

Orillia Minor Lacrosse Association (OMLA) Draft

Official Policy and Procedures Manual (2025 Edition)

Policy Effective Date:	Supersedes:	Audience:	Governing Authority:
December 14, 2025 (presented at meeting)	All prior Constitutions and Policies	All Members, Directors, Volunteers, and Staff	OMLA Board of Directors, OLA Constitution/Rules

1. Executive Summary: For Executive Review and Approval

This document is the definitive OMLA Policy and Procedures Manual. It ensures all operations, ethics, and governance standards align with OMLA objectives and Ontario Lacrosse Association (OLA) mandates. The structure is designed to promote clear, efficient, and ethical administration of the association.

Section	Key Focus	Governance Principle
2. Governance	Defines the OMLA's structure, affiliation (OLA), and core legal objectives (not-for-profit status).	Clarity of Mandate
3. Board Conduct	Highest-Risk Area: Implements Zero-Tolerance policies for Conflict of Interest and ethical misconduct. Clarifies suspension and dismissal procedures.	Accountability & Integrity

4. General Conduct	Standardized Codes of Conduct for Members. Clear rules for Substance Misuse and Social Media.	Respect & Fair Play
5. Operations	Standardized, non-negotiable procedures for Registration, Financial Management, Refunds, and Safety (VSC/Concussion).	Consistency & Compliance

2. Governance, Authority, and Objectives

2.1 Name, Affiliation, and Mandate

- Official Name: Orillia Minor Lacrosse Association. (OMLA).
- Team Names: "Kings" or "Lady Kings".
- Status: A not-for-profit organization.
- Affiliation: OMLA is an affiliate of the Ontario Lacrosse Association (OLA).
- Hierarchy of Authority: OLA policies and rules take precedence over OMLA policies in the event of any conflict.
- Core Objectives: To promote, foster, govern, and teach the sport of lacrosse in the Orillia area, providing a safe, fun, fair, and challenging environment for all participants.

2.2 Governing Structure (Board of Directors and Executive Members)

- Authority: The affairs of the Association are conducted by the Board of Directors and Executive Members. All decisions must be ratified by the Board (Board of Directors and Executive members)
- Quorum: Two-thirds (2/3) of the elected representatives must be present to establish a quorum for a Board meeting.
- Voting: Every Board Member, except the President, Past President, and RIC, has a vote. The President (or designate) has a casting vote only in the event of a tie on motions. Any Board Member has the right to request a recorded vote with just cause
- Term of Office: Positions are generally for approximately 12 or 24 months, ending after the next Annual General Meeting (AGM) and financial report approval.

Position	Term Length	Year
President	2 year term	Even
VP - Rep	2 year term	Odd
VP - HL	2 year term	Odd
VP - Girls Field	2 year term	Odd
VP - Girls Box	2 year term	Odd
VP Boys Field	2 year term	Odd
VP - League Development	2 Year Term	Odd
Secretary	1 year	Annual
Treasurer	2 year term	Odd
Registrar	2 year term	Even
Equipment	1 year	Annual
Scheduler	1 year	Annual
Sponsorship	1 year	Annual
Tournament	1 year	Annual
Website	1 year	Annual
Social Media	1 year	Annual
Director at Large (Girls Field) (*appointed)	1 year	Annual
Referee in Chief (*appointed)	1 year	Annual
Executive Member (Apparel)	1 year	Annual

- President: Must have previously served on the board for a minimum of two years and be a member in good standing.
- If a board member vacates their position, with reasonable cause, prior to the end of their term, they may continue to volunteer if currently doing so, and if they wish to come back to the board in a different capacity, it must be approved by the Orillia Minor Lacrosse Board. Please note this will be done on a case by case basis. If not approved by the board, they will not be allowed to volunteer or hold a board position for 2 years.

