

## **Fallston Girls Lacrosse Bylaws**

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## **Article I - Mission**

The mission of the Fallston Girls Lacrosse Program is to foster the love of the sport, teach the fundamental skills in a non-stress, fun atmosphere to girls in pre-school through ninth grade. These beliefs shall be carried out by the Board of Directors.

## **Article II - Composition of Board**

### **Section I - Officers of the Fallston Girls Lacrosse Program**

- President
- Vice President
- Treasurer
- Secretary
- Little Laxer Commissioner
- Clinic Commissioner
- Tyker Representative
- Lightning, Middie, Junior Representative
- FLC Commissioner
- Field Scheduler
- Field Manager
- Equipment manager
- Uniform (Rec/FLC) and Apparel manager (FLC)
- Social Chair
  - Social Media Communications
  - Events Documentation
- Fundraising Chair
  - Events
  - Merchandise and Apparel (Rec)

**Section II** - The officers of the Fallston Girls Lacrosse program shall be elected each year in June. Nominations for elected positions shall be submitted to the Election Committee chairperson 15 days prior to the election at the June Board meeting.

**Section III** - Board offices shall run concurrent with the fiscal year.

### **Article III - Membership**

General membership in the organization shall be open to everyone in the Fallston area interested in girls lacrosse.

### **Article IV - Meetings**

**Section I** - The fiscal year for the program runs from July 1 through June 30.

**Section II** - The Board's meeting will be held once per month during the months of September through June

**Section III** - The President, or the Vice President (In the absence of the President), can call a meeting at any time deemed desirable or necessary. The Secretary shall notify all Board members.

**Section IV** - Meetings of the Board shall be open to all board members and a portion of meetings shall be open to a general forum.

### **Article V - Dues and Fees**

**Section I** - There shall be no dues for general membership.

**Section II** - Registration fees shall be established by the Board of Directors for Little Laxers, Clinic, Tyker -Junior, and Fallston Lacrosse Club, with the goal that fees collected for each age group being self-supporting.

**Section III** - Fees shall be

Little Laxers - \$ 75

Clinic - \$ 85

Tyker, Lightning, Middie, Junior - \$ 175

Fallston Lacrosse Club - \$ 200

Summer League \$100

Outdoor Skills Clinics - \$ 75

Indoor Skills Clinics - \$100`

## **Article VI - Qualifications for Holding Office**

**Section I** - Candidates for elected positions on the Board can only accept nominations for one position. In the event that the program does not have enough volunteers to fill all Board positions, Board members may hold more than one position.

**Section II** - If a member of the Board cannot fulfill their elected position; the Board shall elect a replacement member by majority vote.

**Section III** - A member of the Board must attend 75% of the regularly scheduled meetings. If a member of the Board misses 3 consecutive meetings they may be removed from the Board by simple majority vote of the Board. The Board may then nominate a replacement and elect them by a simple majority vote.

**Section IV** - Any Board member using their position to advance an agenda outside the bounds of the Board policy will be subject to immediate dismissal. A 2/3 vote is needed to no appeal will be granted, Member must be present for proceedings.

## **Article VII - Nomination of Officers**

**Section I** - An election of at least three and not more than five committee members will be appointed by the President. (Election committee members do not have to be voting members and cannot run for offices themselves).

**Section II** - The election committee shall present a slate of all candidates nominated for office at the last Saturday of the regular season. Every effort shall be made to acquire a minimum of at least two candidates for each office.

**Section III** - Additional nominations may be made by committee members. Nominations will be in writing, giving name, prior consent of nominee and office desired. These nominations will be given to the election committee chairperson. Nominations will be closed at the June Board meeting.

## **Article VIII - Elections**

**Section I** - All elections shall take place at the June meeting

**Section II** - All elected officers shall be elected by receiving the highest number of votes cast for that office.

**Section III** - The results of the election shall be given as soon as possible after the voting at the meeting.

## **Article IX - Assignments and Responsibilities of the Board**

**Section I** - The board shall establish a clinic and various age groups for the children to play lacrosse in with respect to the development of the children, the size and growth of the children and the demographics of the children who wish to participate.

**Section II** - The Board will approve placement of coaches, referees, volunteers, and assistants as needed to provide a successful and smooth operating program.

**Section III** - The Board shall remove a coach or any other volunteer if it becomes apparent his or her behavior is not in compliance with the code of conduct, Article XIX of the Fallston recreation Council Bylaws.

