

Lacombe and Area Minor Football

By-Laws

Article I. Name - Lacombe and Area Minor Football (LAMF) Association

Article II. Responsibilities of the Board

The **Board of Directors** will have responsibilities in the following areas:

- Coordinate a Planning Meeting each year in April to discuss fundraising, apparel, and other subcommittees.
- Collect the rosters (with names and numbers) from participating players by the Tuesday prior to the first week of league play and vet them against the rosters submitted for insurance. The discovery of any players missing on the insurance submission should be dealt with prior to game day (i.e. get them signed up and paid on the insurance roster) or the players will be ruled ineligible to participate.
- Communicate through the Communication Coordinator to the Team Manager and coaches of any meeting times and locations, meeting minutes, and any other events that will be occurring within the year.
- Deal with any issues as detailed in Incident Reports submitted by the Team Manager.

Article III. Board of Directors: (descriptions and terms)

The Directors of the LAMF are the members of the Board and shall consist of the following:

- A. **Chair** – shall retain the position for a two-year term for a max of two terms.
- B. **Vice Chair** – shall retain the position for a two-year term for a max of two terms. Will replace the outgoing Chair once their position has reached the max term.
- C. **Secretary** - shall retain the position for a two-year term for a max of three terms.
- D. **Treasurer** - shall retain the position for a two-year term for a max of three terms.
- E. **Registrar**- shall retain the position for a two-year term for a max of three terms.
- F. **Communication** - shall retain the position for a two-year term for a max of three terms.

- G. **Apparel/Sponsorships, Donations and Fundraising** - shall retain the position for a two-year term for a max of three terms.
- H. **Equipment** – shall retain the position for a two-year term for a max of three terms.
- I. **Team Manager (3) Atom, Pee Wee and Bantam** shall retain the position for a one-year term. Each year these positions will be appointed on a year-to-year basis by the team in a volunteer role.

Article IV. Duties of Directors

A. Chair

The Chair is key to ensuring that all board members participate, all issues are covered, and that a general understanding of the outcome is understood and respected. In addition to facilitating meetings, the Chair also:

- a. Adheres to agenda by accepting discussion only on the topic
- b. Is aware of priority items on the agenda
- c. Maintains order and keeps the discussion flowing
- d. Starts and adjourns meetings
- e. Knows meeting procedure according to **Robert's Rule of Order for Meetings**
- f. The Chair cannot vote except in tie-breaking situations
- g. Is prepared to summarize the meeting
- h. Delegates responsibility and authority
- i. Is prepared to represent the organization

B. Vice Chair

- a. Learns the duties of the Chairperson and fulfills that role when the Chairperson is absent
- b. Assists the Chairperson whenever possible
- c. Acts as Coaching Mentor and provides junior coaches with opportunities to learn and advance

C. Secretary

- a. Records minutes, distributes them, keeps a record of them, and has them approved at the next meeting

- b. Provides the *Communication Director* with complete information on any and all upcoming Board, special, or AGM meetings

D. Treasurer

- a. Receives all money due and issues receipts
- b. Prepares financial reporting to Board (balance sheets, monthly statements)
- c. Reports and makes available all the financial reports available to the Board, managers, coaches, and parents
- d. May assist with audit and other financial transactions
- e. Collects and pays all bills and invoices for the LAMF and all three teams in a timely matter

E. Registrar

- a. Coordinates both spring and fall registration for LAMF, as well as creating deadlines and requirements as decided by the club
- b. Ensures that all players provide proper documentation (e.g. birth certificates) as required, and that all team officials and other club volunteers have up-to-date criminal record checks in place.
- c. Monitors player payment status to ensure collection of all registration fees
 - Works closely with Treasurer around registration payments
- d. Supports other Club directors and volunteers as needed to make our club run smoothly and efficiently to ensure a successful club for our community