3. Board of Directors: Code of Conduct & Ethics

3.1 Conflict of Interest and Professionalism (Zero Tolerance)

Policy Area	Requirement / Procedure
Core Focus	The main focus is to do what is best for the entire association and its membership, setting aside all personality conflicts, personal bias, and friendships.
Confidentiality	<p>All Board discussions are private and are to be shared only with those present at the meeting. Members of the Board are expected to maintain strict confidentiality regarding all matters discussed.</p> <p>A Confidentiality Agreement must be reviewed and signed annually by all Board Members.</p>
Conflict of Interest (Definition)	<p>Any situation where a Board member's personal interests (financial or otherwise) compete with or impairs OMLA's interests.</p> <p>A conflict of interest may arise from a direct family relationship, a business relationship, or any situation that could compromise a Board Member's impartiality or objectivity. They should physically remove themselves from the conversation.</p> <p><i>For example, a Board Member who has a child on the U9 team must not participate in any discussions or votes related to matters involving that team.</i></p>

Conflict of Interest (Action)	No Board member will vote on or participate in any discussion about a situation in which they have a personal interest. If known, the Board member must disclose the conflict to the OMLA President immediately. If the issue comes up as new business, the board member needs to excuse themselves or they may be asked to leave to avoid conflict of interest.
Prohibited Acts	Refrain from insulting, bullying, belittling, intimidating, or using foul, discriminatory, or negative language towards any other Board Member, at meetings or OMLA sanctioned events.

3.2 Consequences and Dismissal

- Immediate Removal: A Board Member may be immediately removed from a meeting and/or suspended for breaching the Code of Conduct or using the position for unauthorized personal gains.
- Attendance Policy: Any Board Member absent for more than three consecutive monthly meetings (without appropriate notice) over a twelve-month period may be dismissed at the discretion of the Board.
- Suspension/Dismissal Vote: Requires a two-thirds (2/3) majority vote of the Board Members.

4. General Codes of Conduct and Expectations

4.1 All Members Code of Conduct (Players, Coaches, Parents, Volunteers)

Every participant has the right to be treated with dignity and respect. OMLA is committed to providing an environment free of harassment.

Role	Key Expectations CODE OF CONDUCT
------	---

Players	Respect teammates, opponents, coaches, and officials. Demonstrate fair play and sportsmanship. Avoid abusive language or bullying.
Parents	Encourage children to play by the rules. DO NOT publicly question the official's judgment or honesty. DO NOT force an unwilling child to participate. Use the 24-hour rule for issues with coaching staff: wait 24 hours, then bring the issue to the manager.
Coaches	Set a good example. Follow the advice of a physician regarding an injured player's ability to return to play. Must complete the Respect in Sport program and all OLA certifications.
All Members	Substance Misuse: Tobacco, alcohol, and drugs are prohibited before, during, or immediately after any lacrosse activity. Violations will lead to ejection, fines, or suspension.

4.2 Social Media and Communication Policy

- Official Channels: Official communication is via the OMLA website and approved team applications.
- Privacy: Sharing private team or Board information (e.g., quotes from meetings, non-public details) without explicit consent is strictly prohibited.
- [OLA LINK](#)

5. Operational and Financial Procedures

5.1 Registration and Membership

- Eligibility: Adheres strictly to the player eligibility rules prescribed by the OLA.
- Proper Registration: All members (Players, volunteers, coaches, managers, and trainers) must be properly registered with the OLA before participating in any OMLA activity (including practices and tryouts).

- Insurance: All playing members and bench personnel are insured through the OLA insurance plan.
- Audit: An audit must be conducted immediately following the turnover of a President.

5.2 Financial Management and Transparency

1. Signing Authority

The Treasurer and any two additional Officers of the Orillia Minor Lacrosse Association (OMLA) shall hold signing authority.

All financial transactions require a minimum of two (2) authorized signatures to be valid.

2. Expenses and Reimbursement

Board Members serve in a volunteer capacity and receive no remuneration for their service.

Reimbursement for reasonable expenses may be granted only when:

- Advance approval is provided by the Board, and
- Original, itemized receipts are submitted for all expenses.

3. Fundraising Approval

All fundraising activities conducted in the name of OMLA—whether initiated by the league or by individual teams—must receive majority approval from the Board of Directors prior to commencing.

