (R.I.C)	Immediate Past Zone Director
Assistant Zone Director		
Secretary		
Treasurer		
Registrar		

Article 5. COMMITTEES

- a) Discipline Committee
- b) Player Movement Committee
- c) Referee Development Committee
- d) “Grow the Zone” Committee
- e) Zone 5 can at any time and at their discretion establish an ad-hoc committee if so required.

Article 6. VOTING PRIVILEGES AND PROCEDURE

- a) Each recognized organization will have two (2) votes.
- b) Each Executive Officer of the Zone 5 Council will have one (1) vote which will be one of the recognized organizational votes if they are members of a recognized organization.

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- c) In the event of a tie the Zone Director shall have an additional deciding vote to break the tie.
- d) A quorum will consist of 50% + 1 member associations.
- e) A “pass” vote will be 50% + 1 votes.

Article 7. MEETINGS

- a) Zone 5 Council will convene 5 times minimum during the year between January and January.
- b) An Annual General Meeting must be held prior to the O.L.A. Annual General Meeting during the Month of September or October.
- c) The meeting agenda will consist, but not limited to the following:

Council Meeting Agenda

- Secretary - Minutes of Previous meeting
- Treasurer – Financial Statement – in writing AGM , March, September
- Old Business
- Committee Reports
- Registrar
- RIC
- Scheduler
- New Business

ZONE POLICY & PROCEDURE

Article 8. ATTENDENCE

The Zone 5 Council will meet a minimum of five (5) times per year. All members of the Zone 5 Council must attend all meetings. Failure of Club Reps to attend will result in the following fines: first transgression \$75, second transgression \$150, third transgression \$200. Failure of Club reps to attend three meetings in one season will result in possible suspension from the Zone for the upcoming season. Note: the process for suspension of a club will include a review by all member clubs. If an elected Executive Officer misses three (3) meetings in a row they will be removed from their position and replaced by the Zone 5 Council prior to the next meeting.

Article 9. MEMBERSHIP FEES

A membership fee will be charged annually to all recognized associations to cover expenses occurred by the Zone 5 Council. All Members must be current with their zone fees in order to be a member in good standing.

Article 10. COMMUNICATION

- 1. All minutes of Zone Council meetings must be forwarded to the Council Members and the O.L.A. 14 days after meeting date.

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2. 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. NEW ASSOCIATION APPLICATIONS - PROCEDURE

1. Application “Starter Kits” are available from the O.L.A. office.
2. Application is filled out by applying association and returned to O.L.A. office.
3. Application is forwarded to Zone Director.
4. Application is put on the Agenda of the next Zone meeting.
5. Applicant presents their proposal to join Zone.
6. Zone Council votes on application.
7. If application accepted by Zone, Zone Director brings application to an O.L.A. Board of Governors” meeting for acceptance.
8. If application is denied the applicant will be advised of the appeal process by the Zone Director.

Article 12. AWARDS

Award nominations for O.L.A awards must be submitted to the Promotions committee by date set by the OLA.

Each association may submit award nominations to the OLA Promotions committee with copied sent to the Minor Zone 5 Council.

Article 13. COMPLIANCE

Failure of Zone 5 Council or member association to follow the guidelines as laid out in the Zone Operating Policy may result in fines or suspensions.

Article 14. OFFICERS – Job Description:

- 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 – one (1) year. Voting position.
- 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 – one (1) year. Voting position.
- c) **Past Director:** Immediate Past Director. Term of office – one (1) year. Voting position.

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- d) **Zone Registrar:** Will be responsible for registering all players, coaching staff and member associations' executive members from Zone 5 as per the O.L.A. constitution. Term of office – one (1) year. Voting position.
- e) **Secretary:** Will be responsible for recording minutes of Council meetings and distributing minutes to Council members within 14 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 – one (1) year. 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 on 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 – one (1) year. Voting position.
- g) **Referee-In-Chief:** Will be responsible for referee assisting with scheduling in Zone 5 as requested by each organization. Will review all suspensions in Zone 5 play and notify the Discipline Committee Chairperson immediately of any discipline issues. Will sit on the Technical Development Committee. Will Chair Referee Development Committee. Required qualification of at least a Level 3 Referee Certificate. . Term of office – one (1) year. The referee-in-chief will be responsible for organizing the Zone 5 referees clinic. The referee-in-chief will be responsible for informing each Zone 5 member associations of the OLA policy Re: Refereeing in the Ontario Lacrosse Association Voting Position.

