

**Lucan Athletic Association Inc.**  
**Lucan, ON**  
**CONSTITUTION**

***2021 REVISED EDITION***

**Article I – Name:**

This organization shall formally be known as the Lucan Athletic Association, and hereinafter referred to as the L.A.A.

At times, it may also be referred to, informally, as Lucan Minor Hockey (LMH), or Lucan Minor Hockey Association (LMHA). These terms are more commonly used within the leagues in which we participate in.

**Article II – Aims and Objectives**

1. To promote, encourage and govern U5, U7, U8, U9, U11, U13, U15, U18 and U20 hockey for the children in Lucan and surrounding area; and to provide maximum opportunity for all to participate equally, but with regard to the facilities available.
2. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental, and social well being.
3. To promote, organize and to facilitate team competition in the area of operation, to the maximum of playing accommodation and financial resources, to be administered by a group of appointed or elected volunteers and with a minimum of paid officials.
4. To sponsor and promote other athletic, social and related activities to contribute to the finances of the organization.

**Article III – Affiliation**

1. Change of play affiliation shall be arranged by the L.A.A in conjunction with OMHA, O.W.HA. and Hockey Canada

**Article IV – Members of the Association will be**

1. The officers of the L.A.A Executive, Managers, Coaches, and participating person's
2. All teams in Lucan and area who operate under the jurisdiction, by-laws and regulations
3. Any additional members in good standing who have shared in the work of the Association whose name may be submitted by and member of the Association and approved by the executive of the L.A.A.

**Article V – Executive Committee**

An executive committee shall be formed by election supervised by the immediate President.

A person eligible for election on the executive committee must be a member of the L.A.A. for a period of one year prior to being elected.

For any office that is not filled at the Annual Meeting the elected Executive shall have the option to appoint. The same provision will apply should an Executive Position become open during the season.

The Executive committee shall consist of:

President	Director of Local League (Lambton Middlesex Representative)
First Vice President - Registration	Director of Rep League (Shamrock Representative)
Second Vice President - Fundraising	Director of Coaching
Ice Convenor	Director of Girls hockey (OWHA Representative)
Treasurer	Director of Trainers
Secretary	Equipment Manager
O.M.H.A Representative	

The executive committee, being elected representatives shall be responsible for the policies regarding the Constitution regulation and amendments the same heretofore. Two thirds must be present to amend the Constitution. Officials will serve one term but may be re-elected. The President as chair of all meetings will only vote to break a tie.

## **Article VI – Duties of Officers**

### **President**

(or their constituted delegate) shall preside at all meetings of the executive and general meetings of the L.A.A.

The President in conjunction with the Ice Convenor will be in charge with initial ice time allotted to the L.A.A. conferring with the Arena Manager regarding fees.

Attend any League or Association meetings as backup when Directors cannot attend.

The president within the jurisdiction of the association shall have the power of the President of the Branch and without limiting the generality of the foregoing shall have the power:

To ensure that the rules and regulations of other governing organizations such as the OMHA, OWHA and Hockey Canada are adhered to

Shall sign as one of the signing officers of the Association

Shall preside at all annual and special meetings for the Association

Shall sit on all committees as an ex-official voting member

Shall act as the Official representative of the Association or appoint another elected officer as a delegate

### **Past President**

The outgoing president shall automatically succeed to this office and remain in office until succeeded by a new Past President.

Shall Chair the Disciplinary committee but shall be ex officio (non-voting) only in the absence of a coaching committee.

Shall Chair the nominating committee and shall select for appointment by the executive no more than five members to his committee who are not running for election.

### **First Vice President - Registration**

In the absence of the President or in the event of his inability to act, the Vice President shall have and exercise all the powers of the President.

Shall look after all publicity pertaining to association matter.

Shall assist the President in the operation and administration of the policies and by-laws of the L.A.A.

Shall oversee registration procedure.

### **Second Vice President - Fundraising**

In the absence of both the President and First Vice President or in their inability to act, the Second Vice President shall have and exercise all the powers of the President.

Shall be in charge of all fundraising for the association.

### **Treasurer**

Shall keep a record of all funds received and disbursed.

Shall deposit all funds in the LAA bank accounts and make all disbursement by cheque or Electronic Transfer where possible.

Shall present at each annual meeting a report of the years financial and duly audited financial statements.

Shall present at the monthly executive meeting an up to date complete financial statement.

