

**SCMLA Job Duties of Elected and Appointed Board Members
As Approved at the AGM Dated October 24, 2018**

1. President

- - Chairperson of all SCMLA board meetings
- - Supervise the operations of the Association
- - Must attend all zone meetings (or appoint the VP to attend)
- - Representative for SCMLA at all OLA/Zone 9 hearings
- - No voting right except in the event of a tie in board voting

2. Past President

- Assist the President as required in the operations of the Association
- Provide insight to the board on past practices
- Attend any Zone/OLA or other meetings as requested by the President
- Assist the Directors in the operation of the Association
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

3. Vice President

- Assists the President as required in the operations of the Association
- Acting president in the absence of the president
- Attend any Zone/OLA or other meetings as requested by the President
- Assist the Directors in the operation of the Association
- Acts as a Community Liason of the club - Develops and manages relationships with outside organizations including City of St. Catharines, Region of Niagara, Jr A Lacrosse, Jr. B Lacrosse, RIC (Referee in Chief), DSNB and NDCSB, Brock University.
- Work closely with Publicity Director to ensure partnerships are properly advertised on social media as required.
- Assist with Legends Tournament details and scheduling.
- Assist with Promotions Director in promoting SCMLA in local schools and arenas.
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

4. Secretary

- Manage correspondence to the SCMLA
- Maintain full set of minutes from past meetings
- Maintain the constitution and bylaws
- Take minutes at each meeting and distribute minutes of meeting to all board members within 5 days of each Board meeting.
- Provide an Agenda of Meeting (in accordance with Roberts Rules of — —) to all board members 4 days prior to the respective Board Meeting
- Attend all Zone meetings as an observer to take minutes for the two SCMLA representatives
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

5. Treasurer

- Maintain a full set of accounting records that are current, up to date and accessible by all members of the organization
- Preparation of budget for approval by the board
- Recommend current year fee structure
- Provide detailed statements of financial outcome of all fundraising (ie..bbq's,draws,tournament, etc.)
- Maintain any reports required by any governing bodies for fundraising
- Advise the board on expenditure limits and provide cash flow projections as required
- Reconcile registrations funds with the Registrars numbers
- Provide the Audit Committee with unopened monthly bank statements for their review
- Attendance at all registrations required
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

6. Registrar

- Oversee the registration of all players, coaches, executive and bench personnel
- Verify team rosters with registered players
- Verify registration numbers with Treasurer's registration funds
- Print and provide coaches with required players & coaches cards for tournament and provincial play
- Appoint an assistant in each area-house league, travel box, & field
- Provide SCMLA with up to date registration numbers during pre-season to
- determine number of teams
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

7. Director of Rep Box

- Responsible for providing box coaches for selection by SCMLA board
- Begin search and advertising for box coaches before December
- Post names of all approved box coaches at registration
- Ensure that all coaches and bench personnel have or receive the required certification as set by the OLA and that they have properly registered in Sportzsoft with all required documentation.
- Appoint 1 assistant to assist in the above duties
- Hold a coaches meeting(s) during the season-bring any concerns to the board
- Hold a preseason meeting to discuss coaches recommendations and provide the coaching staff with direction and the boards expectations of them
- Meet with coaches to discuss ratings prior to Zone ratings and inform them of the appeal process
- Schedule and chair (or appoint a chair) the "Scheduling Meeting" to assign floor time to all teams
- Assist the board in other team related items as they arise
- Attend the Zone 9 ratings meeting for travel box teams
- Attend Zone 9 Schedulers Meeting
- Provide coaches/box report at monthly SCMLA meetings
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

8. Director of Boys Field

- Responsible for providing field coaches for selection by SCMLA board
- Begin search and advertising for field coaches in December
- Post names of all approved field coaches on website.
- Ensure that all coaches and bench personnel have or receive the required certification as set by the OLA
- Book all required field time with City of St. Catharines/Brock or other as required within budget set out by the Board
- Provide treasure all information and invoices for field time for payment.
- Notify all coaches of field times for their respective teams.
- Appoint 1 assistant to assist in the above duties
- Hold a coaches meeting(s) during the season-bring any concerns to the board
- Hold a preseason meeting to discuss coaches recommendations and provide the coaching staff with direction and the boards expectations of them
- Provide the Field Director of the area with any required information
- Distribute field weekend schedules set out by OMFL and maps to all teams
- Provide field coaches report at monthly SCMLA meetings
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

9. Director of Girls Lacrosse (Field/Box)

- Responsible for providing field & box coaches for selection by SCMLA board
- Begin search and advertising for coaches in December
- Post names of all approved coaches on website.
- Ensure that all coaches and bench personnel have or receive the required certification as set by the OLA
- Book all required field time with City of St. Catharines/Brock or other as required within budget set out by the Board
- Attend the "Box Scheduling Meeting" for box floor time.