F. Communication

- a. Notifies team managers and coaches of any upcoming board meeting times, dates and locations
- b. Maintains website with most current information including, but not limited to, meeting dates and locations, approved board meeting minutes, upcoming camps, registration information, and or upcoming events/fund-raising
- c. Manages and provides local media (radio and/or newspaper) with accurate and current information on upcoming events, games, and any other LAMF media relations
- d. Collects and distributes any and all “Incident Reports” *Appendix “A”* to the Chair, who will present it to the Board executives, consisting of the Chair, Vice, Secretary, and Treasurer, for action if needed

- e. Acts as the main contact with the website provider (except for technical aspects of the system)

G. Apparel/Sponsorships, Donations and Fundraising

- a. Apparel
 - i. Secures local supplier with cost efficient and quality product
 - ii. Communicates with all coaches regarding colour, logos and product for their (hoodies, toques, and or hand warmers)
 - iii. Schedules, plans and organizes the volunteers needed to coordinate apparel sales night, same night for all teams
 - iv. Collects all fund and invoices for apparel, provide to the *Treasurer* for deposit and payment
 - v. Distributes all paid apparel to coaches, parents and player
 - vi. Acts as main contact for team manager, coaches and parents with regards to apparel
 - vii. Provides the *Communication Director* with all information regarding apparel
- b. Sponsorships, Donations and Fundraising
 - i. Identifies and pursues sponsorship opportunities for LAMF including in kind donations, special events fundraising, corporate donations, etc.
 - ii. Organizes the volunteers and resources necessary to participate in the identified LAMF fundraising campaign or event
 - iii. Assists team managers with team-specific fundraising events
 - iv. Provides the *Communication Director* with all information regarding LAMF or team campaigns or events

H. Equipment

- a. Develops, plans, and organizes programs for maintaining and purchasing football equipment
- b. Responsible for preparing and monitoring the players' equipment budget

- c. Monitors issuance of uniforms to teams, coaches, or individual players; maintains accurate records and files regarding equipment check-out
- d. Monitors daily maintenance of equipment, repair, and general upkeep of equipment
- e. Purchases player equipment; orders equipment; checks-in equipment upon delivery to verify receipt
- f. Orders and maintains record of each team's jersey inventory. **NO** team may change team jersey colour(s) without the approval of the Executive Board and all current Coaches
- g. Prepares equipment for distribution in order to track it
- h. Assists with fitting athletic equipment to individual players
- i. Stores and packs sporting equipment appropriately when not in use

I. Team Manager (3 positions) Atom, Pee Wee, and Bantam

- a. Represents their team and attends all board meetings when possible
- b. Prepares roster from the list provided by *Registrar Director*; arranges team volunteers- timers, stick crew, concession; prepares and accounts for equipment; represents team at LAMF meetings; prepares and presents invoices and payments with treasurer; coordinates post game meals; prepares game day programs; helps with registration; ensures all players are eligible on the roster; helps recruit; helps with final banquet
- c. Coordinates team fundraising with assistance from the *Fundraising Director*

Article V. Elections

- A. Candidates for the Board shall be nominated from the floor at the Annual General Meeting and shall be voted upon at that meeting. Chair, Secretary, Registrar, and Apparel/Sponsorships, Donations and Fundraising will be up for nomination on odd years. Vice Chair, Treasure, and Communication will be up for nomination on even years.

Article VI. Audit

- A. All books and invoices must be submitted to an auditor appointed by the Board and not serving on the Committee. The auditor shall prepare an audited financial statement to be presented annually at the Annual Planning Meeting.
- B. The books and invoices of the Association may be inspected by any member of the Association at any time, giving reasonable notice and arranging a time satisfactory to the Treasurer.
- C. The fiscal year of the Association shall be March 1 - February 28 (29).

