



TTLA ORGANIZATIONAL OUTLINE

Executive Committee

- i. The general supervision and business of the TTLA shall be exercised by the **Executive Committee**.
- ii. The executive committee shall be elected to serve a **one year term** commencing from the Annual General Meeting, the third Monday of October.
- iii. The Executive Committee consists of these **elected members**:
 - President
 - Immediate Past President
 - Vice President of BOX (House League and Rep Program)
 - Vice President of FIELD (House League and Rep Program)
 - Vice President of Promotion, Funding and Fundraising
 - Referee-in-Chief
 - Secretary
 - Treasurer
 - Equipment Manager
 - Registrar
- iv. Each member of the Executive Committee shall have **one vote** on all matters discussed at the Executive Committee Meetings and the Annual General Meeting, with the exception of the President who will vote only to break a tie.
- v. There shall be no vote unless the Executive Committee is represented by **50% +1**.
- vi. Each member of the Executive Committee is accountable to the President. The President shall be accountable to the Executive Committee.
- vii. The Executive Committee will send at least one delegate to the OLA AGM (November) and SAGM (March) every year, unless finances prohibit it and/or the elected members are not available on the assigned dates.
- viii. The duties of the Executive Committee shall be:

President:

- Shall supervise the operation of the TTLA
- Shall call all meetings, secure the location, set the agenda with the Secretary, and preside at these meetings as the chairman of the Executive Committee
- Shall be a member of all committees and shall be notified as to the time and place of each meeting
- Shall call for regular VP and committee reports and see that these committees are functioning
- Shall appoint additional members to the Executive Committee as required
- Shall negotiate floor and field time with the City and/or school authorities
- Shall have the power, subject to 2/3 approval of the Executive Committee, to replace any elected or appointed or associate member not fulfilling his/her duty, or is a detriment to the TTLA
- Shall be a signing officer
- Shall stay current with the activities of Zone 4 and the OLA by reviewing the minutes of their meetings
- Shall Co-Chair and represent the TTLA for discipline hearings
- Shall approve all expenditures
- Shall co-ordinate promotion and development awards and recognitions
- Shall be a Co-Chair of the BOX and FIELD Coaches Selection Committees
- Shall cast a vote only to break a tie
- Shall be the releasing officer for the TTLA
- Shall be aware of all Zone 4 and OLA regulations and deadlines, ensuring the TTLA completes all items affected by deadlines in a timely manner

Immediate Past President

- Shall be a signing officer
- Shall have all voting rights
- Shall aid in the transition of the new TTLA executive, mentoring as required
- Shall oversee player, coach and referee development which may include hosting clinics and/or coordinating participation in out-of-town clinics

Vice President of BOX (Houseleague and Provincial Program)

- Shall be an assistant to the President
- Shall fulfill all duties in the absence of the President
- Shall co-ordinate (with registrar) registration dates for the BOX program
- Shall be the Co-Chair the BOX Coaches Selection Committee
- Shall represent the TTLA for discipline hearings for BOX teams
- Shall stay current with the activities of Zone 4 and the OLA by reviewing the minutes of their meetings
- Shall be responsible for running the BOX program including the scheduling games and practices
- Shall ensure all teams are registered with the OLA and all coaches are properly carded
- Shall submit a financial report (including receipts) to the Treasurer not more than one month after the conclusion of the TTLA lacrosse season

Vice President of FIELD (Houseleague and Provincial Program)

- Shall be an assistant to the President
- Shall co-ordinate (with registrar) registration dates for the FIELD program
- Shall be the Co-Chair the FIELD Coaches Selection Committee
- Shall represent the TTLA for discipline hearings for FIELD teams
- Shall stay current with the activities of Zone 4 and the OLA by reviewing the minutes of their meetings
- Shall be responsible for running the FIELD program including the scheduling games and practices
- Shall ensure all teams are registered with the OLA and all coaches are properly carded
- Shall submit a financial report (including receipts) to the Treasurer not more than one month after the conclusion of the TTLA lacrosse season

Vice President of Promotion, Funding and Fundraising

- Shall be an assistant to the President
- Shall arrange advertisement of registration dates
- Shall arrange sponsorships
- Shall be responsible for fundraising
- Shall be responsible for all social functions of the TTLA
- Shall oversee the awarding and presentation of TTLA awards, ensuring preservation of these awards
- Shall develop and institute a promotional campaign for increased awareness of lacrosse and the TTLA
- Shall oversee the nomination of TTLA personnel for OLA awards
- Shall organize and distribute team pictures
- Shall recruit committees and/or assistants as deemed necessary (i.e. Sponsorship Committee, Fundraising Committee, Funding Committee and Social Committee)

Referee-in-Chief

- Shall recruit new referees for the BOX and FIELD programs and ensure they carded by the OLRA
- Shall schedule all referees and timekeepers for BOX and FIELD games
- Shall supervise and mentor new referees
- Shall work with Zone 4 and ORA supervisors
- Shall represent the TTLA for the discipline of all BOX and FIELD teams