4. Pre-Approved Team Fundraising Activities

The following activities are pre-approved for teams and do not require additional Board approval, provided that all funds are documented and submitted according to OMLA financial procedures:

- Team bottle drives
- Raffles and draws compliant with local regulations
- Silent auctions
- Bake sales
- Team apparel sales approved through OMLA
- Corporate sponsorships using OMLA-approved sponsorship templates
- Restaurant or retail “give-back” nights

Teams must still ensure that:

- The fundraiser is appropriate and reflects positively on OMLA
- All required permits or municipal approvals are obtained
- Financial reporting is submitted to the Treasurer within required timelines

5. Fundraising/ Sponsorship Restrictions

To protect the reputation, neutrality, and integrity of OMLA, the following restrictions apply to all fundraising:

Teams may not:

- Promote or partner with alcohol, cannabis, vaping, or tobacco companies
- Engage in activities that involve gambling, games of chance, or raffles that violate local bylaws or OLA policies
- Solicit sponsorships from organizations that conflict with OMLA values or present reputational risk
- Use the OMLA logo, brand, or uniforms for fundraising without approval
- Run fundraisers that create inequity among players or place financial burden on families

All promotional materials must be:

- Respectful
- Family-appropriate
- Approved if they use OMLA branding

6. Financial Accountability

Teams must report all fundraising revenue and expenditures to the Treasurer using OMLA's approved reporting format. All funds raised under the OMLA name are considered OMLA property and must be managed according to association financial policies.

5.3 Refund Policy (Non-Negotiable)

Clinics, tryouts or specialty programs may be designated as non-refundable.

NO REFUNDS will be issued once the season begins on the floor /field, except under individual extenuating circumstances as approved by the Board

The “season start” is defined as the first scheduled time on the floor or field after being selected to a rep team or the first scheduled time on the floor for house league programs.

No refunds will be issued until any equipment belonging to OMLA is returned in acceptable condition.

All requests for refunds must be in writing to the OMLA Treasurer, Registrar and President with the child's name, division, the person to issue the refund to, the date of request and reason for refund clearly indicated.

Timeframe	Refund Amount	Administrative Fee
Before Season Start	Full registration fee	Minus a \$50 administration fee for ALL REFUNDS unless the program is cancelled by the OMLA, to cover costs associated with OLA registration, card and banking fees.
After Season Start	No refunds will be issued unless approved by the board.	If approved by the board, minus a \$50 administration fee for ALL REFUNDS unless the program is cancelled by the OMLA, to cover costs associated with OLA registration, card and banking fees.
Mid-Season Cut-off	NO REFUNDS	After 50% of the season has been completed

5.4 Disciplinary Committee

Discipline of Members: The Board Members may pass a resolution authorizing disciplinary action or the termination of Membership for: violating our Code of Conduct or other policies, violating our bylaws and any other reasons calling for discipline as it sees fit. Such a vote requires a 2/3 majority vote of the Board of Directors. The Board Members will give notice in writing of their decision and set out the reasons for the disciplinary action or termination of membership. The member shall have seven (7) days from receiving written notice of such disciplinary action or termination to appeal the decision in writing and submitted to the Past President and the Association's Secretary. Upon receiving notice of an appeal, the Past President shall call a meeting of the Grievance Committee to review the action taken. The Grievance Committee shall make a recommendation of its findings to the Board Members within ten (10) days after the member's appeal. After having considered the recommendation of the Grievance Committee, the Board Members shall render a final decision of the appeal within seven (7) days of receiving the recommendation. All decisions of the Board Members shall then be final and binding. Any terminated Board Member shall be unable to hold any position on the Board of Directors or Executive for a period of two years beginning the season after the suspension.

Incident Report Form will be on the website (drafted by Paul)

All board members will be notified that a disciplinary committee/grievance committee is being formed.

5.5 Coaching Selection

1. Annual Application Requirement

All coaching positions within the Orillia Minor Lacrosse Association (OMLA) are one-year appointments.

All individuals wishing to coach must apply annually, regardless of previous experience or tenure.