Article VII. Meeting Information

- A. General Meetings
General meetings of the Association may be called at any time by the Chair, at the direction of the Board, in writing to the last known email address of each board member, emailed eight days prior to the date of such a meeting.
- B. The Annual General Meeting will occur during the **first week in May**. The Annual Planning Meeting will occur during the **first week in April**. Time and location to be set by the Board.
- C. The Directors of the LAMF shall be elected at the Annual General Meeting.
- D. A quorum will consist of at least five (5) voting member from the Board of Directors at any general, special or annual meeting of the LAMF.
- E. The order of business at general meetings shall be as follows:
 - a. Approval of Minutes
 - b. Business Arising Out of Minutes
 - c. Financial Report
 - d. Notices of Motion
 - e. Reports of Committees
 - f. Unfinished Business
 - g. New Business
 - h. Discussion of Topics
 - i. Election of Board Members (Annual General Meeting)
 - j. Other Business
 - k. Adjournment

Article VIII. Dissolution

- A. The LAMF may be dissolved only with authorization by its Board of Directors and Coaches given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Voting Members and will include any and all coaching staff to vote for this purpose only. The meeting is to be advertised with local newspaper(s), radio stations, and website for a minimum of two (2) weeks prior to the meeting. It will be open to the public to provide feedback and recommendations to where the final funds are to be distributed to. Upon dissolution or other termination of LAMF, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to (*Local charity*).

Article IX. Amendments to Policy and Procedures

- A. In the future, the policies and procedures can only be changed by a special resolution of the Board. Amendments to these Policy and Procedures may be made by a 75 per cent majority vote of the Board in attendance at a duly constituted meeting.
- B. Amendments to Policy and Procedures may be submitted the Executive Board and or Coaches.
- C. All items under Policy may be amended by a majority vote of the Board. Proposed amendments must be submitted, in writing, to the *Communication Director* by April 15. The amendments to be considered will be posted on the LAMF website and available to all Board members, coaches, and parents at least **three weeks** prior to the Annual General Meeting.
- D. Notices of motion to amend the Policy and Procedures may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the Policy and Procedures.

Article X. Policy

(under development)

A. Mission and Vision Statement

Vision Statement

Lacombe and Area Minor Football:

- Coaching youth
- Cultivating character
- Building community

Mission Statement

Lacombe and Area Minor Football exists to provide each registered player a positive athletic experience. A positive athletic experience is one in which every player:

- is coached by a qualified team of coaches;
- has the opportunity to grow in character, responsibility and empathy, while learning the skills necessary to play the game;
- is shown the value of hard work, teamwork and fair play; and
- is encouraged to have fun.

B. Code of Ethics – Players

Adults who work with children within the LAMF should present a positive role model for them to emulate. The players who represent a team in LAMF must be creditable citizens.

Fair Play and Sportsmanship

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

a. Coaches

The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behaviour. This position will require a *Police Check*. The cost, if any, will be covered by LAMF.

b. Athletes

Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates.

c. Spectators

1. Spectators, both player and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment.
2. Eviction for Inappropriate Language and/or Behaviour.

- i. The Board of Directors or its host/designated representative shall have authority to direct any person to immediately leave any premises or venue hosting any LAMF event if that person:
 - a. Exhibits rude or abusive behaviour to any other person.
 - b. Uses vulgar, obscene or abusive language and/or gestures.
 - c. Fails to promptly follow any reasonable direction given to that person by the designated representative of the LAMF.
- ii. The Board of Directors or its designated representative shall have the authority to notify local law enforcement personnel of the failure of any person to immediately comply with a direction to leave any premises or venue hosting any LAMF sanctioned event.

Drugs, Alcohol, and Tobacco

- a. The LAMF is unequivocally opposed to athletes using any banned substance as identified by Sport Canada. It is equally opposed to the use of such substances by individuals in a position of leadership in the sport (i.e., coaches, trainers, managers, administrators, etc.). In addition, the LAMF is opposed to any illegal and/or unethical physiological manipulation (i.e., blood doping, hormones) employed for the purpose of performance enhancement.
- b. The LAMF prohibits athletes possessing/consuming any alcoholic beverage while involved in LAMF activities. It is opposed to the use of such substances by individuals in a position of leadership in the sport (i.e., coaches, trainers, managers, administrators, etc.) while involved in LAMF activities.
- c. The LAMF prohibits athletes, coaches, sponsors and any other individuals in a position of leadership (trainers, managers, administrators, etc.) from smoking and/or using spit tobacco on-site while involved in LAMF activities. This applies to all activities held on Lacombe Athletic Park property.

