

KITCHENER-WATERLOO MINOR LACROSSE ASSOCIATION INCORPORATED

CONSTITUTION AND BYLAWS

Approved _____

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KITCHENER-WATERLOO MINOR LACROSSE ASSOCIATION INCORPORATED

CONSTITUTION & BYLAWS

Bylaws relating generally to the transaction of the affairs of Kitchener-Waterloo Minor Lacrosse Association, Incorporated.

ARTICLE I ORGANIZATION

The name of the Organization shall be KITCHENER-WATERLOO MINOR LACROSSE ASSOCIATION INCORPORATED.

ARTICLE II PURPOSES

The purposes of the Organization are

- To oversee all activities of the KW Minor Lacrosse Association
- To operate a successful and responsible Organization under the guidance of the Ontario Lacrosse Association and the Ontario Minor Lacrosse Council
- To promote the game of lacrosse and the future of lacrosse in KW and the surrounding areas.
- To elect an Executive and Board of Directors from amongst the eligible members

ARTICLE III.a MEMBERSHIP

Membership in this Organization shall be restricted to members in good standing, Life Members of the Association and those players and bench personnel in good standing over the age of 18. Players under the age of 18 will be represented by a parent or guardian. Membership in the Organization shall be composed of such lacrosse players who, having paid the prescribed registration fee, shall agree to abide by and comply with the policy and procedures and playing rules of the Organization and the parents or guardians of said players and all others interested in promoting the game of lacrosse, and are admitted by the Board of Directors.

ARTICLE III.b LIFE MEMBERSHIP

A Life Member is the highest honour that can be bestowed by this Association, and it is awarded only for very distinctive service to the Association. Life Members shall be elected at the Annual Meeting of the Association by the eligible members present.

- Nominations for Life Membership must be made in writing with reasons/biography
- 1 builder and 1 player per year
- Approval by 2/3 of Board
- Presented with bio for approval at AGM – 2/3 majority of eligible voters present to confirm
- The newly elected Life Member will be notified by letter immediately following the AGM and will be inducted at the following year's AGM.

The criteria for Life Membership will be as follows:

Minimum of 10 years of service to the game of lacrosse as a builder or identified as having made a significant contribution to Club.

Privileges

- voting rights at any Annual or General Meeting he wishes to attend.
- access to all minutes of the Organization Board meetings.

Acknowledgement

Recipients will receive a plaque recognizing their contribution.

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ARTICLE IV.a OFFICERS OF THE ORGANIZATION (Executive)

The Executive Officers of the Organization shall be as follows:

President:

Vice President Boy's Box

Vice President Girl's Box

Vice President Boy's Field

Vice President Girl's Field

Secretary:

Treasurer:

The Officers shall be elected from among those members of the general membership in good standing except for the President who shall have previously served on the Board of Directors. No three (or more) related members shall serve as Officers. (Note: Secretary and Treasurer positions can be combined in which case the position will carry only one vote)

Officers shall by virtue of their office be members of the Board of Directors.

No Officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the Organization for duties other than as a Director or Officer.

Duties of the Officers are outlined in Appendix A

ARTICLE IV.b BOARD OF DIRECTORS

The business of this Organization shall be managed by a Board of Directors consisting of fifteen (15) members, including the Officers of this Organization. The Directors for the ensuing year shall be chosen at the annual meeting of this Organization in the same manner and style as the Officers of this Organization and they shall serve for a term of two (2) years.

The Board of Directors shall have control over the management of the affairs and business of this Organization. Such Board of Directors shall only act in the name of the Organization when it shall be regularly convened by its President (or his designate) after due notice to all the Directors of such meeting

Each Director (excluding the President or his designate) shall have one vote and such voting may not be done by proxy. The President (or his designate) shall only have a vote in case of a tie.

The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies on the Board of Directors, however caused, shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the term.

The President of the Organization by virtue of his office shall be Chairman of the Board of Directors.

A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the Organization.

