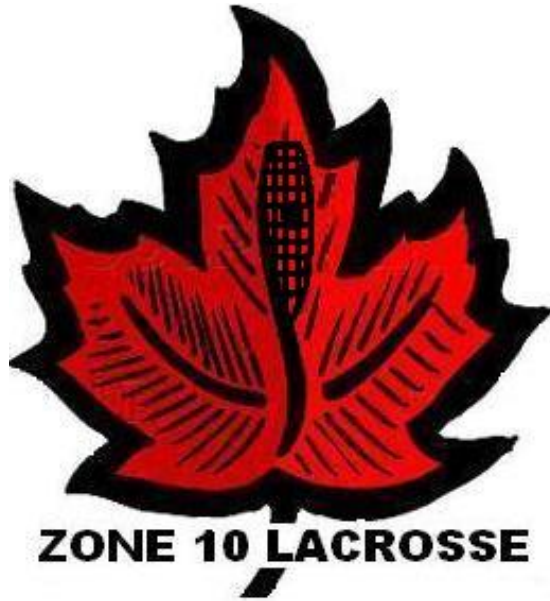


THE ONTARIO LACROSSE ASSOCIATION



ZONE 10 OPERATING POLICY



MARCH 2002
(Revised January 2004)
(Revised February 2008)
(Revised April 2009)
(Revised September 2013)
(Revised October 2015)

ZONE 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.....	3
ARTICLE 6. VOTING PRIVILEGES AND PROCEDURES	4
<i>Elections.....</i>	4
<i>Council Meetings</i>	4
ARTICLE 7. MEETINGS	4
ZONE POLICIES & PROCEDURES	4
ARTICLE 8. COUNCIL MEETINGS - ATTENDANCE.....	4
ARTICLE 9. MEMBERSHIP FEES	4
ARTICLE 10. COMMUNICATION.....	5
ARTICLE 11. NEW ASSOCIATION APPLICATIONS - PROCEDURE	5
ARTICLE 12. OFFICERS – JOB DESCRIPTIONS:	5
a) <i>Zone Director</i>	5
b) <i>Assistant Zone Director.....</i>	5
c) <i>Past Zone Director.....</i>	5
d) <i>Zone Registrar</i>	5
e) <i>Zone Secretary.....</i>	5
f) <i>Zone Treasurer.....</i>	6
g) <i>Zone Scheduler</i>	6
h) <i>Zone Referee-In-Chief.....</i>	6
i) <i>Zone Statistician.....</i>	6
j) <i>Zone Development Rep.....</i>	6
ARTICLE 13. COMMITTEES – STRUCTURE & MANDATE.....	6
<i>Discipline Committee.....</i>	6
<i>Player Movement Committee.....</i>	6
<i>Referee Development Committee.....</i>	7
ARTICLE 14. AWARDS	7
1. <i>Zone 10 OLA Coach of the Year Award</i>	7
2. <i>Zone 10 Excellence in Officiating Award.....</i>	7
3. <i>Zone 10 Most Promising Official Award</i>	7
4. <i>Zone 10 Exemplary Contribution to Officiating Award</i>	7
ARTICLE 15. OTHER ITEMS	7
<i>Zone 10 Rules.....</i>	8
<i>Zone Championships (to be decided at the beginning of the season).....</i>	8
<i>All-Star Games (to be decided at the beginning of the season).....</i>	8
<i>Zone Council Lists</i>	8
<i>Referee Fee Schedule and Mileage Chart</i>	8
<i>Fines (to be decided at the beginning of the season).....</i>	8
<i>Zone 10 Association Team Names and Colours</i>	8
<i>Zone Hearing Process</i>	9

ZONE OPERATING POLICY

ZONE STRUCTURE

Article 1. NAME

The name of the organization shall be the Zone10 Council of the Ontario Lacrosse Association (O.L.A.)

The members of the Zone 10 Council shall include:

Brampton Minor Lacrosse Association (BMLA), Caledon Minor Lacrosse Association (CMLA), Halton Hills Minor Lacrosse Association (HHMLA), Mimico Minor Lacrosse Club (MMLC), Mississauga Minor Lacrosse Club (MMLC), Newmarket Minor Lacrosse Association (NMLA), Oakville Minor Lacrosse Association (OMLA), and Orangeville & District Minor Lacrosse Association (ODMLA).

Article 2. OBJECTIVES

To govern minor box lacrosse within the O.L.A. mandated geographical Zone 10 area and to promote, develop and foster all aspects of the game of minor lacrosse.

Article 3. MEMBERSHIP

The Council will consist of one person from each Zone 10 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:

Zone Director
Assistant Zone Director
Secretary
Treasurer
Registrar
Scheduler
Referee-in- Chief (R.I.C.)

Returning officer:

Immediate Past Zone Director

Article 5. COMMITTEES

- a) Discipline Committee
- b) Player Movement Committee
- c) Referee Development Committee

ZONE OPERATING POLICY

Article 6. VOTING PRIVILEGES AND PROCEDURES

ELECTIONS

- a) Each recognized organization will have one (1) vote.
- b) Each Executive Officer of the Zone 10 Council will have one (1) vote.
- c) A quorum will consist of 50% + 1 members.
- d) A 'pass' vote will be 50% + 1 votes.