Article 15. 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.

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Player Movement Committee

To deal with player movement requests, the Zone Director will appoint all members of the Player Movement Committee as required. The Committee will establish a chairperson. The Player Movement Committee hearings will be comprised of three (3) neutral Council members. This committee will be empowered with the ability to make decisions regarding player movement on behalf of the Zone. The Chairperson will report to the Executive board at the next Council meeting as required. This committee will meet at schedule times. Requests for player movement will only be accepted between January 15th and June 1st of each year.

Referee Development Committee

To deal with development of referees in the Zone. This Committee will consist of the R.I.C. and a minimum of two (2) Council members (whose designate can be their club R.I.C). The Zone R.I.C. will be the chairperson for the committee. This committee will meet regularly and make recommendations to the Zone Council and help to implement strategies that ensure the continuing development of referees within the Zone.

“Grow the Zone” Committee

To increase the number of minor lacrosse clubs in Zone 5. This Committee will consist of the Zone Director and a minimum of two (2) Council members. This committee will meet will develop outreach strategies and coordinate activities (i.e. Try Lacrosse clinics, host a neutral site game, info sessions, etc.) in communities within Zone 5 where there is currently no minor lacrosse association with the aim of identifying community members who would start a local association. Example communities include but are not limited to Kemptville, Brockville, Smiths Falls, Perth, Arnprior, Renfrew, and Hawkesbury). The committee will endeavour to organize a minimum of one outreach activity per year.

Article 16. RECOMMENDATIONS

Division Convenors

One Convenor/Statistician per division for Zone Rep games

- All game sheets be mailed to Convenor by home team immediately after game played
- Team stats are kept only – (if applicable up-date website regularly)
- Any match penalties, gross or game misconducts, and major penalties will be highlighted and information forwarded to R.I.C originating from the rep team schedule.

Zone Championships

Zone Championships should be held if number of teams entered into Zone play warrants it. Zone Championships should consist of:

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- Play-downs for each division
- Championship games for each division
- All games must be completed two weeks prior to their respective division Provincials

All-Star Games

Zone All-Star games may be established to promote lacrosse in the Zone.

- All –Star games should be held after Provincial Tournaments
- Players should be nominated from their own associations
- Coaches should come from top place teams in the Zone in their respective divisions
- All-Star games should be promoted at the Club level

Zone Council Lists

A list of all Zone Council officers should be published after the Zone A.G.M and distributed to all Council members and the O.L.A.

Technical Director

It would be to the Zones advantage to appoint a Technical Director to sit on the Technical committee, and to oversee development of coaches and referees.

Article 17. FINES & FEES SCHEDULE

Fees:

- Annual Zone 5 Membership* \$500 (2016)
- Registration Card Processing \$0.50 per card (per club) payable to Zone 5 Registrar

Note: *See Article 9.

Playing fines:

- Gross Misconduct \$25.00
- Match Penalty \$25.00
- Game Misconduct (Coach) \$10.00
- Game Misconduct (Player) \$10.00

Administrative Fines:

- Late Gamesheets/Scores (see Zone Gamesheet Reporting Policy)
 - \$25 (first offense)
 - \$50 (second offense)
 - \$100 (third and subsequent offenses)
- Immediate Penalty reporting – Failure to report within proper timelines (Specific to a player receiving game misconduct (GM), match (MP) or gross misconduct (GRM) penalties which

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MUST be reported to the Zone 5 RIC within 24 hours of the occurrence). Applies to ZONE games only:

- Failure to report within 24 hrs \$100
- Failure to report within 72 hours \$200
- Failure to report beyond 72 hours \$500 (and immediate suspension of head coach)
- Using a player that should have been suspended but reporting was delayed: \$500
- Game Cancellation or Scheduling Changes
 - No Show \$500
 - Reschedule with less than 48 hrs \$500
 - Reschedule with less 10 business days \$100
- Attendance at Zone Meetings (see Article 5)
 - \$75 (first offense)
 - \$150 (second offense)
 - \$200 (third offense)

Note: Fines can only be assessed if the Zone 5 Council has an elected or appointed Treasurer.

The above document was agreed to in principle at the Zone 5 Council meeting held at the Cornwall Sports Complex on November 22, 2003.

Document was last amended on December 6 2015, at the Zone 5 Annual General Meeting held at the Benson Centre in Cornwall.