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A Director may be removed if he fails to attend three consecutive meetings without having previously obtained a leave of absence or provided reasonable excuse for such absence. If an extended leave of absence is requested and granted by the Board of Directors the position will be considered to be 'open' (for purposes of quorum).

No Director shall by reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the Organization for duties other than as a Director or Officer.

The Board of Directors of the Organization shall be as follows:

1. President (odd years)
2. Vice President Boy's Box Representative (even years)
3. Vice President Boy's Field (odd years)
4. Vice President Girls Box Representative (even years)
5. Vice President Girl's Field (odd years)
6. Vice President House League (even years)
7. Vice President House League SR (odd years)
8. Fundraising and Promotions (even years)
9. Secretary (odd years)
10. Treasurer (odd years)
11. Referee in Chief (even years)
12. Registrar (odd years)
13. Equipment Manager (even years)
14. Scheduler (odd years)
15. Immediate Past President
 - Secretary / Treasurer (can be combined)

Duties of the Directors are outlined in Appendix A

ARTICLE V.a MEETINGS

The annual membership meeting (AGM) of this Organization shall be held each year at least 2 weeks prior to the OLA AGM.

The Secretary shall cause to be mailed (regular or electronic) to every member in good standing at his address as it appears in the membership list a notice telling the time and place of such annual meeting at least one week prior to the meeting.

Special meetings of this Organization may be called by the President when he deems it for the best interest of the Organization. Notices of such meeting shall be mailed (regular or electronic) to all members at their addresses as they appear in the membership list at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of fifty (50%) percent of the members of the Board of Directors or fifty (50%) percent of the members of the Organization, the President shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

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Annual General Meeting Agenda in Appendix D

ARTICLE V.b VOTING

At all annual and special meetings, except for the election of Officers and Directors, all votes shall be by show of hands. For election of Officers, ballots shall be provided if requested by any member present and there shall not appear any place on such ballot anything that might tend to indicate the person who cast such ballot. All members in good standing are entitled to vote at any General or Special Meeting of the Association.

Proxy Votes must be submitted by mail (written or electronic) to the Secretary 24 hours prior to the meeting and must indicate the member exercising the proxy vote. Each member is allowed one proxy vote.

At any regular or special meeting, if a majority so requests, any question may be voted upon by ballot. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

ARTICLE VI AMENDMENTS

This Constitution and these By-Laws may only be amended by an affirmative vote of not less than two-thirds of the eligible members present at the Annual General Meeting.

Any proposed amendments should be submitted/presented at the regular Board of Directors meeting immediately prior to the AGM. All proposed amendments should be included in the notice of meeting sent to all members in good standing at least one week prior to the AGM.

Any amendment, once approved, shall take immediate effect unless otherwise specified in the motion to adopt.

ARTICLE VII REGULATIONS

The Board of Directors may prescribe such regulations not inconsistent with the by-laws relating to the management and operation of the Organization as they deem expedient, providing that such regulations shall have force and effect only until the next Annual Meeting of the members of the Organization when they shall be confirmed and in default of confirmation at such Annual Meeting of members, shall from that time cease to have force and effect.

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BL.1 HEAD OFFICE

The head office of the Organization shall be in the Regional Municipality of Waterloo, in the province of Ontario, and at such place as the Directors may from time to time determine.

BL.2 CODE OF CONDUCT

All members shall abide by the OLA Code of Conduct B3.08 – any breach will be subject to discipline as outlined in OLA B7.04.

Included in Appendix E

BL.3 FINANCE

The Treasurer shall be bondable and provide proof of such upon request of the Board of Directors. All cheques shall be signed by two of the Treasurer, the President, Secretary, VP All-star or VP Field. No Director or member shall make financial decisions on behalf of the Organization unilaterally.

The fiscal year of the Organization shall terminate on the 30th day of September in each year unless otherwise ordered by the Board of Directors.

BL.4 RECORDS

Records of the Organization including but not limited to financial, minutes, registry of members ... will be kept at the Head Office and available to all members in good standing upon request.

