

Fallston Volleyball Program Bylaws

Update: September 10, 2024

MISSION

Serving the community since 2013, Fallston Volleyball is a volunteer run, community-based organization dedicated to growing the competitive level of the sport in our area. This is accomplished by providing top-tier opportunities in a variety of formats suitable for player growth & development. We foster a welcoming, enjoyable, safe, and competitive environment to create volleyball players with a great love for the game and a greater chance for future success, both on and off the court!

VISION

Our vision is to be the best developmental recreational volleyball program in the Maryland area. We will do this through an approach that builds a love for the game in all participants, including players, coaches, officials, and supporting families. Player development is a primary focus, providing the best possible conditions to compete at the next level.

ARTICLE I NAME

The Fallston Volleyball Program is led by a body known as the Fallston Volleyball Board, hereafter referred to as the "Volleyball Board", and shall be affiliated with the Fallston Recreation Council hereafter referred to as "FRC". The Volleyball Board is led by a "Volleyball Program Lead". The Volleyball Board includes key program roles along with Commissioners of the Indoor Volleyball and the Beach/Outdoor Volleyball Program Sections. Article III further outlines Volleyball Board Membership.

ARTICLE II PURPOSE

The purpose of this organization shall be to promote, develop, and govern Volleyball as a program within the Fallston Recreation Council. Policies will be consistent with those of the Fallston Recreation Council.

ARTICLE III PROGRAM ORGANIZATION

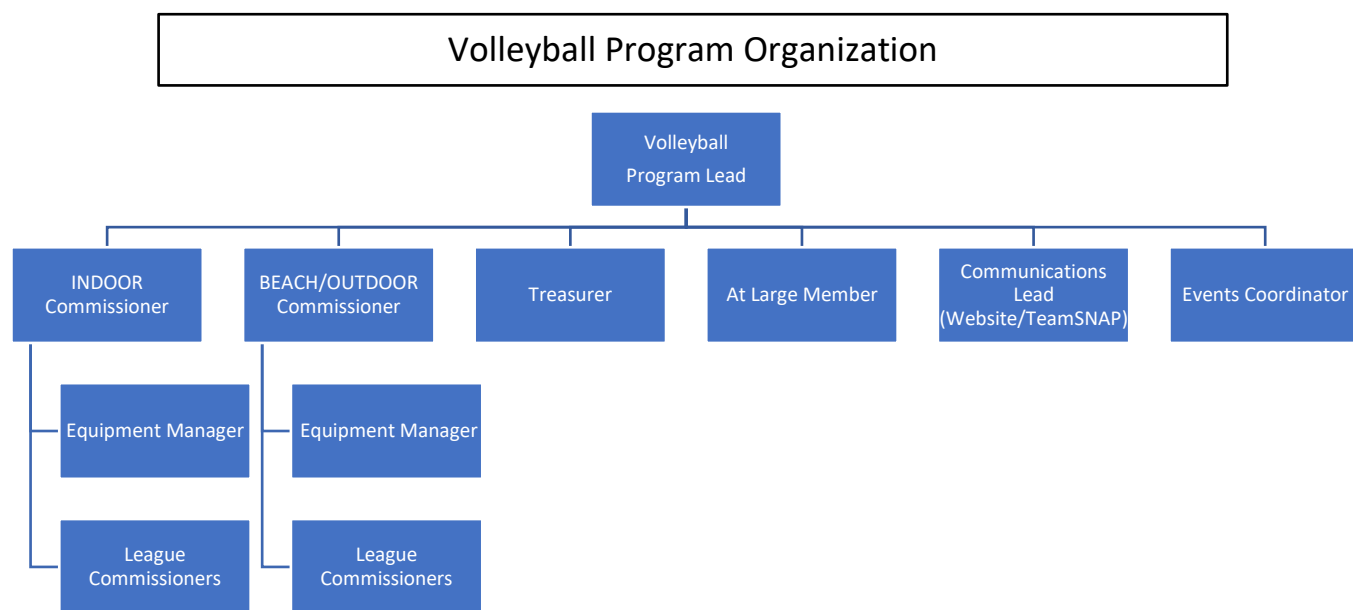
The Volleyball Program is led by the Volleyball Board, whose membership consists of the Volleyball Program Lead, Indoor and Beach Commissioners, a Treasurer, a Communications Lead, an Events Coordinator, and one At Large Member.