COUNCIL MEETINGS

- e) Each recognized organization in attendance will have one (1) vote.
- f) If vote is tied then Each Executive Officer of the Zone 10 Council will have one (1) vote
- g) If vote remains tied then the Zone Director will have final vote
- h) A quorum will consist of 50% + 1 members.
- i) A 'pass' vote will be 50% + 1 votes.
- j) 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. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- k) Must be a member in good standing to have voting privileges.

Article 7. MEETINGS

Zone 10 Council will meet on a monthly basis from January to October. (with the exception of May, July, August and November/December – unless required)

An Annual General Meeting must be held in September, prior to the O.L.A. Annual General Meeting.

ZONE POLICIES & PROCEDURES

Article 8. COUNCIL MEETINGS - Attendance

The Zone 10 Council will meet a minimum of nine (9) times per year. All members of the Zone 10 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 up-coming 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.

Article 9. MEMBERSHIP FEES

A fee will be charged annually to all recognized associations to cover expenses incurred by the Zone 10 Council. A late fee will be charged if fees are not submitted by January 31st. The Zone fees and late fees will be set at the September meeting for the upcoming season.

ZONE OPERATING POLICY

Fees payable to the Zone Registrar will be set at the beginning of each season. See article 12 (d) Deadlines for payment and penalties for late payment will be established at the beginning of the season.

Article 10. COMMUNICATION

1. All minutes of Zone Council meetings must be forwarded to the Council Members and O.L.A. 21 days after meeting date.
2. Prior to all Zone Council meetings, dates, times and locations must be forwarded to all Council Members and the O.L.A.

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) Final date for submission to play in Zone for current playing year: January 1st.

Article 12. OFFICERS – Job Descriptions:

- a) **Zone Director:** Will call all Council meetings; will chair all Zone Council meetings; set the agenda for all Zone Council meetings; may be an *ex officio* member of all committees of the Zone Council. Will represent Zone 10 at all OLA functions and meetings. Will be a signing authority for the Zone bank account. Must have served one (1) year on Zone Council prior to election as Director. Term of office – one (1) year. The Zone Director (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting position only in the event of a tie.
- b) **Assistant Zone Director:** Will have the same authority and responsibilities as the Zone Director in his/her absence. Term of office one (1) year. The Assistant Zone Director (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting position.
- c) **Past Zone Director:** Immediate Past Director. Term of office one (1) year. The Past Zone Director (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting position.
- d) **Zone Registrar:** Will be responsible for registering all players, coaching staff and member associations’ executive members from Zone 10 as per the O.L.A. constitution. The Zone registrar will be paid a fee of 70c per registration by each member organization for their registrations. The Zone Registrar (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Term of office one (1) year. Voting position.
- e) **Zone Secretary:** Will be responsible for recording minutes of Council meetings and distributing minutes to Council members at least one (1) week prior to next planned meeting. An agenda for the next planned meeting will be distributed at the same time as the minutes. Any correspondence to the Zone Council will be distributed as necessary by

ZONE OPERATING POLICY

the secretary, or sent out by the secretary as directed by the Zone council. Shall maintain a current list of all Council members. Term of office one (1) year. The Zone Secretary (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting Position.

- f) **Zone Treasurer:** Will establish and maintain a bank account in the name of the Zone. Will be a signing authority for the Zone bank account. Will secure all bonds, fees and fines from member associations and deposit into the Zone bank account. Will conduct financial business on behalf of the Zone. Will report quarterly in writing, financial statements to the Council. Will prepare a year-end report for presentation at the A.G. M. Term of office one (1) year. The Zone Treasurer (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting position.
- g) **Zone Scheduler:** Will schedule all zone games – regular season, play-offs and championships (as applicable.) Will ensure all associations have up-to-date copies of schedules. Term of office one (1) year. The Zone Scheduler (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. Voting position.
- h) **Zone Referee-In-Chief:** Will be responsible for referee development in Zone 10 as requested by each organization. Will review all suspensions in Zone play and notify the Discipline Committee Chairperson immediately of any discipline issues. Will Chair Referee Development Committee. Term of office one (1) year. The Zone Referee In Chief (if not an executive member of a Zone 10 club) will be reimbursed for any travel to meetings and expenses incurred on behalf of the Zone. 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 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 Council meeting.

Player Movement Committee

To deal with player movement requests. All member associations of the Zone 10 Council are invited to any player movement hearings. Zone 10 has determined that in the best interests of all organizations and individuals within our boundaries the Player Movement Committee will be made up of one representative from each club, excluding the club the player is leaving from and the club the player is going to. The committee will meet prior to scheduled Zone meetings. The Zone Director will advise of any conflict of interest clubs for each player movement request. The Movement Committee will be comprised of a minimum 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 player movement

ZONE OPERATING POLICY

meetings will take place prior to the monthly Zone 10 Council meetings, and if necessary a special meeting will be held. Requests for player movement will only be heard between January 1st and May 15th 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, one being the Zone Director. The R.I.C. will be the chairperson for the committee. This committee will meet regularly and make recommendations to the executive board and help to implement strategies that ensure the continuing development of referees within the Zone.