Secretary

- Shall notify appropriate members, prepare an agenda and record the minutes for all Executive Committee Meetings, AGM and SAGM; and distribute to the executive and appropriate members
- Shall carry on all TTLA correspondence including paperwork and reports for raffles, bingos and Nevada
- Shall be responsible for website updates
- Shall assist the VPs in preparing minutes of their meetings
- Shall approve all correspondence being issued on behalf of the TTLA
- Shall be responsible for the TTLA mail box

Treasurer

- Shall keep an accurate record of all receipts and disbursements
- Shall be responsible for and oversee all TTLA banking including changes to signing authority after each Annual General Meeting
- Shall be a signing officer
- Shall write cheques for all payments
- Shall receive all cheques and cash and deposit to appropriate TTLA bank accounts
- Shall collect all registration fees
- Shall ensure there are three signing officers, two signatures per cheque (President, Immediate Past President or Treasurer)
- Shall prepare referees fees and timekeeper fees for all BOX and FIELD games
- Shall give a financial report at all Executive Committee Meetings
- Shall provide the Year End financial results and prepare a budget (in conjunction with the President and VPs) for the Semi-Annual General Meeting held the second Monday in February

Equipment Manager

- Shall issue and retrieve all TTLA equipment
- Shall ensure equipment is repaired and cleaned
- Shall ensure balls are purchased and game sheets are printing for BOX and FIELD programs
- Shall ensure additional equipment is purchased when necessary (with approval of the executive)
- Shall ensure time clocks are in working condition
- Shall arrange for samples and quotes for uniforms for BOX and FIELD programs
- Shall assist with any additional tasks such as the ordering of TTLA logo'd items

Registrar

- Shall ensure all players, team management and TTLA executive have completed a registration form
- Shall forward all registration forms to the Zone Registrar
- Shall compile a registration database
- Shall ensure that all Rep Teams are registered with the OLA, and proper fees processed for payment
- Shall ensure team lists are forwarded to the OLA prior to deadlines
- Shall ensure player insurance fees are processed for payment
- Shall ensure OLA Rep levies are processed for payment
- Shall assist with any additional tasks such as providing coaches with a database of their teams

Associate Members

- i. Those eligible to be associate members are:
 - Parents and guardians of players
 - Coaches, managers and officials of TTLA teams
 - Persons who show an interest in the TTLA, but must be sponsored by an Executive Committee member and accepted by majority of the executive
- ii. Associate members shall be requested or elected to fulfill the following positions or any other position deemed necessary by the TTLA Executive Committee.
- iii. The duties of the Associate Members shall be:

Coaches Committee

- Shall consist of 7 members – President, Immediate Past President, VP of BOX, VP of FIELD, two associate members preferably one from the junior division and one from the senior division and either the Head Coach (or one other executive member if the Head Coach position is vacant)
- Shall call for coaches for both BOX and FIELD programs
- Shall follow the coaching selection process
- Shall recommend coaches for all BOX and FIELD Houseleague and Rep teams (the executive will make final decisions)
- Shall notify all candidates of the appointments in writing
- Shall ensure all coaches are following the TTLA Fair Play policy

Head Coach

- Shall develop a strategy and plan for all Rep and Houseleague teams
- Shall follow-up with coaches to make sure they are implementing TTLA strategy
- Shall ensure all coaches, managers and trainers have approved police checks

Coach

- Shall arrive at least one half hour before practice and game times
- Shall come prepared for practices with drill plans, equipment and resources
- Shall check each players equipment before every game and practice
- Shall correctly complete game sheets before every game
- Shall ensure the TTLA Fair Play policy is being practiced
- Shall recruit an assistant coach to assist with practices and games
- Shall hand out and collect team jerseys
- Shall report any discipline problems to the Head Coach and/or the VP of BOX/FIELD
- Shall ensure player cards are brought to all OLA games (Rep teams)
- Shall have proper OLA certification (Rep teams)

Assistant Coach

- Shall assist coach at all practices and games
- Shall fulfill the duties of the coach should he/she be absent
- Shall have proper OLA certification (Rep teams)

Manager

- Shall contact parents when required
- Shall advise players of practice and game times
- Shall assist coach as needed
- Shall prearrange hotel accommodations and travel as needed (Rep teams)
- Shall have proper OLA certification (Rep teams)

Trainer

- Shall ensure the first aid kit is complete and meets OLA standards
- Shall ensure all equipment is in proper condition
- Shall assist coach as needed
- Shall have proper OLA certification (Rep teams)

Paid Employees

- i. Preferably, paid employees shall be former lacrosse players who have played for the TTLA
- ii. The referee and timekeeper roster shall be developed by the referee-in-chief, as such he/she shall also track their hours/games and shall ensure this information is provided to the Treasurer to allow for payment in a timely manner
- iii. The duties of paid employees shall be:

Referees

- Shall have up-to-date credentials – properly carded by the OLRA
- Shall arrive no less than 15 minutes before game time
- Shall be remunerated by the TTLA for games refereed

Timekeepers

- Shall ensure that all game sheets are properly completed before, during and after the game
- Shall arrive no less than 15 minutes before game time
- Shall be remunerated by the TTLA for games