**Section IV** - Coaching positions are requested by informing the Board of a desire to coach a team via a child's registration form or via a letter or email to the Board. The Board will make all final decisions pertaining to who will coach all teams.

**Section V** - The coach is responsible for notifying all their players of practice and game times. The coach is responsible for all gear and for the gear bag entrusted to them by Fallston Girls Lacrosse. The coach is responsible for distributing and collecting jerseys lent to players for their team use and returning them to the equipment manager. The coach is responsible for returning and field equipment used in a game to the equipment shack as soon as possible after their last game of the season. A coach may not dismiss a player from his or her team with out first receiving permission of the Board. The Board will make every effort to resolve the matter with in the program.

**Section VI** - The Board will establish participation fees, which will fund the program and allow it to meet its obligations.

**Section VII** - The Board may establish fund-raisers, sell concessions, sell accessories, sell clothing, buy or sell equipment, or any other reasonable program related matter to defer program costs.

## **Article X - Duties of Officers**

### **1. President - V**

1. Preside at all Board Meetings
2. Oversee all programs including Little Laxers, Clinic, Tyker -Junior, and Fallston Lacrosse Club
3. Personally attend 50% of the By-Monthly meetings of the Fallston Recreation Council as set by the bylaws
4. Participate in evaluation of players and the organization of all teams
5. Oversee selection and training of the coaches and referees
6. Work with appropriate Board members to oversee that the proper equipment and uniforms are purchased
7. Preside at any and all executive sessions at which disciplinary or grievance issues are brought before the Board
8. Call, at anytime, and executive session at his/her discretion
9. Appoint program Board members. With confirmation be the Board, for vacancies, which occur
10. Provide council to program chairpersons and Council officers, as required
11. Maintains website communication and manages registration of all programs offered (IE Regular season registration, Evaluations, Skills clinics, Summer sessions etc)

### **2. Vice President - V**

1. Attend Board meetings on a regular basis
2. Personally attend 50% of the by monthly meetings of the Fallston Recreation Council
3. Assist all program commissioners in completion of duties
4. Oversee and coordinate all Lacrosse activities
5. Participate in evaluation of players and the organization of all teams
6. Fulfill any duties in the absence of the President

### **3. Treasurer - V**

1. Attend Board meetings on a regular basis
2. Prepare and present at the September Board meeting a budget to be approved by a majority vote of the Board. Once approved, submit the budget to the Fallston Recreation Council board with a copy of the bylaws for the Fallston Girls Lacrosse program
3. Maintain and preserve accounts of all financial transactions of the Girls Lacrosse program by an approved and recognized accounting method
4. Collect, Deposit, and upon proper authorization, disburse funds by check only, while maintaining a fiscal record of receipts supporting all disbursements, upon proper authorization
5. Prepare and present at general membership meetings a written report of all income and expenses for each program covering the prior calendar month and the fiscal year to date to include the current program balance
6. Keep and accounting of monthly income and expenses and submit monthly statements to Board members and balanced ledger to Fallston Recreation Council.

### **4. Secretary - V**

1. Attend Board meetings and be responsible for the minutes. These minutes shall be made available at the next scheduled meeting.
2. Maintain a record of all membership and Board meetings and final program reports.
3. Maintain the official register or roll of members and their attendance at all membership and Board meetings
4. Carry on all correspondence as directed
5. Be responsible for keeping all records generated by the Little Laxers, Clinic, Tyker -Junior, and Fallston Lacrosse Club
6. Assist with registration - of all activities

### **5. Little Laxer Commissioner - V**

1. Attend board meetings on a regular basis
2. Work with field scheduler to create 6wk spring schedule
3. Work with equipment manager too obtain beginner sticks for the the players
4. Work with Uniforms manager to obtain uniforms for all players
5. Report to board any challenges and or possible improvements to the program

## **6. Clinic Commissioner - V**

1. Attend board meetings on a regular basis
2. Arrange the play opportunities for the girls playing lacrosse
3. They shall balance the teams to provide good competition and appoint coaches who will teach the game in a manner consistent with the philosophy of Fallston Girls Lacrosse.
4. Final teams must be approved by a majority board vote
5. Work with Field scheduler to allow teams to meet twice each week once for practice and once for games.

The age group shall be formed in order to encourage safe enjoyment of the game of lacrosse. The enjoyment and teaching of the game must be the primary purpose of Fallston Girls Clinic lacrosse and participants (player, coach, or parent) who interfere with this directive must be referred to the Board.