The Volleyball Program Lead, Treasurer, Communications, At Large Member and Events Coordinator support the Indoor & Beach/Outdoor Program Sections.

Both the INDOOR and BEACH/OUTDOOR Program Sections have additional roles aiding the Commissioners in the design & execution of their offerings:

- a) Equipment Managers
- b) League/Age Group Commissioners

While not ideal, an individual may serve in multiple roles if no other volunteer members are in place to fulfill those responsibilities.



PROGRAM (Volleyball)

- ↳ **PROGRAM SECTION** (Indoor or Beach/Outdoor)
 - ↳ **SEASON** (eg. Spring, Summer, Fall, etc.)
 - ↳ **DIVISION** (eg. High School, Middle School, 4th & 5th Grades, Boys, Girls, etc.)
 - ↳ **LEAGUE** (eg. Clinic, Quads, Doubles, etc.)
 - ↳ **TEAM** (eg. Beachers, Grizzlies, etc.)

ARTICLE IV VOLLEYBALL BOARD RESPONSIBILITIES & WAYS OF WORKING

The Volleyball Board shall manage and govern the delivery of the Volleyball program within the Fallston Recreation Council (FRC). Routine Board decisions are made by consensus of all Board members present. In the event general agreement is not achieved after reasonable discussion, the Program Lead shall decide the appropriate path forward.

Design and execution of the Indoor and Beach/Outdoor Program Sections are led by their respective Commissioners, assisted by their Managers & League/Age Group Commissioners. Program Section design and execution is subject to overall Volleyball Program review & approval.

If a Board member cannot fulfill their responsibilities, the Board shall select a replacement member.

In the unlikely event a Board member inappropriately uses their position to advance an agenda outside the program's mission & vision, that member shall be immediately dismissed if approved by two-thirds of the Board roles. The offending member shall have the opportunity to be present for these proceedings.

ARTICLE V MEETINGS

The Volleyball Board shall meet periodically throughout the year. The target is to conduct quarterly meetings (eg. 4x/year). The Volleyball Program Lead may schedule additional sessions if necessary.

Meetings of the Volleyball Board shall be open to all Volleyball Board members. A portion of the meetings shall be open to a general forum.

The Communications Lead will communicate meeting dates, times, locations at least 3 days prior to the event.

ARTICLE VI VOLLEYBALL BOARD MEETING AGENDA

Volleyball Board meetings will follow the following agenda, subject to Volleyball Board approval:

1. Opening
2. Attendance/Quorum Check
3. Review of Agenda
4. Program Lead Update
5. Treasurer Update
6. Events Coordinator Update
7. Communications Lead Update
8. Indoor Volleyball Commissioner Update
9. Beach/Outdoor Volleyball Commissioner Update
10. Action Items Review
11. Workshop / New Business Items
12. Next Steps
13. General Forum
14. Close

ARTICLE VII ELECTIONS & TERMS OF OFFICE

1. Volleyball Board members shall be selected annually, typically just prior to the Volleyball program year (coincides with the calendar year). Meeting date and time is set by the Volleyball Program Lead, with the goal of this happening not later than January.
2. Registered program adults and parents/guardians of all registered players in the preceding year are eligible candidates.
3. Candidates for Volleyball Board positions will declare their interest to the Volleyball Program Lead and/or Program Section Commissioners.
4. If >1 acceptable candidate exists for any position, that position shall be elected individually. The Volleyball Program Lead sets the order of the elections/ballot. Each Volleyball Board POSITION shall have one vote.
5. Voting can be by show of hands or if requested by any one nominee, shall be by secret ballot.
6. Absent Volleyball Board members may still provide their vote by written communication to the Communications Lead and/or Program Lead prior to the election.
7. Counting of the votes shall be done by the Communications Lead.
8. The new position shall be the candidate receiving the highest number votes cast for the particular position. In case of ties, the Volleyball Program Lead shall cast the deciding vote.
9. Program Section Equipment Manager & League/Age Group Commissioner positions are selected by the respective Commissioner. (eg. Indoor Commissioner selects Indoor Equipment Manager and Indoor League/Age Group Commissioners from the pool of eligible candidates).
10. Successful candidate shall assume the position after a proper turnover with the outgoing role holder.

