**THE ONTARIO LACROSSE ASSOCIATION**

**ZONE 5 COUNCIL OPERATING**

**POLICY**

**October 27, 2024**



**REVISION HISTORY**

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Contents

[Article 1. NAME 4](#_Toc84392630)

[Article 2. OBJECTIVES 4](#_Toc84392631)

[Article 3. MEMBERSHIP 4](#_Toc84392632)

[Article 4. EXECUTIVE OFFICERS 4](#_Toc84392633)

[Article 5. COMMITTEES 4](#_Toc84392634)

[Article 6. VOTING PRIVILEGES AND PROCEDURE 4](#_Toc84392635)

[Article 7. MEETINGS 5](#_Toc84392636)

[ZONE POLICY & PROCEDURE 5](#_Toc84392637)

[Article 8. ATTENDANCE 5](#_Toc84392638)

[Article 9. MEMBERSHIP FEES 6](#_Toc84392639)

[Article 10. COMMUNICATION 6](#_Toc84392640)

[Article 11. NEW ASSOCIATION APPLICATIONS - PROCEDURE 6](#_Toc84392641)

[Article 12. AWARDS 6](#_Toc84392642)

[Article 13. COMPLIANCE 6](#_Toc84392643)

[Article 14. OFFICERS – Job Description: 7](#_Toc84392644)

[Article 15. COMMITTEES – Structure & Mandate 8](#_Toc84392645)

[Discipline Committee 8](#_Toc84392646)

[Player Movement Committee 8](#_Toc84392647)

[Referee Development Committee 8](#_Toc84392648)

[“Grow the Zone” Committee 8](#_Toc84392649)

[Article 16. RECOMMENDATIONS 9](#_Toc84392650)

[Zone Championships 9](#_Toc84392651)

[Zone Council Lists 9](#_Toc84392652)

[Technical Director 9](#_Toc84392653)

[Article 17. FINES & FEES SCHEDULE 9](#_Toc84392654)

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 Mohawks Minor Lacrosse Association, Kingston Lacrosse Association, Nepean Knights Minor Lacrosse Association, Quinte Minor Lacrosse Association, and Tyendinaga Minor Lacrosse.

## 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 box lacrosse.

## Article 3. MEMBERSHIP

The Council will consist of two persons from each Zone 5 OLA 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 OLA and the CLA.

## Article 4. EXECUTIVE OFFICERS

The Officers, as elected by the Council, shall be rested with the powers to conduct the affairs of the Council.

Elected annually Appointed and approved by Council Returning officer

Zone Director Official in Charge (OIC) Immediate Past Zone Director

Assistant Zone Director Scheduler

Secretary

Treasurer

Registrar

## Article 5. COMMITTEES

1. Discipline Committee
2. Player Movement Committee
3. Referee Development Committee
4. “Grow the Zone” Committee
5. Zone 5 can at any time and at their discretion establish an ad-hoc committee if so required.

## Article 6. VOTING PRIVILEGES AND PROCEDURE

1. Each recognized organization will have two (2) votes.
2. 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.
3. In the event of a tie the Zone Director shall have an additional deciding vote to break the tie.
4. A quorum will consist of 50% + 1 member associations.
5. A “pass‟ vote will be 50% + 1 votes.

## Article 7. MEETINGS

1. Zone 5 Council will convene a minimum of five (5) times per year between January and December.
2. An Annual General Meeting must be held prior to the OLA Annual General Meeting during the month of September or October.
3. The following will be the minimum annual meeting schedule:
	* January – in person or dial-in;
	* March – in person or dial-in at the OLA SAGM;
	* April – in person/scheduling meeting; and
	* June - in person or dial-in; and
	* September/October – in person ZONE 5 AGM
4. Meeting agendas will consist of, but not be limited to the following:
	* Review of the meeting agenda and attendance
	* Secretary - Minutes of Previous meeting
	* Treasurer – Financial Statement – in writing AGM , March, September
	* Old Business
	* Committee Reports
	* Registrar
	* OIC
	* Scheduler
	* New Business

# ZONE POLICY & PROCEDURE

## Article 8. ATTENDANCE

The Zone 5 Council will meet a minimum of five (5) times per year in person or via video/teleconference technology. Each member association must be represented at every Zone 5 meeting. Failure to attend in person or dial-in when available will result in the following fines:

* first transgression $75;
* second transgression $150
* third transgression $200

To reduce travel time and the associated environment impacts, Zone 5 will offer video/teleconferencing for most meetings but in person attendance is important and will be required at the following Zone 5 Meetings:

* AGM (held in Sep or Oct); and
* Scheduling/start of season meeting (Mar/Apr)

Note: Failure of Club reps to attend three meetings in one season will result in possible suspension from the Zone for the up-coming season. 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 prior to the next meeting.