BL.5 PROTECTION OF OFFICERS AND BOARD OF DIRECTORS

Every Director or other person who has undertaken or is about to undertake any liability on behalf of the Association and their heirs, executors, and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association, from and against:

5.1 All costs, officer charges and expenses which such Director, or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability.

5.2 All other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

5.3 No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director or employee, or for joining in any receipt or act for conformity, or for any loss, damage or expense happening to the property in or upon which any of the moneys of or belonging to the Association shall be placed or invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or association with whom or which any moneys, securities, or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution or supposed execution of the duties of his respective office or trust or in relation thereto unless the same shall happen, by or through his own willful act or his own willful default.

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BL.6 QOURUM & MEETINGS – BOARD OF DIRECTORS

Regular meetings of this Organization shall be held monthly at such place as agreed on by the Board of Directors and at such time as may be deemed suitable by a majority of the Board of Directors.

A simple majority of the voting members of the Board of Directors shall constitute a quorum at all meetings of the Board of Directors.

The presence of not less than fifty (50%) percent of the members shall constitute a quorum and shall be necessary to conduct the business of this Organization; but a lesser percentage may adjourn the meeting for a period of not more than one (1) month from the date scheduled by these By-Laws and the Secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called.

No error or omission in giving notice for a meeting of the Board of Directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Director may waive notice at any time of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

BL.7 VOTING – BOARD OF DIRECTORS

Any motion proposed and seconded shall be carried by an affirmative vote of a simple majority of those eligible voters present providing a quorum is present. Voting shall be held by a show of hands unless otherwise requested by any member. Results of any vote shall be recorded in the minutes of the meeting including For, Against, Abstentions and declared Conflicts of Interest. The President (or his designate) may only vote in the event of a tie.

BL.8 ORDER OF BUSINESS (for any meeting)

1. Roll Call
2. Approval of Agenda
3. Reading and Approval of the Minutes of the preceding meeting
4. Reports of Officers and Directors
5. Reports of Committees
6. Correspondence Unfinished Business
7. New Business
8. Adjournment

BL.9 COMMITTEES

All committees of this Organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less if terminated by the action of the Board of Directors.

The permanent committees shall be:

1. Coaching Committee
2. Girls Box Committee
3. Girls Field Committee
4. Marketing & Fundraising Committee
5. Tournament and/or Special Events Committee
6. Nomination Committee

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7. Discipline Committee
8. Parent Advisory Committee

PARLIAMENTARY AUTHORITY

OLA B8.01 The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

INTERPRETATION CLAUSE

Any reference to “he”, “him” and “his” shall include and also mean “she”, “her” and “hers” respectively.

DECLARATION OF CONFLICT OF INTEREST

A **conflict of interest** must be declared in any situation in which a director has a private or personal interest sufficient to appear to influence the objective or outcome.

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Appendices

Appendix A

Duties of the Executive

The **President** shall preside at all membership meetings but shall have no vote except in the case of a tie when the President shall cast the deciding vote. The President shall by virtue of the office be Chairman of the Board of Directors. The President shall be present at each annual meeting of the Organization and present an annual Report of the work of the Organization. The President shall see all books, Reports and certificates required by law are properly kept or filed. The President shall be one of the Officers who may sign the cheques or drafts of the Organization. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any Organization. The President, subject to the direction of the Board, shall be charged with the general management and supervision of the overall policies and affairs of the Organization. The President shall be ex-officio, a member of all committees of the Board of Directors.

The **Vice President** shall in the event of the absence or inability of the President to exercise his office become acting president of the Organization with all the rights, privileges and powers as if he had been the duly elected president.