ARTICLE VIII AMENDMENTS

1. Amendments to these By-Laws shall be presented in writing to the Program Lead for review at least one general meeting before the decision on the amendment takes place.
2. The next meeting after the amendment has been proposed, the Program Lead will present it to the Volleyball Board. The decision to amend will be taken at the following Volleyball Board meeting.
3. The amendment proposal and/or related edits must pass by unanimous consent of the Volleyball Board quorum in attendance at the decision meeting. Quorum is defined as 50% or more of the total eligible membership of the Volleyball Board.
4. Absentee voting is limited to eligible Board members who have attended the prior general meeting where the proposed amendment was presented. An absentee vote must be signed and delivered to the Volleyball meeting prior to the decision. All absentee votes will be collected by the Communications Lead and will be opened as part of the Volleyball Board decision-making process.
5. Upon passage an amendment shall be immediately active, valid and added to the By-Laws.

ARTICLE IX VOLLEYBALL BOARD & PROGRAM SECTION RESPONSIBILITIES

1. The Volleyball Board, on behalf of program membership, shall transact the business of the program and establish committees as required.
2. The Volleyball Program Lead
 - provides overall leadership & support for the Fallston Recreation Council Volleyball Program
 - sets the schedule & presides at all Volleyball Board meetings or designates an alternate Volleyball Board member to act in their absence
 - calls for additional Volleyball Board meetings as warranted at his/her discretion
 - represents the Volleyball Program on the Fallston Recreation Council Board or designates an alternate Volleyball Board member to act in their absence
 - represents the Volleyball Program with outside organizations
 - enforces these bylaws, ensuring best possible outcomes aligned with Volleyball Program Mission & Vision
 - presides at any and all sessions at which disciplinary or grievance issues are brought before the Volleyball Board
 - provides council to FRC Program chairpersons and Council officers, as required
 - advises & supports Program Section Commissioners in the design & delivery of their offerings
 - conducts “Commissioner” transactions in TeamSNAP

3. The Treasurer

- maintains and preserve accounts of all program financial transactions
- attends Volleyball Board meetings
- prepares and presents annual budget (January-December) for Volleyball Board approval. Once approved, submits the budget to the Fallston Recreation Council Board with a copy of the bylaws for the Fallston Volleyball program
- supports Section commissioners to establish participation & usage fees to fund the program and allow it to meet its obligations
- reviews & approves all program expenditures, submitting proper documentation to FRC Treasurer for proper reimbursement
- ensures sufficient financial plan to meet long-term equipment/facility needs
- conducts “Commissioner” transactions in TeamSNAP as needed, especially finance-related items

4. The Events Coordinator

- organizes and executes special events, including fundraising opportunities to defer program costs
- submits fundraising and event ideas to Volleyball Board for approval prior to announcing or scheduling
- manages the funds and execution costs for fundraising through the appropriate channel (ie Venmo, cash, etc)
- leads Committees for Dig Pink annual event and other volleyball community activities

5. The Communications Lead

- maintains & updates Volleyball Program page content on Fallston Rec Council website fallstonrec.com/volleyball, working with the appropriate FRC Board contact
- attends Volleyball Board meetings, documenting notes and decisions
- carries out any correspondence between Volleyball Board and FRC community
- promotes program news & events to external media
- counts votes & receives proxies as appropriate during Volleyball Board elections
- updates & publishes these bylaws when Volleyball Board approves amendments
- assists with registration for all activities, developing proper TeamSNAP mastery to assist Commissioners and Managers in the setup and delivery of their offerings
- conducts “Commissioner” transactions in TeamSNAP as needed

6. The Indoor Volleyball Commissioner

- oversees and leads the design & delivery of the Indoor program
- attends/serves on the Volleyball Board representing Indoor Volleyball
- selects the Indoor Volleyball League Commissioners and Equipment Managers
- creates the program offerings, partnering with League Commissioners and Equipment Managers to ensure a coordinated plan
- works with the Communications Lead to establish a timely, clear TeamSNAP registration process
- makes “Team Owner” assignments in TeamSNAP
- establishes placement of coaches, referees, volunteers, and assistants as needed to provide a successful and smooth operating program section
- oversees selection and training of coaches and referees
- resolves escalation/help requests from League/Age Group Commissioners regarding player, coach, referee, spectator conduct
- drives healthy communication pathways between staff & families/players
- establishes Indoor Volleyball meetings & work sessions with the League Commissioners & Equipment Managers as needed
- is the program liaison for indoor volleyball with external groups
- “Commissioner” transactions in TeamSNAP for the Indoor Program

