

**LANGLEY MINOR LACROSSE  
ASSOCIATION**

**CONSTITUTION AND BY-LAWS**  
REVISED OCTOBER 8, 2006

**CONSTITUTION AND BY-LAWS  
OF  
LANGLEY MINOR LACROSSE ASSOCIATION**

**CONSTITUTION**

**ARTICLE 1 – NAME**

- (1) The name of the Association is “Langley Minor Lacrosse Association” and the Association shall hereafter be referred to as the “Association”
- (2) The Executive Board of Directors shall be hereafter referred to as the “Executive”

**ARTICLE 2 - OBJECTIVES OF ASSOCIATION**

The objectives of the Association are:

- a) To promote, teach and perpetuate the game of Lacrosse.
- b) To teach sportsmanship to the participants and to emphasize the necessity of fair play.
- c) To teach mutual respect among players, coaches, officials and spectators.
- d) To develop community spirit among all of the aforementioned persons.

**ARTICLE 3 – OPERATIONS**

The operations of the Association are to be carried on with the City and Municipality of Langley, in the Province of British Columbia.

**ARTICLE 4 – EXECUTIVE DUTIES**

**President:**

Chair meetings at club level. Oversee all general club functions. Attend Lower Mainland Commission meetings and any other mandatory Lacrosse meetings.

**Vice-Presidents:**

Shall assist the President in the performance of his/her duties the 1<sup>st</sup> Vice-President shall act as the President in his/her absence. Responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers representative respective club volunteers

**Secretary:**

Shall keep a complete record of all meetings of the Association and of all business and correspondence transacted there. The Secretary shall ensure all statements, lists or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies. The Secretary shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor. The Secretary shall be responsible for notification of the Executive for the Executive Committee meetings.

**Registrar:**

Shall be responsible for the proper registration of all players in the Association. Coordination of registration includes ordering of preprinted forms and selection of sign-up locations. Responsible for the records of all registered players, and passing the registration information on to BCLA and the Division Coordinators. Works with the Treasurer and turns over all registration fees collected post haste. Shall provide reports of the total number of players registered as required by the Executive including final annual report. Update membership lists. Keep in individual file copies of Birth Certificate and Registration Forms for each player. Phone all returning players that have not registered to remind them to register. Phone all players who did not re-register with the Association to determine why they aren't returning.

**Treasurer:**

Oversee handling of all the Association funds, writing of cheques, bank deposits, ETC. Coordinate and monetary questions or duties with Government re: club casino applications, GST rebates, applying for licenses, etc. Shall maintain a continuous record, which must be kept up to date. Shall prepare, or have prepared statements in the form of a balance sheet for the Annual General Meeting in accordance with the British Columbia Societies Act as of the current year. Upon leaving the position they shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor or the President.

**Head Coach:**

To source for adequate coaching at each level. To help individual coaches with practice drills and planning. To evaluate teams for declaration, to evaluate players for placement on the correct teams. To attend Head Coaches meetings. Perform evaluations of coaches throughout the season. Inform coaches of clinics available for certification.

**Head Referee:**

To evaluate Association referees, at Level 1 and 2, to receive and pass on all game report information to the appropriate parties. To report to the Executive on the administration of all Association referees. Will work closely with the Head Coach; reporting any discipline or assignment problems or any coaches indiscretions relating to the refereeing of games. Provides the Executive Committee with information relating to BCLOA rules, regulations or directives. Responsible for the disciplining of referees within the Association, seeking the counsel of the Head Coach. Requests evaluations by BCLOA instructors for referees they recommend for upgrading beyond Level 2. To attend Head Referee meetings.

**Equipment & Uniform Manager:**

Responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other association gear. Reports any necessary purchases to the Board, is advised by coaches, coordinators, etc., of any repairs required during or after the season, and arranges for repair or replacement. Arranges for off-season storage of uniforms and other equipment.

**Immediate Past President:**

The immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Board of Director or Club Representative for a period of one year.

**Ways and Means:**

Shall provide the Association with support for duties with regard to treasury, fundraising and general organization activities.

**Division Coordinators:**

To actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of LMLA. Arrange (with the assistance of the Head Coach) certification of Coaches in his/her division. Registering teams for Provincial play downs in his/her division (if applicable). Coordinating evaluation sessions for division. Coordinating the team selection process in division. Overseeing day to day problems in division. Evaluating, with the Head Coach, coaches in division.

**Coaches:**

Coaching positions within the Association ranks will be filled using the following criteria as guidelines:

- Past history with the Association
- Knowledge of the game
- Coaching ability
- Technical qualifications (certified levels)
- Temperament

The Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary.

**Publicity:**

To assemble and pass on any team or Association information (as long as the rule on confidentiality is met) needed to the local media.

**Tournament Coordinator:**

Oversee all Dennis Hickey operations, source for help at WelcomeTable, Booster Club, Time Clock, 30 Second Shot Clock, etc. To arrange with Referee Allocator for sufficient referees, to liaise with all the clubs wanting to participate in the tournament before and after the team reserves a position. To layout tournament program, to arrange tournament sponsorships or tournament donations. To order all medals and all trophies needed for the tournament.