## **7. FLC (Fallston Lacrosse Club) Commissioner - V**

1. Attend Board meeting on a regular basis
2. The FLC commissioner shall arrange the age groups and play opportunities for the girls playing lacrosse.
2. Tryouts shall be held in July/August of each year for Lightning through Junior age groups
3. Each team shall be comprised of girls with the same graduating year (IE. 2028, 2029, 2030).
4. Players shall not play up in age group. Exceptions will be voted on by majority vote of board.
5. Player must be evaluated with evaluated by coaches and or board members that will not be the team coach.
6. Participate in evaluation of players and the organization of all teams



## **8. Tyker Representative - V**

1. Attend board meetings on a regular basis
2. Represent the league in MYLA, HARCO or other league
3. Arrange the play opportunities for the girls playing lacrosse
4. Work with Field scheduler to allow teams to meet twice each week for practice and once for games.

The age group shall be formed in order to encourage safe enjoyment of the game of lacrosse. The enjoyment and teaching of the game must be the primary purpose of Fallston Girls lacrosse and participants (player, coach, or parent) who interfere with this directive must be referred to the Board. The age group will be comprised of a two year age group of girls in 2nd and 3rd grade.

## **9. Lightning, Middie, Junior Representative - V**

1. The age groups shall be spaced at two year interval whenever possible and shall be formed in order to encourage safe enjoyment of the game of lacrosse.
2. Arrange the play opportunities for the girls playing lacrosse
3. They shall coordinate with league officials for all league administration.
4. Work with the field scheduler to allow teams to schedule 2 practices per week and play once per weekend/weekday. The enjoyment and teaching of the game must be the primary purpose of Fallston Girls lacrosse participants (player, coach, or parent) who interfere with this directive must be referred to the Board.

## **10. Field Scheduler - V**

The Fields Manager shall schedule the field availability in conjunction with Fallston Recreation Council for all clinic, in-house and travel lacrosse practices and games. The Field Manager shall make calls as required to assure grass is cut and in a playable condition. The Fields Manager shall also determine when the fields are not in condition for play due to rain, snow, or frost.

## **11. Field Manager - V**

The Fields Manager shall assure all lines are painted on the fields as needed through out the season. They should also work with the Equipment manager to

ensure the goals are painted, netted, in good repair, and in place, on the field. Also, make sure game boxes are at the fields for game time.

## **12. Equipment - V**

The Equipment Manager shall inventory all equipment, manage the distribution and redemption of that equipment, report regularly to the Board on the state of that inventory, and open the equipment room at regular and convenient times to allow for pick up and drop off or exchange of above equipment. Prior to the season the equipment manager shall present a budget for board approval to purchase new equipment.

## **13. Uniform(Rec/FLC) and Apparel Managers (FLC) - V**

The Uniform and FLC Apparel Manager shall be responsible for ordering all rec and FLC uniforms and coaches jerseys, as well as all FLC apparel for sale by through the online team store. Also, distributing all apparel and uniforms to coaches in an organized manner. All uniforms and apparel must be board approved prior to placing an order.

## **14. Social Chair - V**

a. Social Media Communications **NV**- responsible for all Social Media communication with the community (IE Announcing upcoming clinics offered, events, or fundraising efforts).

b. Events documentation **NV** Works with coaches and teams to collect photos/video through out the year for social media promoting.

## **15. Fundraising Chair-V**

a. Events (1-3 people) **NV**- Organizing and executing any and all fundraising opportunities throughout the season (Including but not limited to Bull Roasts, Spirit night, food trucks etc)

b. Merchandise/apparel **NV** - Acquiring merchandise for sale at events, and managing the fund brought in (IE Venmo, cash etc)

V = Voting board position - required to attend board meetings

NV = Non-voting volunteer position no attendance at board meeting, will receive updates from committee chair

All budgets shall be presented to the board for approval, prior to announcing or scheduling any event or fundraiser.

## **ARTICLE XI - Age Groups and Registration**

**Section I** - Age brackets for Rec and FLC teams will be determined based on MYLA, HARCO or current league regulations. The Board must vote on any exceptions.

