



# FINANCIAL POLICIES

The Ontario Lacrosse Association

Updated March 29, 2017

# ONTARIO LACROSSE ASSOCIATION

## Financial Policies

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## Governing Structure

The OLA is a non-profit corporation, the affairs of which are managed by a Board of Directors. The Board of Directors are elected by the Membership at the Annual General Meeting, as defined by the OLA By-laws. The Board of Directors sit on the membership board named the Board of Governors. The Board of Governors consist of the Board of Directors and duly elected representatives of Clubs and Associations (including but not limited to Minor Associations, Leagues and Zones). The Ontario Lacrosse Association is governed by its member-approved Constitution, By-laws and Rules and Regulations.

## Financial Obligations

OR13.06(a) No club or minor association shall be entitled to vote at an annual meeting unless it's membership has been certified by the Directors and it's bond, entry fee and any other obligations to the Corporation have been paid by October 31st. Nor shall any club or minor association be entitled to vote if it is under suspension or if it did not participate in the Corporation the previous season.

OR13.06(b) All outstanding accounts from the previous season must be paid in full by December 31st.

OR13.06(c) Any club or minor association that fails to settle their account by December 31st, will be suspended from participation until paid or arrangements for payment of all overdue accounts has been agreed upon by the Board of Directors.

## Junior to Major Financial Obligations

R4.01(a) The annual membership fee shall be as follows:

	2014	2015	2016
Major	\$1132	\$1160	\$1177
Senior Series	\$963	\$987	\$1002
Junior "A" Series	\$1009	\$1034	\$1050
Junior "B" Series	\$883	\$905	\$919
Junior "C" Series	\$594	\$609	\$618
Women's Sr.	\$310	\$318	\$323

\*Payment of the above fees and any other obligation to the Corporation shall entitle a team to two votes at the Annual General Meeting.

R4.01(b) The Annual Membership Fee beginning in 1990 for O.L.A. Major, Senior, Junior "A", Junior "B", Masters, Men's and Women's Field series teams shall be indexed to the change in the Consumer Price Index for the period covering the preceding twelve (12) months ending August 31st in the current year.

R4.02 All fees shall be paid to the Corporation by negotiable money order, certified cheque or cash. Cheques must be signed by the signing officers of the club and received by the Corporation Treasurer prior to the year end September 30th.



R4.03 All clubs must deposit at the Annual General Meeting a negotiable bond, payable to the Corporation, for the due playing of their games and playoffs and the fulfillment of their financial and other obligations to the Corporation, its officials and other members. The amounts of the penalties secured by such bonds shall be: Major \$1,000.00 Senior \$ 500.00 Junior "A" \$1,000.00 Junior "B" \$ 500.00 Junior "C" \$ 500.00

R4.04 In the event of the bond conditions not being fulfilled, the Executive Director shall collect the amount secured by same, and all legitimate expenses incurred by any other club in consequence of such non-fulfillment shall be paid out of the money forfeited and the balance, if any, shall be handed over to the Treasurer of the Corporation.

R4.05 Special bond arrangement involving mileage of clubs over 250 miles, one way, must be sanctioned by the Board of Directors

R4.06 All bonding money shall be invested in trust. Interest accumulated on bonds held by the Corporation will be transferred to the Corporation Promotion and Development fund at the end of each session; and noted in the final financial statement.

R4.07 Bonds are to remain in the hands of the Corporation for thirteen (13) months after the club ceases to operate.

R4.08 Any team that enters any other league or association within thirteen months after ceasing to operate in the O.L.A. shall forfeit its bond and any funds on deposit with the Ontario Lacrosse Association.

R4.09 If any other group, league or association accepted by the Ontario Lacrosse Association demands a bonding from its own clubs, such bonds shall be in addition to those required by the Corporation and set out in the Bylaws or Regulations.

R4.10 It is agreed and understood that all bonds, cash or otherwise, are a guarantee of clubs for the due playing of their games and playoffs and the fulfillment of their financial and other obligations to the Corporation, its officers, other teams and the carrying out of all orders of the Directors including fines for lateness.

R4.11(a) At each Annual General Meeting, a member may present a promotional project for approval of the membership. To be eligible for presentation to the membership, each promotional project must be presented in the prescribed form as designated by the Board of Governors.