**Booster Club:**

To oversee Association items for sale – T-shirts, sweatshirts, pants, hats, bags, etc. To keep up to date inventory of the available stock and to source available suppliers whenever new stock is to be purchased.

**Schools Program:**

To introduce Lacrosse into the local elementary and pre-schools.

**Referee Allocator:**

To arrange for referees for all League, Tournament and Play-off games. To disburse all monies to the club coaches for paying referees.

**Floor Allocator:**

To arrange area and box times for all teams. To help coaches when they need to reschedule games.

**Team Manager Communicator:**

To communicate all needed team and Association information to Team Managers. To assist Team Managers with needed training for game duties ie., 50/50, clocks, etc. To distribute association's nomination forms for year end awards.

**ARTICLE 5 – FUNDS**

- (1) The funds of the Association that are not required for immediate use may be kept on deposit in a bank.
- (2) In the event that the Association should at any time be wound up or dissolved should be turned over to a Lacrosse association in the Province of British Columbia promoting similar objectives as this Association, as to be determined at a special meeting of the membership.

## **BY-LAWS**

### **BY-LAW 1 – MEMBERSHIP**

- Section 1 Langley Minor Lacrosse Association membership shall be open to any player (boy or girl), parent, guardian of player, coach or referee who are either registered by the Association as a player or registered by the British Columbia Lacrosse Association as a coach or referee.
- Section 2 Membership will be recognized upon payment of Membership Fees, “such” member will have full voting rights in the Association and will be eligible to hold office within the Association.
- Section 3 Final registration date of players shall be May 15 of each playing year, applications must be made to the Lower Mainland Lacrosse Commission for additional registration after this date.

### **BY-LAW 2 – MEMBERSHIP FEES**

- Section 1 Fees shall be payable by members in such amount and in such manner and at such time as may be directed from year to year by the Executive of the Association.
- Section 2 Refunding of registration money shall be left to the discretion of the Executive.
- Section 3 No player shall be allowed on the floor for league play who has not registered with the Registrar or paid the full required fees.
- Section 4 Families with 3 or more children being registered, the Registration Fees become 75% across the board. (This is a discount of 25% per child).

### **BY-LAW 3 – WITHDRAWAL AND EXPLUSION**

- Section 1 Any member who desires to withdraw from membership in the Association may notify the Executive in writing to that effect and on receipt by the Executive of such notices the member shall cease to be a member.
- Section 2 The Executive may at any time when a majority of the Executive (other than an Executive who might be the member concerned), are of the opinion that a member is not acting in the best interest of the Association, by resolution with notice to such member, declare that said member shall stand suspended from the membership in the Association as and from the date stated in such resolution, pending appeal at the next Annual General Meeting.

BY-LAW 4 – EXECUTIVE

- Section 1 Any member in good standing shall be eligible for Executive nomination and election.
- Section 2 Executive membership election or re-election shall be voted in office by the majority at each Annual General Meeting. The President shall be elected annually. Half the Executive shall be elected annually for a term of two years.
- Section 3 The Executive of the Association may exercise all such powers and do all such acts and things as the Association is by its Constitution or otherwise authorized to exercise and do.
- Section 4 The qualifications for an Executive member shall be coincident with his qualifications for membership in the Association. A Executive member shall cease to be an Executive member at the time he ceases to be a member of the Association.
- Section 5 If any member of the Executive Board shall resign his office, the board of Executive declare his Office vacated.
- Section 6 If majority of elected Executive remain in Office, any vacancies except President may be filled by invitation. Invited Executives must also be re-elected in Office at the next Annual General Meeting. If there is not a quorum of Executive in Office, the remaining Executive must call a Special General Meeting to form the needed quorum.
- Section 7 Two-thirds (2/3) of the Executive Board present in person shall form a quorum for the transaction of business. No formal notice of any meeting shall be necessary if all the Executive are present or if those absent have signed their consent to the meeting being held in their absence. Executive Board meetings may be formally called by the President or in his absence by the Vice-President.
- Section 8 Questions arising at any meeting of the Executive shall be decided by a majority of votes. In case of an equality of votes, the chairman then has the casting vote.
- Section 9 A resolution in writing signed by all the Executive personally shall be as valid and effectual as if it has been passed as a meeting of the Executive duly called and constituted.
- Section 10 The Executive shall hold a meeting within thirty (30) days prior to the date fixed for the hold of the Annual General Meeting.

Section 11 Election of Officers

**ODD YEARS** – President  
Vice-President  
Secretary  
Head Referee  
Equipment Manager  
Registrar  
Publicity  
Floor Allocator  
Tournament Coordinator

**EVEN YEARS** - President  
1<sup>st</sup> Vice-President  
Treasurer  
Head Coach  
Schools Program  
Booster Club  
Fundraising Coordinator  
Referee Allocator  
Team Manager Communicator

**BY-LAW 5 – MEETINGS**

Section 1 The Annual General Meeting shall be held at least once every calendar year. Subject to the provisions of the By-Laws that a special meeting may be held any time or place if members are contacted with two (2) weeks prior notice as to the holdings of the meeting. No proxy votes will be allowed.