The **Secretary** shall keep the minutes and records of the Organization in appropriate books. It shall be his duty to file any certificate required by any statute, provincial or national. The Secretary shall give and serve all notices to members of this Organization. The Secretary/Registrar shall be the official custodian of the records and seal of this Organization. He may be one of the officers required to sign the cheques and drafts of the Organization. The Secretary/Registrar shall present to the membership and/or Board of Directors at any meetings any communication addressed to him as Secretary/Registrar of the Organization. He shall attend to all correspondence of the Organization and shall exercise all duties incident to the office of Secretary/Registrar. The Secretary shall ensure that all records are stored as outlined. Secretary shall be holder of all confidential documents for the organization

The **Treasurer** shall have the care and custody of all monies belonging to the Organization and shall be solely responsible for such monies or securities of the Organization. The Treasurer must be one of the Officers who shall sign cheques or drafts of the Organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the cheques issued upon it. The Treasurer shall render at each meeting of the Board of Directors a written account of the finances of the Organization and such Report shall be physically affixed to the minutes of the Board of Directors of such meeting. The Treasurer shall make available at any meeting the monthly bank statements of the Organization. The Treasurer shall exercise all duties incident to the office of Treasurer and shall Report to the President.

Duties of the Directors

In the absence of the President any of the Vice Presidents may perform the duties of the President as directed by the Board. The Vice Presidents shall assist the President in administrative matters upon the request of the President. They will also perform such duties as from time to time are determined by the Board of Directors.

Vice President Boy's Box and Girl's Box

Responsibilities:

- Supervise and report to the board all activities involving all teams for both boys or girls box lacrosse,
- Be an active member of the coaching selection committee

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Vice President Boy's Field and Girl's Field

Responsibilities:

- Supervise and report all activities involving all Field teams for both boys or girls field lacrosse including Spring and Fall
- Be an active member of the coaching selection committee

Vice President Houseleague

Responsibilities:

- Supervise and report to the board all activities involving Junior House league Program including but not limited to Paperweight, Tyke, Novice for both boys and girls

Vice President Sr. Houseleague

Responsibilities:

- Supervise and Report to the board all activities involving Senior House League Program including but not limited to Pee Wee, Bantam and Midget for both boys and girls

Promotion & Fundraising

Responsibilities:

- Actively promote and market all aspects of the Association

Registrar:

Responsibilities:

- shall be responsible for the proper registration of all players, bench personnel and Board members and shall submit these records to the OLA/Minor Council (as appropriate). He shall maintain a database of member information.

Equipment Manager

Responsibilities:

- To maintain and ensure all equipment provided to all teams, both box and field, be code compliant with OLA/CLA and good repair and safe working order,
- Maintain and log all equipment owned by the Association

Scheduler

Responsibilities:

- Be responsible for scheduling all teams for both field and box
- Be responsible for booking all venues for all programs
- Maintain communication with the Website Advisor and all members of the Board
- Book all meeting rooms for all Board meetings

Referee in Chief

Responsibilities:

- Maintain all regulations as per OLA/CLA
- Supervise and ensure proper training for all referees for box lacrosse

Website (Advisory) Appointed

Responsibilities:

- Create new branding of website – ensure user friendliness of site
- Post updates given by board members in a timely fashion

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Legal (Advisory) Appointed

Responsibilities:

- Be available through phone, email or present at meetings to provide direction to board for any legal matters that may arise.

Parent Liaison (Advisory) Appointed

Responsibilities:

- Be available through phone, email or present at meetings when necessary to provide information on any matters brought to their attention

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Appendix B

EXECUTIVE ASSISTANT

The Board shall be empowered to hire an individual to fill the Executive Assistant position. A committee comprised of three members of the Board, appointed by the President, shall place advertisements, review the applications and conduct interviews. When they reach a consensus, the committee shall Report to the Board and present a motion that one candidate be hired. A majority vote of the board members shall decide the question. The committee members shall develop a job description and review this document with the Executive Assistant and the job description shall become an appendix attached to this Constitution. The Executive Assistant shall be hired on a contract basics and receive compensation for her/his services. The Executive Assistant shall Report to the President. The Executive Assistant shall be a non-voting member of the Board and may fill the position of Recording and Corresponding Secretary.

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Appendix C

Composition and Duties of the Committees

Coaching Committee

- Shall be a sub-committee appointed by the Board with annual renewable terms at the discretion of the Board
- Shall consist of a minimum of 3, maximum of 5 members one of whom shall be the Chair
- VP All-star and VP Field will be a member (if no conflict of interest exists) – the appropriate VP will act as Chair.
- Recommended that members of committee not have relatives involved with the teams.
- The President of the Board shall be an ex-officio member of the Committee but shall carry no vote and will not be counted as a member.