R4.11(b) Each association shall be levied a per capita fee (Junior B to Major double per capita fee) for approved promotional projects, approved annually, based upon their prior years' rep team registration. (see MR1.11)

R4.11(c) All members eligible for voting purposes at the Annual General Meeting be levied a \$100.00 per one Association/Club fee. This money will go directly to the Ontario Lacrosse Hall of Fame and Museum and in turn they will submit a Financial Statement yearly.

## REGULATION R-XVII Right to Impose Fines

R17.01 The Board of Directors may fine any club or team any amount not exceeding one thousand dollars for any infraction of the Rules and Regulations as defined in the Constitution, Bylaws or Regulations of the Corporation.

R17.02 Clubs must pay fines assessed against them within ten days of notification by the Executive Director or be liable to further fines and/or penalties for non-payment.

R17.03 A club or a team may appeal against the levying of a fine by submitting a written appeal to the Executive Director within ten days, accompanied by payment of the fine and an additional cheque for twenty-five dollars as deposit against the costs of the meeting.

## Minor Lacrosse Financial Obligations

MR1.01(a) Each year, the preceding year's Annual Membership fees for the O.L.A. Intermediate, Midget, Bantam, Pee Wee, Novice and Tyke teams shall be indexed to the change in the Consumer Price Index for the period covering the preceding twelve (12) months ending August 31st in the current year, and are payable upon registration at the Annual Meeting or by June 1st (Refer also to MR2.02) Each year, the preceding year's Annual Membership fees for O.L.A. Paperweight teams shall be indexed to the change in the Consumer Price Index for the period covering the preceding twelve (12) months ending August 31st in the current year, and are payable upon registration at the Annual Meeting or by June 1st. (Refer also to MR2.02)

MR1.01(b) In any year, the Annual Membership Fee (the "Fee") for new Associations operating on a house league basis only shall be the preceding year's Fee indexed to the change in the Consumer Price Index for the period covering the preceding twelve (12) months ending August 31st in the current year. Such status entitles these associations to OLA/AGM voting rights. MR1.02 A performance bond must accompany each entry. Performance bonds shall be invested in trust by the Corporation.

MR1.03 Interest accumulated on bonds held by the Corporation will be transferred to the Corporation Promotion and Development fund at the end of each season; and noted in the final financial statement.

MR1.04 Performance bonds will either be returned to the clubs or retained on deposit by the Corporation at the club's discretion following the fulfillment of the club's obligations during the season, and in Provincial playoffs or in Corporation Tournaments. (See Article MR1.06)

MR1.05 Performance bonds will be five hundred (\$500.00) per Minor Association.

MR1.06 There will be a hosting fee for all Corporation Sanctioned Tournaments to be paid at time of application to host, in the following amount: (a) Invitational: : \$50.00 per age division/one category (\$50.00 per each additional category. i.e Peewee A/B C will be \$100.00. A/B is considered one division and C is considered one division. The only division exempt from this is Paperweight which is Open) (b) Qualifiers: All categories \$400.00 (c) Final Six: \$200.00 NOTE: See MR 7.05 (a) for all Tournament Host obligations Hosting requirements for Qualifiers and Final Six are available from OLA office.



MR1.07 Referees' fee will be set prior to the season, and will be circulated annually.

MR1.08 December 31st will be the cut-off date for all Association contact listings in the Annual OLA Directory.

MR1.09 There will be an entry fee of \$550.00 per team to attend Provincial Championships held during the Lacrosse Festival. This fee, together with the duly completed and signed declaration form (of intent to participate in the Provincial Championships) must be received in the OLA office on or before June 15th of the current year. On June 20th the O.L.A. will distribute a complete listing of Provincial team entries for the current season to all associations (titled "Final Team Entries for Minor Lacrosse"). Associations will have four business days to amend their team entries for the current season. After which the "Final Team Entries for Minor Lacrosse" listing will be drawn up and will be the basis for eligibility to play exhibition and zone games, and invitational and provincial tournaments.

MR1.09(b) There will be an entry fee of \$450.00 per team to attend Provincial Championships, not part of the Lacrosse Festival. The fee, which will cover all costs (gate fees for spectators, awards, referees, balls, administration, etc.) together with the duly completed and signed declaration form (of intent to participate in the Provincial Championships) must be received in the O.L.A. office on or before June 15th of the current year. The O.L.A. will then forward \$200.00 per team entered (which represents gate fees), to the hosting association, within 14 days of completed event. NOTE: Host Gate Fee may be withheld in whole or in part if the Host Association fails to meet all of its hosting responsibilities as outlined by the OLA and the OLA Hosting Guidelines. EXCEPTION: Teams entered in Provincial "A" Qualifiers. Fees for this group will be determined annually.