7. The League/Age Group Commissioner (both INDOOR and BEACH/OUTDOOR)

- designs, establishes, and enables the delivery of League/Age Group specific volleyball offerings
- creates the program offerings, partnering with Commissioners and Equipment Manager to ensure a coordinated plan
- works with the Communications Lead to establish a timely, clear TeamSNAP registration process
- oversees League registration & team selection procedures/try-outs
- works with the Commissioners to create properly balanced & sized team rosters
- coordinates with Equipment Manager to schedule practices & games aligned with facility and equipment availability
- aligns the coaches, volunteers, referees to cover league games & practices
- monitors daily weather/facility conditions & makes decisions/communicates any cancellations
- monitors coach, player, referee, and spectator conduct
- inputs to annual budget process
- backup to “Commissioner” transactions for the Indoor Program section of TeamSNAP

8. The Indoor Equipment Manager

- ensures sufficient & proper equipment, supplies, uniforms are in place for indoor offerings
- establishes proper maintenance, inventory, and adequacy of indoor volleyball program equipment & supplies

- implements storage solutions so that volleyball equipment & supplies are organized in a neat/orderly manner per host facility guidelines
- conducts annual inventory of all indoor equipment and supplies, provides annual report to Indoor Commissioner and Volleyball Program Treasurer
- develops long-term capital needs / equipment replacement plan
- inputs to annual budget process

9 . The Beach/Outdoor Volleyball Commissioner

- oversees and leads the design & delivery of the Beach/Outdoor program
- attends/serves on the Volleyball Board representing Beach/Outdoor Volleyball
- selects the Beach/Outdoor Volleyball League Commissioners and Equipment Managers
- creates the program offerings, partnering with League Commissioners and Equipment Managers to ensure a coordinated plan
- works with the Communications Lead to establish a timely, clear TeamSNAP registration process
- makes “Team Owner” assignments in TeamSNAP
- establishes placement of coaches, referees, volunteers, and assistants as needed to provide a successful and smooth operating program section
- oversees selection and training of coaches and referees
- resolves escalation/help requests from League/Age Group Commissioners regarding player, coach, referee, spectator conduct
- drives healthy communication pathways between staff & families/players
- establishes Beach/Outdoor Volleyball meetings & work sessions with the League Commissioners & Equipment Managers as needed
- is the program liaison for Beach/Outdoor volleyball with external groups
- “Commissioner” transactions in TeamSNAP for the Indoor Program

11. The Beach/Outdoor Equipment Manager

- ensures sufficient & proper equipment, supplies, uniforms are in place for Beach/Outdoor offerings
- establishes proper maintenance, inventory, and adequacy of indoor volleyball program equipment & supplies
- implements storage solutions so that volleyball equipment & supplies are organized in a neat/orderly manner per host facility guidelines
- conducts annual inventory of all Beach/Outdoor equipment and supplies, provides annual report to Beach/Outdoor Commissioner and Volleyball Program Treasurer
- develops long-term capital needs / equipment replacement plan
- responsible for the Reckord Road “Fallston Beach” permit process for outside users
- inputs to annual budget process

ARTICLE X PROGRAM DEVELOPMENT GUIDELINES AND EXECUTION

A. Budget

1. Development - The development of the annual budget is the responsibility of the Treasurer. The Treasurer shall solicit input to the budget development from the Volleyball Board for all likely sources of income and expenses.
2. Approval – The budget is approved by the Volleyball Board.
2. Expenditure Authority - Expenditures made for the Volleyball program through the Fallston Recreation Council (FRC) will be authorized by the Treasurer and another member of the Volleyball Board/ Section Managers.
3. Expenditure Procedure - Any Volleyball Board member with a legitimate program expense shall contact the Treasurer to authorize the expense. After the purchase, requests for reimbursement shall be directed to the Treasurer who will submit the expense to the FRC Board treasurer.