Section 2 Other meetings of the members may be convened by order of the Executive At such time and place as may be determined by the Executive.

Section 3 No error or omission in giving notice of any Annual General Meeting or Special Meeting or any such adjourned meeting shall invalidate such meeting or make void any proceedings taken there at.

Section 4 Any meeting of the Association or the Executive may be adjourned to any time and from time to time and such business may be transacted at the original meeting from which adjournment took place. Adjournment must be moved, seconded and carried.

**BY-LAW 6 – MANAGEMENT**

Section 1 The Board of Executive shall have control on the affairs of the Association between Annual General Meetings.

Section 2 Every effort must be made to insure that all players receive the same consideration wherever possible. No team within the Association shall be allocated equipment that is greatly inferior to another team.

Section 3 No team shall be allocated more practice time than another team.

Section 4 Full effort should be given by coaches to ensure equal floor time to each player, unless said player is under disciplinary action.

- Section 5 Minor Divisions shall be broken into the following categories:
- (a) Mini-Tyke Fun Lacrosse – Ages 4 to 6
  - (b) Tyke Fun Lacrosse – Introduction to the game – Ages 7 and 8
  - (c) Novice Beginning of Competitive Lacrosse – Players chosen to teams by ability – Ages 9 and 10
  - (d) Peewee Competitive Lacrosse, Improvement of Skills – Players chosen to teams by ability – Ages 11 and 12
  - (e) Bantam Competitive Lacrosse, Development and Improvement of Skills – Players chosen to team by ability – Ages 13 and 14
  - (f) Midget Competitive Lacrosse, Development and Improvement of Skills – Players chosen to team by ability – Ages 15 and 16
- Section 6 It is required that each player attend every practice and game except with valid reason. If the player does not attend, the Executive and or coach reserves the right to discipline said player.
- Section 7 Any player and or coach wishing to appeal any decision of the Executive, must make the appeal in writing within 14 days of the decision. If any discussion is to happen regarding the appeal by the player, then the player must be accompanied by at least one of their parents or guardians.
- Section 8 The coach is responsible to his Head Coach. Each coach is responsible for the conduct of his players and himself at all times. He is the direct contact with his players to teach them discipline, sportsmanship and how to “play cleanly”, to make friends with their opponents and how to have fun without retaliation if they think they have been fouled.
- Section 9 Each and every member who wishes to coach a team in the coming playing year must apply to the Head Coach of said team. The application must be received by the Executive by February 15 of each playing year. The application will be reviewed by a Coaching Committee consisting of three (3) members of the Executive (two Head Coaches and President or one Head Coach, one Vice President and the President). The coaches of the new playing year will be advised to which team he or she will be coaching in the new season by March 15 of the playing year.
- Section 10 Movement of players from one team to another after teams are fixed will only be allowed by the Lower Mainland Commission.
- Section 11 Any member wishing to have a player moved to a higher or lower division must make written application to the Executive, stating the players name and the reason for the request. Each case will be individually dealt with by the Executive.
- Section 12 For temporary movement, one game at a time up to four (4) games. Arrangements must be made between players, parents and both coaches.
- Section 13 Any player may play four (4) games in a higher division with full consent of said player’s coach and parents. If player plays a fifth (5<sup>th</sup>) game in a higher division he or she must finish the playing season in the higher division.

- Section 14 In the event of an injury, the team manager or coach shall be responsible to see that all necessary action is taken. If in doubt, send the player for emergency treatment to the hospital by ambulance. An insurance report must be made immediately. This is to be forwarded to the Registrar. Parents not in attendance should be notified as soon as possible.
- Section 15 Any member of the Board of Executive must stand down and forfeit voting privileges on any issues in which he or she is personally involved.
- Section 16 Any protest against Association personnel must be written and signed by protesting party/parties and be reported to the President and the Secretary immediately and be presented at the next Executive meeting.
- Section 17 Any official, coach, manager or Executive will be asked for their resignation for failure to abide by the Constitution and By-Laws or any decision by the majority of the Executive.
- Section 18 Copies of the Constitution and By-Laws shall be available as requested and circulated by the discretion of the Executive.

#### BY-LAW 7 – FINANCES

- Section 1 The funds required by the Association shall be obtained by whatever means the Executive shall see fit and shall be disbursed by their discretion.
- Section 2 The funds of the Association that are not required for immediate use may be kept on deposit in a bank.
- Section 3 Major purchases for equipment must be tendered, preferably within the Association boundaries whenever possible.
- Section 4 All Association cheques must be signed by two (2) signing officers out of three (3) signing officers (Treasurer, President and one (1) other person.
- Section 5 The members of the Executive can not be held personally responsible for any shortfalls in funds.
- Section 6 A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the President, with input from the Directors as to the needs of the Association in the forthcoming year.
- Section 7 The Association shall apply for “Gaming” (“Casino”) on a yearly basis. A Director should complete the casino application and/or the Fundraising Coordinator with input from the Treasurer as to the budget needs.