MR1.10 Organization Development clinics (i.e. volunteer recruitment, fundraising, organization structure, promotion) will be made available by the Ontario Lacrosse Association, at cost, to club organizations.

MR1.11 At each Annual General Meeting, a member may present a promotional project for approval of the membership. To be eligible for presentation to the membership, each promotional project must be presented in the prescribed form as designated by the Board of Governors.

MR1.11(b) Each association shall be levied a per capita fee for approved promotional projects approved annually, based upon their prior year's rep team registration. (see R4.11)

MR1.11(c) All members eligible for voting purposes at the Annual General Meeting be levied a \$100.00 per one Association/Club fee. This money will go directly to the Ontario Lacrosse Hall of Fame and Museum.



## REGULATION MR-X Suspensions, Fines and Protests

MR10.01 The Board of Directors may fine a club or team in any sum not exceeding one thousand dollars (\$1000.00), or may suspend or expel a club, team, member or player for notorious and continued foul play, or unfair, unsportsmanlike, ungentlemanly conduct, individually or collectively, on the field or at any place where a lacrosse match is being played, or at any meeting or gathering in the interest of the game, for neglecting to pay assessments made by the Board of Directors or for rules of the Corporation, for neglecting to obey or carry out any persistent infringement of the laws of the game, or the rules of the Corporation, for neglecting to obey or carry out any order of the Board of Directors transmitted by the President or Executive Director. Any club, player or member suspended by the Board of Directors can be re-admitted only by a majority vote of the Board of Directors. A general meeting or the annual meeting of the Corporation may request the Board of Directors to re-open and to reconsider any such suspension.

MR10.02 A player, coach, trainer or manager may be suspended by the discipline committee, President or in his absence a vice president of the Corporation for just cause, for any period which the discipline committee, president (or in his absence, a vice president) may consider proper under the circumstances.

MR10.03 Suspensions longer than five (5) games may be appealed by notifying the OLA office within 15 days of the suspension. The hearing may include the suspended party and/or a team official.

MR10.04 Any person who participates in an OLA sanctioned event (Zone, Tournament, Provincial) who does so under an assumed name shall be suspended from the corporation until dealt with by the Board of Directors. In the event that the assumed name was used by a player, all bench personnel and team managers shall also be suspended from the corporation until dealt with by the Board of Directors. (See MR 2.07)

MR10.05 Protests, signed by the President and Secretary of the club protesting (or the Acting President and one other Executive member in their absence) with a copy to the other club involved “postmarked” within forty-eight (48) hours from the date of the match (Sunday excluded), must be sent by registered mail to the OLA office.

MR10.06(a) A club protesting must send to the OLA office, along with the protest a money order or certified cheque for fifty (\$50.00) dollars payable to the OLA. Deposit to be returned only if the protest is upheld.

MR10.07 Protests on technicalities which do not affect the actual results of the game will not be accepted by the Corporation.

MR10.08 A protest of any game result due to a referee’s timekeeper’s or any game official’s conduct, decision and/or rulings, will not be entertained by the Board of Directors. However, a letter of complaint regarding any game official shall be thoroughly investigated by the Corporation.

MR10.09 Any coach, manager or club official withdrawing a team from any sanctioned contest will be suspended until the next OLA Discipline Committee meeting and a team fine will be levied by the Board of Directors.



MR10.10 Any coach, manager or other official who acts in an unsportsmanlike manner or in a manner detrimental to lacrosse or who acts in an insulting manner to Corporation officials shall be suspended until dealt with.

MR10.11 Any player, coach, manager, club official, or game official who is in charge of a team or comes into direct contact with a team during games in league or tournament play, whose actions appear to be caused by drugs or alcohol, may be given a minimum of one year's suspension and must apply for reinstatement upon termination of suspension.

MR10.12 No coach, manager, club official, player or game official shall be allowed to smoke or use any tobacco products in the player's bench, penalty box or dressing room. Penalty – removal from the game plus subject to additional Corporation discipline.