Shall be one of the signing officers for the association.

Shall have the books of account audited annually.

### **Ice Convenor**

Shall be responsible for the allotment and scheduling of ice for all practices and games.

All schedules will be approved by the executive.

Shall meet with the arena manager and president to do the ice contract up for the year.

Shall communicate home game additions and changes to the Referee Convenor to book referees, as well as the Gate and Timekeeper Coordinator to arrange a person to collect the fees and people to run the clock and fill out the game sheet.

### **Secretary**

Shall ensure an accurate record of all executive, annual and special meetings of the association in writing and maintain copies on file for all future use of the association.

Shall receive and ensure a response to retain on file all LAA correspondence.

Shall prepare and ensure delivery of all official LAA correspondence.

Shall establish and maintain accurate lists of current members of the association eligible to vote at the annual meeting.

#### **OMHA Rep**

Shall represent the association with all matters pertaining to the OMHA.

Shall ensure rosters and affiliation rosters are submitted.

Shall work with the Director of Coaching, Director of Local League and Director of Rep league to ensure all rules are followed and suspensions served.

#### **Director of Local League**

Subject to the approval of the Executive.

Shall oversee the complete operation of the Local League teams.

To discuss and make recommendation at the Executive meeting on Coaches and Managers who are operating detrimental or contrary to the purpose of the L.A.A.

To prepare at each committee for presentations at the next Executive meeting, all reports and notions pertaining to their responsibilities.

To ensure equal ice time for all players.

Will be a member of the Disciplinary Committee.

Shall appoint the necessary representatives for the House League.

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#### **Director of Rep League**

Subject to the approval of the executive.

Shall oversee the complete operation of the representative teams.

To be responsible for the entire operation of our Shamrock Teams and to decide upon all matters and carry out all decisions reporting same to the Executive, where approval is required by the Executive before change. The proposal should be presented as a motion by the Chair at the next Executive meeting.

The Convenor will report regularly to the Executive any and all points of interest on the operation and status of our Shamrock entry.

Shall be a liaison to the local Shamrock Clubs ,O.M.H.A. and Jr.C

Will be a member of the Disciplinary Committee.

Shall have the authority to administrate the rules regulations and procedures established by L.A.A.

Shall approve personally or by his delegate all necessary travel permits related to all games played outside their respective leagues.

#### **Director of Coaching**

Shall chair a coaching committee comprised of people selected by the Director of Coaching, and approved by the executive.

With this committee makes all the coaching selections for the association and gets same approved by the executive.

All issues with coaches during the season will come to this committee for resolution first and if unsuccessful will bring the problem to the executive.

#### **Director of Girls Hockey**

Shall act as liaison between the OWHA and the LAA.

Shall ensure all coaches of the OWHA know and follow the rules.

Shall attend all the meetings of the league(s) the girls teams are entered in for the season and bring any and all reports back to the executive.

#### **Director of Trainers**

Shall ensure all trainers are certified and advise them of training options if they are not.

Arrange for any Preventative Services training and make sure all are trained.

Ensure all trainers have proper equipped trainer's kits.

Ensure proper paperwork is filed for any accidents or injuries.

**Equipment Manger**

The equipment manager will be present at all Executive Meetings.

The equipment manger will be available at registration time, in order to help answer any questions pertaining to the equipping of the hockey players.

The Equipment Manager is responsible for maintaining reasonably safe equipment as supplied by the L.A.A for the various levels of hockey within the L.A.A.

The Equipment Manger shall have a single vote at all Executive Meetings.

**Article VII – Committees and Responsibilities**

Committee to consist of a Chair, and 2 or 3 members (not limited) the names of which are to be reported to the Secretary.

The following standing committee shall be appointed by the Executive to perform the duties specified in the By-Laws.

Disciplinary Committee  
Coaches Committee

By-Law Committee  
Evaluation Committee

**Disciplinary Committee**

Shall consist of the President, Director of Local League, OMHA Rep and Director of Rep League. Past President to chair this meeting.

To deal with disciplinary situations if not settled by the Coaching Committee or as an appeal.

The referee, lineman, and timekeeper in charge of the game protest or infraction occurred shall only report knowledge of same at a hearing or special meeting called by the President and Referee Convenor.