Responsibilities

- Interview prospective coaches for All-star Box & Field Teams
- Conduct a post season review

Tournament/Special Events Committee

Marketing & Fundraising Committee

Nominating Committee

Discipline Committee

Parent Advisory Committee

The Board of Directors shall appoint a Nominating Chairperson. This person shall, prior to the Annual Meeting of the members, make due inquiry and nominate at least as many members in good standing who consent and undertake to act as a Director or Officer, if elected, as may be required to fill all vacancies on the Board and shall Report such nomination to the Secretary not less than ten (10) days prior to such Annual Meeting.

A nomination shall be accepted from a member in good standing for any or all positions on the Board of Directors provided the nominee submits in writing his intentions to the Secretary/Treasurer ten (10) days prior to the Annual Meeting. Further nominations will be accepted from the floor at the Annual Meeting provided that each nominee has consented to be nominated verbally, or if absent, in writing.

No nomination shall be accepted for the position of PRESIDENT for a person who has not served on the Board of Directors prior to his nomination.

No nomination shall be accepted for the position of TREASURER for a person who is not bondable.

The present Board of Directors may solicit for new members from among interested parties and invite them to the Annual Meeting

Sub committees OR Taskforces may fall under the appropriate Committee and can have meetings off site. Liaisons to the Board for the committees will be the respective Directors.

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Appendix D

ANNUAL MEETING AGENDA:

1. CALL TO ORDER – count of eligible voters
2. MINUTES OF PREVIOUS ANNUAL MEETING
3. CONSTITUTIONAL AMMENDMENTS
4. PRESIDENT'S REPORT
5. VICE PRESIDENT'S Box Report (Boys & Girls)
6. VICE PRESIDENT'S Field Report (Boys & Girls)
7. VICE PRESIDENT'S HOUSELEAGUE REPORT
8. VICE PRESIDENT'S REPORT SR HOUSELEAGUE
9. FUNDRAISING & MARKETING REPORT
10. TREASURER'S REPORT (must be accepted)
11. REGISTRAR'S REPORT
12. EQUIPMENT MANAGER'S REPORT
13. REFEREE-IN-CHIEF REPORT
14. SCHEDULERS' REPORT
15. ELECTION OF THE OFFICERS OF THE ORGANIZATION: all positions are two year terms
ODD YEARS
 - President
 - Vice President Boys Field
 - Vice President Girls Field
 - Vice President (Sr. Houseleague)
 - Secretary/Treasurer
 - Registrar
 - SchedulerEVEN YEARS
 - Vice President Boy's Box Lacrosse
 - Vice President Girl's Box Lacrosse
 - Vice President Houseleague
 - Fundraising & Promotions
 - Referee In Chief
 - Equipment Manager
18. APPOINTMENTS TO THE BOARD:
 - Legal Advisory
 - Parent Rep
 - Public Relations Officer/Website
 - Convenors
19. PRESENTATION OF (previous year) LIFE MEMBERS:
20. NOMINATIONS FOR (current year) LIFE MEMBERS
21. ADJOURNMENT

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Appendix E

B3.08 – OLA CODE OF CONDUCT

Section I – All individuals affiliated with the O.L.A. 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.
- V. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug free sport.
- VI. Show respect for the culture, social and political values of all participants in the sport.
- VII. 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.

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 within 14 days of the event/occurrence.
- II. Upon receiving a Report, the OLA staff shall immediately notify the OLA Executive who shall determine the merit of the complaint and determine if action is necessary.
- III. If action is deemed necessary, the event/occurrence will be dealt with under normal OLA Discipline and Appeals procedures.

KITCHENER-WATERLOO MINOR LACROSSE ASSOCIATION INCORPORATED

Signed this (date) _____

(President)

(Vice President Allstar)

(Vice President Field)

(Treasurer)

(Secretary)

Board of Directors

Approved _____