MR10.13 Suspension of an individual by the Corporation shall cover his or her activities in all phases of lacrosse unless specifically stated otherwise at the time of suspension.

## Emergency Management

Section B6.13 of the OLA Member approved 2016 By-laws

Subsequent to the Annual General Meeting in 2010, in the event that the President is unable to fulfill his/her duties for the remainder of his/her two year term, while in the first half of his/her term of office, the First (1st) V.P. Administration (Major) shall take over his duties until the next Annual General Meeting, where a special election for the position of President shall take place. This elected President shall serve a one year term until the next Annual General Meeting.

In the event that the President is unable to fulfill his duties for the remainder of his two year term, while in the second half of his/her term of office, the First (1st) V.P. Administration (Major) shall take over his duties for the remainder of said term.

In the event that any Vice President is unable to fulfill his/her duties for the remainder of his/her term, the Board of Directors may appoint a person to fill his/her position until the next Annual General Meeting.





## Financial Management

The Vice President of Finance oversees the Financial Management of the Ontario Lacrosse Association. The following By-laws and policies describe the Financial Policies of the OLA.

### VICE PRESIDENT OF FINANCE - Job Description (From the Nomination Form for Annual Elections):

1. Registration of Clubs at Annual Convention
2. Update and report status at Board Meetings
3. Preparation of credential details for voting at convention
4. Budget preparation - A. Government Funds and Grants - B. Operations - includes fine procedures Input from committee chairpersons. Present to Executive for approval
5. Review of revenue Source
6. Responsible for bookkeeping system - Accounts payable, accounts receivable
7. Signing Officer of Corporation in conjunction with President, Executive Director and Technical Director
8. Present monthly Financial Statement
9. Audit - September prepare for November - present books to auditor plus financial statement
10. Committee composed of representatives from Zone's, Major Senior, Junior, Field, Women's - for budget input and other representatives if necessary. Must be approved by Board.

### **ARTICLE OR-VI FINANCES OR14 & B7 (of the Ontario Lacrosse Association By-laws and Constitution Rules & Regulations)**

The Treasurer(s), before receiving possession of the funds of the Corporation shall file with the President proof of being bondable.

#### Bonding

##### OR14.02 Fidelity Bonds:

The Board may require such officers, employees or agents of the Corporation as the Board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the Board from time to time prescribes.

#### Signing Authority

OR14.03 All cheques shall be signed by any two of the President, Treasurer and Executive Director.

#### Financial Reporting

OR14.04 At the annual meeting the Treasurer shall present to the Membership an audited statement of the financial standing of the Corporation accompanied by the bank statement which shall be returned to him immediately. The Bank statement will always be available to the auditor on request.

#### Financial Audit

OR14.05 The books shall be audited annually by a recognized auditor. The appointment of the auditor shall be approved by a majority of the eligible voting Members of the Corporation at the annual general meeting.



### Financial Audit Committee

B7.02(a) Annually the Corporation shall establish an Audit Committee: the members of the Audit Committee shall be three (3) members selected by the general Membership at the Annual General Meeting.

B7.02(b) The duties of the Audit Committee shall be:

- i) to review and report on the annual audited financial statement to the general membership
- ii) to review the audit results, financial procedures and policies of the Corporation with the external auditor:
- iii) to make recommendations on the appointment of external auditors

### Fiscal Year-End

OR14.06 Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 30th day of September in each year.

### Financial Decisions

OR14.07 No director or member may make financial decisions on behalf of the Corporation unilaterally.

### Annual Budgets

[Vice President of Finance Job Description](#) (From the Nomination Form for Annual Elections):

*"4. Budget preparation - A. Government Funds and Grants - B. Operations - includes fine procedures Input from committee chairpersons. Present to Executive for approval."*

### Travel Expenses

Directors and employees will be reimbursed for out-of-pocket expenditures and/or travel expenses incurred by them on behalf of the Ontario Lacrosse Association, provided that such expenditures and/or travel have been pre-approved by the OLA. All claims for expenditures, other than private auto mileage, must be accompanied by a receipt. Expense claim forms must be submitted within 2 weeks of the expense.

Mileage and per diem compensation amounts are approved yearly by the OLA Board of Directors at their annual planning meeting. The 2016 expense scale is a \$45 per diem and \$0.35 per kilometre.