2. Eligibility Requirements

To be eligible for consideration, all coaching applicants must meet the following conditions:

- All penalties and fines must be paid in full prior to application.
- All equipment from the previous season, including the ball bag and team jerseys, must be returned by the outgoing head coach.

- Coaching certification must be completed as required by the OLA for the applicable age division.
- A valid Vulnerable Sector Check (VSC) must be submitted and kept up to date.
- All compliance requirements set forth by the Ontario Lacrosse Association must be met.
- Parent bench staff may not be named until after player selections are finalized to avoid conflicts of interest.

3. Coaching Selection Committee

The Coaching Selection Committee shall be composed of members of the OMLA Board of Directors, with a minimum of two (2) committee members present for each interview.

The committee is responsible for:

- Reviewing all applications,
- Conducting interviews,
- Scoring candidates using a standardized process,
- Making formal recommendations to the Board of Directors.

4. Interview Process

All applicants will participate in a structured interview conducted by the Coaching Selection Committee.

The process includes:

- All candidates are asked the same standardized set of questions.
- Each answer is scored consistently using predetermined evaluation criteria.

The committee will then compile results and make a formal recommendation to the Board for final approval.

The committee is not required to defend or justify its choices; the presentation to the Board serves solely as a formal step for voting coaches into position.

5. Term Limits

Head coaches may serve for a maximum of three (3) consecutive years in the same cohort.

After three years, the individual must step aside for at least one season before reapplying for that division.

- In the interest of player development, OMLA believes that in order to achieve maximal player development and retention, head coaches are encouraged to share their knowledge and experience with a different team within OMLA after 3 consecutive years with the same group of players. The intent is for players to experience varying coaching styles throughout their minor lacrosse career to ensure they reach their full potential. OMLA recognizes that in the event of limited coaching applications, this may not always be attainable, however will strive to achieve this by encouraging coaching rotation and/or substitution after 3 consecutive years with the same group of players.

6. Mid-Season and End-of-Season Surveys

To support transparency and continuous improvement:

- A mid-season survey and an end-of-season survey will be distributed to families.
- Feedback collected through these surveys will be reviewed by the Coaching Selection Committee and may be used during future coaching interviews. This process ensures that member perspectives are included in selection decisions.

7. Performance Concerns

If concerns regarding a coach's conduct, performance, or adherence to policies arise during the season:

- The coach will receive communication via email or a scheduled meeting to address the matter.
- Follow-up actions, if required, will be documented by OMLA.

5.6 Non Parent Coaches Compensation

For Minor Box (Boys & Girls) only

\$500 per non parent coach -

Head Coach must return ball bag and Jerseys before any coach receives funds

Each non parent coach must attend 5 games, 1 tournament and provincials

Any outstanding fines directly levied against the non parent coach, at the end of the year, will be deducted from the reimbursement

For Minor Field(Boys)

All non parent bench staff are eligible to be reimbursed for mileage at a rate of the OLA referee payment schedule per km, round trip during the regular season

For Provincials, the coach may select to either be reimbursement the cost of 1 night hotel stay, (not to exceed \$250/night) OR mileage costs, round trip for the weekend

NOTE: Mileage reimbursement to be capped at \$500 per season
All Mileage will be calculated beginning and ending at Rotary Place

For Girls Field

All non parent bench are eligible to be reimbursed for mileage at a rate of the OLA referee payment schedule , round trip during the regular season

For Provincials, the coach may select to either be reimbursement the cost of 2 night hotel stay, (not to exceed \$250/night) OR mileage costs, round trip for the weekend
All Mileage will be calculated beginning and ending at Rotary Place

5.7 Safety and Compliance

- Vulnerable Sector Checks (VSC/CRC): All Board Members and volunteers are required to submit a Criminal Reference Check (CRC/VSC) annually. After the VSC is confirmed, a simple Declaration for OMLA must be completed and submitted to the Privacy Officer
- Concussion/Head Injury: Any player sustaining a serious head injury or one resulting in unconsciousness shall not be allowed to play without a note of consent from a physician. OMLA follows the OLA's Concussion Management Strategy.
- Injury Reporting: Any injury requiring medical attention beyond First Aid must be immediately reported to the Vice President – League Development.