B. Offerings

1. Registration - The registration for the volleyball program shall be open and advertised, and performed in accordance with the By-laws of the Fallston Recreation Council.
2. Team Selection - League teams shall be established and balanced by the Leagues Manager with oversight by the Commissioner (Indoor & Beach/Outdoor). Some leagues may allow registrants to form teams as part of the registration process. (example – beach doubles). Unless league registration requirements specify otherwise, while requests for teammates/coaches/carpools will be considered, the primary objective is to form teams of balanced skills & ability. Other requests for placement will be honored to the best of a program's ability, not to detract from the primary objective of establishing balanced teams across the league.
3. Scheduling - The scheduling of games & practice time slots shall be performed by the respective League Commissioner with Program Section Commissioner oversight and Equipment Manager input. Goal is for all teams to have equal opportunity to practice and equal number of games as facilities/conditions allow.
4. League Format - The league formats & rules shall be developed and finalized by the respective Commissioners with Volleyball Board oversight. Commissioners ensure proper communication is provided to families explaining and showing the league format and schedule. Rules shall promote balanced playing time for all present & eligible participants for each game.
5. Playing Up - Players should play in their proper age group. Occasionally a player will no longer be challenged physically or in the mental elements of the game, and that player may petition to play up. The petition process for playing up starts with parents submitting a written request to the respective Commissioner prior to team selections. The Commissioner will evaluate the request and communicate the outcome to all involved.

ARTICLE XI RULES OF PLAY

- A. In general, Indoor Program rules will align with NFHS Volleyball rules, amended per Indoor Volleyball Commissioner guidance as necessary to accommodate specific age groups.
- B. In general, Beach Program rules will align with FIVB rules, amended per Beach/Outdoor Volleyball Commissioner guidance as necessary to accommodate specific age groups.
- C. The following "HOT HEAD" rule will be in effect for all leagues.

Referees shall eject from the game and the playing area, anyone (i.e. - player, coach, parent, spectator) who commits a flagrant offense, such as verbal abuse, profanity, obscene gestures, or physical violence of any kind. Coaches shall be held responsible for the conduct of their spectators. Referees shall have the prerogative to end the game for any violation of this rule. The referee's judgment concerning this rule shall be final and non-protetable.

Any player issued a RED CARD or ejected from the game, will be suspended for the next league or tournament game. Any coach issued a red card or ejected from a game, will be suspended for the next game. All red card or ejections must be reported to the Volleyball Board within 48 hours after the game, by the Lead of that program.

If after return from the suspension, a player or coach is RED CARDED or ejected again during the same season, that player or coach will be suspended from the program for one calendar year (365 days), starting from the date of the second offense. In addition, should a coach hold a position on the current year's Volleyball Board, he/she shall be removed from that position and shall remain ineligible to hold a Volleyball Board position for one year (365 days). Any suspended coach not holding a Volleyball Board position, will be ineligible to hold such a position anytime during the period of suspension. All suspensions shall be reported to and recorded by the Communications Lead.

ARTICLE XII PLAYER/PARENT GRIEVANCE PROCEDURE

1. When a player, parent, or fan has a grievance or complaint, it should first be brought to the attention of the coach(es) involved.
2. If it cannot be satisfactorily resolved at that level, it should be lodged in writing with the appropriate Commissioner(Beach/Outdoor or Indoor). After hearing both sides of the situation, the Commissioner will attempt to resolve the grievance or complaint to the satisfaction of both parties.
3. If the Commissioner is not successful in resolving the grievance or complaint, the Commissioner will prepare a summary of the grievance or complaint, along with his/her recommendation, and will submit this along with the original written grievance or complaint to the Volleyball Board.
4. The Volleyball Board will meet and discuss the complaint or grievance, with the involved parties. If it is deemed necessary, Volleyball Board will take corrective measures that they feel are necessary, and will issue a written report describing the resolution to the situation. The Volleyball Board will send a letter to the player, parent, or fan thanking them for their input into the program with a copy of their final report.
5. Since it is the intent of this procedure to provide players, parents, and fans a mechanism to provide input into the program, the final report will be read at the next general Volleyball Board meeting, with the names of those parties involved removed, so that no one is unnecessarily embarrassed.

ARTICLE XIII Prohibition of Harassment, Intimidation, and Bullying Policy

The Fallston Volleyball Program is committed to a safe and fun environment for all players, volunteers and visitors, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a player or damages the player's property; or
- Has the effect of substantially interfering with a player's training, practice, game; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the team.
- Nothing in this policy requires the affected player to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the player's or team environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Revision History

November 2022	Initial Issue
June 18, 2023	Restructured Volleyball Board, established INDOOR and BEACH/OUTDOOR sub-programs roles and responsibilities.
September 10, 2024	Clarified roles and responsibilities, defined Volleyball program year