Article 14. AWARDS

The following nomination may be made by each association to the zone:

1. **Zone 10 OLA Coach of the Year Award**.- The award is presented annually to the coaching staff within Zone 10 who best instills the principles of teamwork, fair play and self-esteem in the development of young Lacrosse Players while pursuing excellence in our sport
2. **Zone 10 Excellence in Officiating Award** - The Zone 10 Award for Excellence in Officiating is presented annually to the referee exhibiting the utmost excellence in all areas of officiating and representing Zone 10 to the highest degree.
3. **Zone 10 Most Promising Official Award** - The Zone 10 Most Promising Official Award is presented annually to the referee who, through their exceptional on-floor performance and off-floor conduct, is determined to exhibit the qualities and potential of a great official.
4. **Zone 10 Exemplary Contribution to Officiating Award** - The Zone 10 Award for Exemplary Contribution to Officiating is presented annually to the referee that best combines on-floor proficiency with off-floor dedication to referee supervision and development.

Article 15. OTHER ACTIVITIES

Zone 10 Rules

- (i) Zone 10 Procedure on Statistics
- (ii) Zone 10 Procedure on Suspensions
- (iii) Clubs are to submit Executive Lists to the Zone Director/Secretary and OLA by December 31st of each year.
- (iv) Team rosters and registration databases are to be submitted to OLA by June 15th of each year.

Zone Championships *(to be decided at the beginning of the season)*

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

Zone Championships should consist of:

- ✓ Championship games for each division, based on final OLA ratings, with the exception of PeeWee A, Bantam A & Midget A
- ✓ All zone games must be competed two weeks prior to their respective division Provincials, and Zone Championships are to be held at least one week prior to their respective division Provincials

ZONE OPERATING POLICY

All-Star Games *(to be decided at the beginning of the season)*

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 10 Council officers should be published after the Zone AGM and distributed to all Zone 10 Council members and the O.L.A.

Referee Fee Schedule and Mileage Chart

Referee mileage rate will not be paid in Zone 10. Instead, a flat rate travel allowance of \$20 will be paid per visit to out of town referees. The \$20 will be split between two referees should two out of town referees be required. If only one out of town referee is required, the \$20 will be paid in full.

Fines *(to be decided at the beginning of the season)*

Zone 10 fines:

Non-attendance at Zone Meeting (1 st)	\$75.00
Non-attendance at Zone Meeting (2 nd)	\$150.00
Non-attendance at Zone Meeting (3 rd)	\$200.00
Gross Misconduct	\$40.00
Match Penalty	\$40.00
Game Misconduct	\$25.00
Late Gamesheets	\$10.00
Missing Gamesheets	\$25.00

Zone 10 Association Team Names and Colours

Brampton Minor Lacrosse Association (BMLA) – Excelsiors (Maroon, White & Gold)

Caledon Minor Lacrosse Association (CMLA) – Bandits (Purple & Yellow)

Halton Hills Minor Lacrosse Association (HHMLA) – Bulldogs (Red & Black)

Mimico Minor Lacrosse Club (MMLC) – Mountaineers (Light Blue & Dark Blue)

Mississauga Minor Lacrosse Association (MMLA) – Tomahawks (Blue & Orange)

Newmarket Minor Lacrosse Association (NMLA) – Redbirds (Black & Red)

Oakville Minor Lacrosse Association (OMLA) – Hawks (Dark Blue & White)

Orangeville Minor Lacrosse Association (OMLA) – Northmen (Grey & Black)

ZONE OPERATING POLICY

Zone Discipline Hearing Process

The committee will consist of three neutral Zone Council members and will be chaired by the Zone Director or Assistant Zone Director or Designate, Zone Referee in Chief and one other Zone Council member.

The hearing of a player or bench staff in relation to Zone game play:

1. Attending will be player or bench staff, one of the parents (if applicable), and coach of the player's team (optional). There will be no other people permitted in the meeting or representing the family.
2. The player or bench staff will be requested to present their version of the incident
3. The SIR will be presented as written, by the Zone RIC to the group
4. The player or bench staff will be able to respond to the information presented
5. The coach will present any additional relevant information
6. The player will present any additional relevant information
7. The committee will be permitted to ask any further questions
8. The committee will deliberate and has the option to render a decision at that time or give a date for the decision to be received through email.

A hearing for release appeals and other reasons:

1. The members attending will be the parties directly associated with the appeal hearing (family/player and the club directly involved / who denied the local release).
2. A minimum of 3 neutral clubs shall be in attendance, but any Zone 10 club is encouraged to exercise their option to be in attendance and participate as part of the Appeals Committee.
3. Each party will present their version
4. The Committee members will have the opportunity to ask questions and for clarification at any given time during the hearing.
5. The committee will deliberate and has the option to render a decision at that time or give a date for the decision to be received through email.

All questions or inquiries or clarification will be through the Committee Chair. The Committee Chair is able to discuss process but will not engage in discussions of the incident under review.