C. Eligibility

Bantam

- The Lacombe Bantam Raiders is a full contact football team for youth ages 13 to 15.
- The season starts with a conditioning camp in the May, with regular season to follow.
- Each player is required to provide their own cleats and mouth guard. The rest of the equipment will be provided.

General Information

- Age: 13-15 years old (as of December 31, Not in grade 10)
- Practices: 4/week
- Games: 1/week
- Season: Mid-August to end of October

Pee Wee

- The Lacombe Explosion is for youth ages 11-12 interested in learning and developing their football skills.
- The season begins with a mini-camp in mid-August with regular season to follow.
- Each player is required to provide their own cleats. The rest of the equipment will be provided.

General Information

- Age: 11, 12 years old (as of December 31)
- Practices: 3/week
- Games: 1/week
- Season: Mid-August to end of October

Atom

- The Lacombe Atom Chargers is for youth ages 8-10 interested in learning and developing their football skills.
- The Chargers begin the season with a mini-camp in mid-August, with regular season to follow.
- Each player is required to provide their own cleats. The rest of the equipment will be provided.

General Information

- Age: 8, 9 & 10 years old (as of December 31)
- Practices: 2/week
- Games: 1/week
- Season: Mid-August to end of October

D. Fees

Fees to be set by Coaches and Board Executive Members in January of the season calendar year.

E. Incident Report Procedure

This section applies only to the receipt of an *Incident Report*.

a. Definition of Clear Days

1. For the purposes of this policy, wherever there is a reference to clear days:
 - i. the number of days shall be reckoned exclusively of the first day and exclusively of the last day and exclusively of Saturdays, Sundays and statutory holidays; and
 - ii. any action taken on a Saturday, Sunday or statutory holiday shall be deemed to have been taken on the next working day.

b. Incident Submission

Received by *Communication Director* (must be written)

1. Requests for review made to the *Communication Director* by the applicant member shall:
 - i. be submitted in writing to the *Executive Board* within five clear days from the date the complaint was received;
 - ii. clearly set out as an issue or concern;
 - iii. clearly and concisely state the grounds upon which the applicant member filed the incident report;
 - iv. provide an address for service of the *Executive Board's* decision upon the applicant member; and
 - v. provide a telephone number, fax number or email address for the applicant member.
2. Within 10 clear days of receipt of a properly documented application for review, the *Executive Board* shall render a written decision based on what actions will be taken and shall send a copy of that written decision to the applicant member by ordinary mail at the address provided by the applicant member in the request for review. A copy of the *Executive Board's* decision shall be retained as permanent record.

Appendix "A"

INCIDENT REPORT

The following shall be filed to the Lacombe Area and Minor Football Office no later than 8:00 a.m. on the Monday following the game in question should an incident (See list below) occur in a Lacombe Area Minor Football Game or practice.

Incidents that Require Reporting on:

- Player or Coach Ejections from Game
- Intent to injure situations
- Excessive verbal abuse of officials or opponents by ANYONE (i.e. coaches, players, fans) associated with the game
- Removal of Minor Officials due to lack of neutrality
- Post-Game verbal or physical exchanges
- Inappropriate violation of locker room areas by non-team personnel
- Any other issue deemed not the best interests of the game by the Team Manager

GAME: _____ DATE: _____
(i.e. Bantam vs Away, or Practice on)

PARTICIPATING TEAMS: _____

LOCATION: _____

INCIDENT DESCRIPTION: _____

(continue on back if necessary)

NAME(S) OF OFFENDING INDIVIDUAL(S): _____

RECOMMENDATION: No further action _____
 Suspension/banning for next game (if applicable) _____
 Suspension/banning for next season (if applicable) _____
 Other _____

Signature of Communication Director

Date of Receipt

Please email to the Communication Director at footballlacombe@gmail.com, if you have any questions.