**Coaching Committee**

1. AIM, GOALS AND REASONS FOR THIS COMMITTEE
  - a) improvement in all aspects of sport
  - b) team aspect emphasized – parallel to citizen in society
  - c) opportunity available for each child
  - d) upgrading minor hockey in Lucan
  - e) committee to favour of advancing player to his highest level
  - f) Team or player aspect- advance player –committee to judge each situation separately
2. MINOR HOCKEY LEAGUE STRUCTURE
  - a) lateral movement between teams – under coaches’ discretion i.e.: injury, etc.
  - b) local house league rules to be changed to allow player advancement
  - c) travelling house league teams
  - d) size of roster to be reviewed
  - e) players, spare goalie situation – more players to attend practices
  - f) smaller roster – more teams – utilizing tier 2 teams thus more ice time per player
3. REGISTRATION FOR TRYOUTS
  - a) try out for competitive team
  - b) Next tier 2
  - c) Monetary fee to be set by L.A.A
4. COACHES
  - a) Present roster of coaches to be monitored
  - b) Fresh slate of coaches by application
  - c) committee to select coaches to each team to teach our system and philosophy
  - d) manager and assistant coaches are responsibility of coaches, some by application – utilize whole community
  - e) rules concerning discipline adhered to strictly by player, coaches and managers
  - f) no profanity, no drinking permitted, no smoking in dressing room
  - g) better public relations exhibited – good image

- h) attitude of coaches and players to be sportsmanlike and winning not always looking for excuses and a born to lose attitude
- 5. **PROGRAM**
  - a) to be set up August 1 with some modifications
  - b) select coaches
  - c) fundamentals and drills
  - d) homework skills program
  - e) physical skills
  - f) goaltender – coaches' clinic

It was suggested that minor hockey coaches discuss their aims and objective at a meeting prior to the start of the season with all parents present.

#### **Article VIII – Constitution**

The constitution of the association shall not be altered except at the annual meeting and notice of the proposed amendments shall be delivered to the secretary in writing at least two weeks before the date of the annual meeting and the secretary shall forthwith notify the executive of the proposed changes. An amendment to the constitution of the association shall be made only at an annual meeting of the association – must be moved and seconded by persons eligible to vote at the annual meeting at which the amendment is proposed and must be passed by two-thirds majority of the association members present at the meeting.

#### **Article IX – Meetings**

The executive shall hold one regular meeting per month (other if necessary) to consider the business of the association and other related matter. The date of the first regular monthly meeting of the executive following the annual meeting of any year shall be established by the president of the association who shall notify the members of the executive.

The dates of the regular monthly meeting of the Executive shall be establish mutually by the members of the executive.

At the request of any six (6) members of the executive the president shall call a general special meeting of all members of the association. Business transacted and decisions made at any general special meeting shall be effective only until the next annual meeting when such business and decisions must be ratified by motion and vote if they are to continue in effect.

At the annual meeting, a special meeting of the general membership, or an executive meeting, a quorum shall consist of simply a majority of members entitled to vote at the respective meeting including the president.

An annual meeting will be held during the latter part of the season on or before May 15<sup>th</sup>, on a date set by the executive officers, at which time an elections of executive will take place.

Two weeks notice must be given to all members of the annual meeting

The order of business at all meetings shall be as follows:

1. Call to order
2. Reading of minutes of previous meeting
3. Business arising from meetings
4. Treasurer's report
5. Committee Chairmen's reports
6. Unfinished business
7. New business
8. Correspondence
9. Presidents report
10. Changes to Constitution (annual meeting only)
11. Election and installation of Executive (annual meeting only)
12. Adjournment

All meetings shall be conducted in accordance with recognized parliamentary procedure

**Article X – Voting**

The following shall be eligible to vote at the annual meeting:

- Members of the Executive
- Appointed Committee Chairman and Members
- The Coach of each Association team
- The Manger of each Association team.

Two parents or legal guardians of a player registered on each association team. Notwithstanding paragraph above, where the majority of players on an association team have reached the age of 18 years by December 31<sup>st</sup> of the current hockey season. There are not proxy votes. No person shall have more than one vote.

**Article XI – Change in By-Laws**

By-laws may be changed at any general or annual meeting. A quorum shall be required with at least a simple majority vote of the attending members to change a by-law.

**Article XII – Nominations**

Each member of the association in good standing is defined as any coach, trainer, executive or general member of the association currently (as of the date of the annual meeting) in good standing.