- Provide treasurer all information and invoices for field time for payment.
- Notify all coaches of field/floor times for their respective teams.
- Appoint 1 assistant to assist in the above duties
- Hold a coaches meeting(s) during the season-bring any concerns to the board
- Hold a preseason meeting to discuss coaches recommendations and provide the coaching staff with direction and the boards expectations of them
- Provide the Field Director and Box Director of the area with any required information
- Distribute field weekend schedules set out by OMFL and maps to all teams
- Provide field coaches report at monthly SCMLA meetings
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

10. Director of HouseLeague

- Responsible for overseeing the operations of the houseleague system
- Establish and publish a houseleague handbook for distribution to all players- should consist of: Rules of play, SCMLA contact information, approved equipment information,etc..
- Appoint a minimum of 4 parents to form the houseleague committee that will assist in operations of the houseleague
- Meet with the registrar to determine number of teams for the year and split between age divisions
- Advertise and search out coaching staff for each team
- Provide SCMLA with coaches names for approval-post all coaches at registration
- Attend the "Box Scheduling Meeting" with to set schedule and distribute to teams
- Schedule members of the houseleague committee to be Convenors during the season
- Ensure that a houseleague Convenor is present at all games to complete the following, provide game sheet to coaches, assign room #'s, pay referees & timekeepers, answer any parental concerns and relay the same to the director of houseleague & provide director of houseleague with complete game sheets for newspaper publication
- Work with SCMLA board to set up for Championship Day
- Attendance at all registrations is required
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

11. Director of Equipment

- Maintain, distribute and collect all equipment of SCMLA
- Appoint 1 assistant to help with this duty
- Take inventory of lock up contents (November)
- Organize lock up and keep in an orderly state
- Inform all coaches and teams of approved OLA equipment and standards(ie) helmets, stick lengths, etc..
- Inform SCMLA board of items requiring repairs and estimated needs for next season
- Order all required equipment as approved by SCMLA board (December)
- Refurbishing or restocking of first aid kits for all teams (box/house league & field) (January)
- Distribute all required team equipment-jersey, balls, game sheets, water bottles, first aid kits.etc (March or April)
- Maintain an equipment log and have coaches sign for items as they received them
- Resupply or repair equipment as required during the season
- Collect all equipment at the end of season
- Store cleaned and sealed jerseys in the lock up
- Attendance at SCMLA meetings is mandatory
- Position has voting rights

12. Director of Publicity (Website, Facebook, Instagram, Twitter)

- Maintain/update all areas of the website, instagram, facebook and twitter accounts of SCMLA.
- Appoint 1 assistant to help in this duty, if necessary.
- Create and post announcements on the happenings of SCMLA (registration information, announcement of coaches, division wins in tournaments, zones, provincials.
- Attendance at SCMLA meetings is mandatory.
- Position has voting rights.

13. Director of Sponsorship / Promotions

- Promotion of Athletics lacrosse through distribution of brochure/flyers/signage at arenas, schools, etc.
- Posting of Athletics lacrosse events arenas/newspaper/radio/bulletin board.
- Secure monetary sponsorship from area businesses to enable each team to be sponsored. Involves sending out letter to past and present suppliers and area business with follow up to the letter to be complete by the end of February.
- Seek out other viable sponsorships or fundraising ventures (consider a SCMLA Fundraising Event).
- Work with Treasurer to ensure all sponsors receive receipts of their contributions.
- Attendance at SCMLA meetings is mandatory.
- Assist Director of Publicity with any information/announcements to be made via SCMLA Social Media outlets.
- Assist Special Events director with Tournament / Year End Banquet, etc.
- Appoint 1 assistant to assist in the above duties.
- Position has voting rights.

14. Tournament & Special Events

- Oversee the Legends Tournament and other special events (End of Year Banquet, etc) as approved by the Board
- Provide the Board a budget for each event for approval.
- Organize volunteers required to run various aspects of the tournament (registration table, time keepers, game sheet runners, barbecues if applicable).
- Design and order tournament shirt for all tournament players
- Schedule arenas (floor time) and referees for all tournament games.

Assistants to the Directors

These are appointed non-voting positions to be filled prior to the first meeting of the new executive board. The appointments can be made by the Director in charge.

The assistants may be as follows:

Assistant to Director of Rep (Box) coaching

Assistant to Director of Boys Field

Assistant to Director of Girls Lacrosse

Assistant to Director of Houseleague (minimum of 4 people to form committee)

Assistant to Director of Sponsorship/Promotion

Assistant to Registrar

ALL Elected Positions are up for election at the 2018 AGM, and then as follows:

ODD YEARS (2019, 2021..etc) The Following Positions would be up for Election:

-Secretary, Registrar, Boys Field, Promotions/Sponsorship, House League, Publicity, Vice President

EVEN YEARS (2020, 2022, 2024...etc) The following Positions would be up for Election:

President, Treasurer, Girls Lacrosse, Equipment, Boys Box, Special Events/Tournament, Past President

As per the SCMLA Constitution, quorum shall consist of two thirds of the existing executive (9 out of 14 members). If the President is away for a meeting they must appoint an Executive to lead the meeting in their absence.