Helmet Policy for Volunteers

All volunteers working on the floor must wear an approved helmet at all times to reduce the risk of injury. Volunteers who choose not to wear a helmet acknowledge that they are doing so at their own risk. Orillia Minor Lacrosse assumes no responsibility for injuries that may occur as a result of not wearing recommended protective equipment.

For volunteers under the age of 18, an additional requirement applies. If a volunteer under 18 chooses not to wear a helmet, a signed waiver from a parent or legal guardian is required. By signing the waiver, the parent or guardian acknowledges that the volunteer is not following the organization's safety recommendation and accepts responsibility for this decision.

5.8 Orillia Memorial Lacrosse tournament.

Our annual tournament is submitted each year through the Ontario Lacrosse Association (OLA). To honour the legacy and contributions of our community, each age division is proudly named after an OLA Life Member, selected annually.

The only exception is the U13 division, which is dedicated in perpetuity as the Boyd Balkwill Division, recognizing Boyd's lasting impact and commitment. This name remains unchanged from year to year.

The tournament welcomes players across the following age groups: U7, U9, U11, U13, U15, U17, and U22.

5.9 Try Out Process

Tryout Schedule

Player evaluations will begin April 1, or as soon as floor time becomes available. Each division will conduct a minimum of two (2) tryout sessions as part of the evaluation process.

Player Eligibility

To be eligible to participate in tryouts, all players must meet the following requirements:

a. Complete Registration

A player is considered fully registered when:

- Electronic registration with OMLA is complete, and
- All applicable fees have been paid before the published tryout dates.

Players who are not fully registered prior to the commencement of rep tryouts may not participate.

Attendance Requirements

- All players are required to attend a minimum of two (2) tryout sessions to be considered for team placement.
- If a second team is being formed, a player's third and any additional tryout sessions may occur with the second team.

Extenuating Circumstances & Appeals

If extenuating circumstances prevent a player from attending the required two tryouts:

- The player must still be fully registered, and
- A written appeal must be submitted to the OMLA Board Members before the first tryout date.
Appeals may be submitted by the player or by the head coach on the player's behalf.

The player is eligible to participate only when:

- Written approval has been issued by the OMLA Board Members and All registration requirements have been satisfied.

Team Formation & Roster Requirements

If a team does not have a minimum of 15 runners, or did not make any cuts during the tryout process, the team may:

- Recruit and
- Add additional players after tryouts have concluded.

Independent Evaluation

All tryouts will utilize independent evaluators to support a fair, transparent, and unbiased selection process.

5.91 Equipment

Goalie Equipment Policy

Orillia Minor Lacrosse will provide goalie equipment to all rep goalies who require it. A \$500 deposit will be collected at the time of equipment pickup. This deposit will be refunded at the end of the season, provided all equipment is returned by the banquet or no later than August 30. If the equipment is not returned by the specified deadline, the deposit will be forfeited.

In addition to the equipment deposit, goalies will receive a 50% discount on their registration fees for the season.

Equipment Return and Cleaning Requirements:

- All equipment must be returned by the agreed-upon deadline (banquet or August 30).
- Equipment must be cleaned before returning. Failure to clean the equipment will result in a cleaning fee being deducted from the deposit. This fee will be reviewed annually and adjusted for inflation.

All goalies and their parents will be required to sign a contract acknowledging and agreeing to these terms.

Winter Policy for Goalie Equipment

Orillia Minor Lacrosse (OML) will provide goalie equipment to all rep goalies who require it for the season. A deposit of \$500 will be required at the time of equipment pickup. This deposit will be refunded at the end of the season, provided that all equipment is returned. Failure to return the equipment by this date will result in the forfeiture of the deposit.

Equipment Return Guidelines:

- All goalie equipment must be returned by the deadline (March 1st).
- The equipment must be cleaned prior to return. If the equipment is not cleaned, a cleaning fee will be deducted from the deposit. The cleaning fee

amount will be reviewed annually to adjust for inflation.

By participating, goalies agree to the terms above, ensuring smooth equipment management for the season.