## Article 9. MEMBERSHIP FEES

A membership fee will be charged annually to all Zone 5 associations to cover expenses incurred by the Zone 5 Council, such as travel costs incurred by Z5 members undertaking Z5 business, supporting referee development, and honorariums to support positions (such as the Zone OIC). All expenses must be previously approved by the Zone 5 Council. All Members must be current with their zone fees, fines and levies prior to the Zone 5 AGM 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 OLA, 14 days after meeting date.
2. Prior to all Zone Council meetings, dates, times, and locations must be forwarded to all Council Members and the OLA within 14 days.

## Article 11. NEW ASSOCIATION APPLICATIONS - PROCEDURE

OLA procedure can be found at: www.ontariolacrosse.com

## Article 12. AWARDS

Award nominations for OLA 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 a copy sent to the 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:

1. ***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.

**Note**: In the event the position is not filled, a Zone Director can be elected/acclaimed who has not previously served on the Zone 5 council.

1. ***Assistant Zone Director***: Will have the same authority and responsibilities as the Zone Director in his/her absence. Will review Zone Operating Policy at end of year and make needed changes. Term of office – one (1) year. Voting position.

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

1. ***Zone Registrar:*** Will be responsible for registering all players, coaching staff and member associations’ executive members from Zone 5 as per the OLA Constitution. Term of office – one (1) year. Voting position.

1. ***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 14 days 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.

1. ***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 to sign 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 AGM. Term of office – one (1) year. Voting position.

1. ***Official in Charge (OIC):*** Will be responsible for 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 Official Certificate. Term of office – one (1) year. The OIC will be responsible for organizing the Zone 5 officials clinic. The OIC 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***.* Chairpersonwill notify subject of hearing, and notify the association and OLA 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.

###  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 OIC and a minimum of two (2) Council members (whose designate can be their club OIC). The Zone OIC 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

***Zone Statistician***

* Designate a game/score and penalty reporting procedure for each season
* Assist OLA Tournament Coordinator with updates to MYLAX website
* Ensure the Discipline Committee is informed of any incident that requires further review/action

### Zone Championships

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

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

### Zone Council Lists

A list of all Zone Council officers should be published after the Zone AGM and distributed to all Council members and the OLA.

### 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\* $300 + $1/player from the previous season’s registration numbers

Note: \*See Article 9.

Playing fines are subject to OLA Automatic Discipline Policy (ADP) published annually by the OLA.

**Administrative Fines**:

* Late submission of Gamesheet (see Zone Game sheet 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 MUST be reported to the Zone 5 OIC or Director 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 Cancelation or Scheduling Changes
	+ No Show $500
		- 50% of the recovered fine will go to the affected association and 50% to Zone5
	+ Reschedule with less than 48 hrs $500
	+ Reschedule with less 10 business days $100
* Attendance at Zone Meetings (see Article 7)
	+ $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.

**Reimbursement of Travel Expenses**

* A member of the Zone 5 executive, Zone 5 council member or approved 3rd party, who is traveling for the purpose of conducting Zone 5 business can be reimbursed for the following expenses:
* Hotel (1 day meetings = 1 night at hotel as needed) with receipt
* Car rental with receipt
* Gas with receipt
* Meal per diem (Breakfast $15, Lunch $20, Dinner $25)
	+ Note: Per diem rates are to remain consistent with OLA approved meal rates.

ARTICLE 18 CODE OF CONDUCT

As members of the OLA, all clubs are required to adhere to OLA’s Code of Conduct. Zone 5 member associations are expected to have in-person conversations with their members (parents, players, coaches, referees, etc) about the code of conduct, what it means and how it will be applied at the club level throughout the season.

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 November 18, 2020 at the Zone 5 Annual General Meeting held virtually.