**Section II** - After registration a late charge may be assessed.

**Sections III** - The cost of registration will be established by the Board.

## **ARTICLE XII Player Participation**

**Section I** - All players will register for the rec league. Those players wanting to play at a more competitive level will be able to tryout out for age-level FLC teams. A minimum of 2 try-outs will be held for players and coaches to determine which players are best able to play at a FLC level. Players must make a minimum of 1 of the try-outs to be considered for the travel teams. Arrangements can be made for individual try-outs with the Board's approval. If you have completed the registration process you are considered eligible for all teams, in-house or Travel, in your age bracket and can try-out of those teams.

**Section II** - Every player playing in the rec level league is required to play a minimum of 1/2 of each game. The players playing on the FLC teams are required to play a minimum of 1/4 of each game if they meet the playing requirements of the coach.

**Section III** - Mouth guards and approved eye protection must be worn by all players for all games and practices. No one will be permitted to play without them. No exceptions.

**Section IV** - No jewelry of any kind is allowed including pierced earrings(earrings must be removed not covered). No one wearing any kind of jewelry will be allowed to play.

**Section V** - Players wishing to play out of age bracket because of extreme hardship must petition the Board in writing within 2 weeks of registration to be considered by the Board. The Board will set a meeting date to discuss this matter, as well as a meeting with the parents to discuss such matters as well. The decision to allow a player to play out of age bracket is only in effect for that season.

**Section VI** - Players are not permitted to participate in another recreation council girls lacrosse program while participating in the Fallston Girls Lacrosse Program.

### **ARTICLE XIII - Weather Policy**

**Section I** - The Fields Manager will determine with the President, Vice President, FLC Commissioner the condition of the field for play. If the fields are deemed unplayable they are closed to all play for that day, NO exceptions. If fields are deemed playable, Fallston Girls lacrosse coaches can contact the President if they do not wish to play and also have the consent of the opposing team. A final decision will be based on all available input.

**Section II** - All players will be notified of cancellations one hour prior to game or practice time if at all possible. All cancellation will be posted on the Fallston Girls Lacrosse Website.

**Section III** - All postponed games will be made up at the discretion of the Coaches in agreement with opposing coaches and league scheduler

### **ARTICLE XIV - Unsportsmanlike Conduct**

**Section I** - The use of abusive or profane language or unsportsmanlike conduct by players, coaches, or spectators will not be tolerated. First offenses will result in a warning by the referee or any Board member present. Second offenses will result in immediate ejection from the game or playing area. The referee or Board member will report the offense in writing to the appropriate chairperson, who will call it to the attention of the Board. The Board will then review the incident and report it to the Fallston Recreation Council.

**Section II - Prohibition of Harassment, Intimidation, and Bullying Policy**

The Fallston Girls Lacrosse 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 intimidation 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, demanding 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 players or team environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other Recreational Councils which teams travel to for games.

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 included 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.

**Section 3 - Tobacco policy**

The Fallston Girls Lacrosse Program recognizes the dangerous health consequences and addictive properties of tobacco use. To support the health of the players, coaches and spectators, the Board forbids the use of all smoking and smokeless tobacco products on the fields and within a reasonable distance from the fields, the teams and spectators.

## **ARTICLE XV - Parent Responsibilities**

**Section I** - All spectators, except scorekeepers and timers, will remain on the opposite side of the field from the coaches and players during all game play.

**Section II** - We encourage parent participation in the programs where their talents and interests lie. We request that parents volunteer for scorekeeping and timekeeping at the games.

**Section III** - We require that you escort your child to the field to verify that coaches or adult supervision is present.

**Section IV** - When picking up your child, please pick them up from the field as there may be instructions from the coach.

**Section V** - We encourage parents to stay for practice, particularly for girls age 8 and under. Assistance may be needed in the event of injuries, trips to the restroom, etc.

**Section VI** - Please be prompt when picking up your child or children.

**Section VII** - Only team members are allowed to participate.

**Section VIII** - All children spectating at games must be accompanied by an adult.

## **ARTICLE XVI - Volunteers**

All volunteers are required to complete the volunteer form located at [www.fallstonrec.com](http://www.fallstonrec.com)

## **ARTICLE XVII - Injuries**

An on-site injury report obtained via [www.fallstonrec.com](http://www.fallstonrec.com) will be completed by the coach and submitted via the appropriate commissioner to the Board. The Board must submit it to the Fallston Recreation Council.

## **ARTICLE XVIII - Voting Quorums**

**Section I** - When voting on a bylaw, disciplinary issue or player/coach matters a  $2/3$  quorum of the Board is needed.

**Section II** - When discussing/voting on routine business matters only a majority of the Board is needed