

South Carroll Youth Lacrosse
(A Division of Winfield Recreation Council)

BYLAWS

Created 12/7/2006; Amended 5/31/2011, 1/10/2012, 2/1/2017 and 10/01/2018

ARTICLE I: AMENDMENTS TO THE BY-LAWS

Section 1: Amendments:

- 1) When the BY-LAWS are amended, they must be voted on and approved by a majority of the Board of Directors (hereafter referred to as the Board) at the next regularly scheduled meeting.

ARTICLE II: MEETINGS

Section 1: Meeting Times:

- 1) Regular Board meetings of the South Carroll Youth Lacrosse Program (hereinafter referred to as the SCYLP) shall be held monthly as needed. All meetings shall be conducted in accordance with parliamentary procedures as defined by "Robert's Rules of Order" www.robertsrules.com.
- 2) Special meetings may be requested by any Board member by notification to the President. It will be the President's responsibility to schedule the meeting. Special meeting require notification to all Board members of the SCYLP at least 24 hours in advance.

ARTICLE III: VOTING

Section 1: Voting Rights:

- 1) Each executive member of the Board will hold one (1) vote. Although one person may hold more than one board position, they only will have one vote. It is possible for a person to hold a voting position and also be a non-voting position such as an assistant coach, subject to the performance of their duties. If they cannot efficiently perform both jobs, then it will be the responsibility of the Board to require them to relinquish one of the positions.
- 2) When elections of Officers are held at the August meeting, each family attending the meeting that had a child in the program in the previous year, will be able to voice their opinion or concern.

Section 2: Quorum:

- 1) All voting requires a quorum in order for the vote to be valid. A quorum consists of one half of the current board. Providing that a quorum is present, a simple majority carries the vote. Board members are required to attend all meetings.

ARTICLE IV: MEMBERSHIP

Section 1: Qualification:

- 1) Each family that had a child in the program in the previous year will qualify as members of SCYLP.
- 2) All parents will have the opportunity to participate at all general membership meetings, even if not qualified to vote.

ARTICLE V: OFFICERS AND BOARD OF DIRECTORS

Section 1: Officers:

- 1) The officers of this organization shall consist of President (Exec), Vice-President (Exec), Treasurer (Exec), Secretary (Exec), Member at Large (Exec), Boys Director (Exec), Boys Assistant Director, Girls Director (Exec), Girls Assistant Director, Equipment Manager, Field Coordinator, Fundraising/Marketing Coordinator

Section 2: Board of Directors:

- 1) The board will consist of the officers listed above.

Section 3: Elections of Officers:

- 1) Officers will be nominated for positions of outgoing Officers during the regularly scheduled board meeting in July and elected at the August regularly scheduled board meeting. No proxy votes will be

accepted for this meeting. Voting will be by secret ballot during the August meeting, votes will be tallied by the Boys and Girls Directors. Each position will be a 2 year term and then is up for re-election, by same or new member

Section 4: Powers and Duties of the Board of Directors:

- 1) Manage the affairs of the SCYLP in accordance with the Constitution and the BY-LAWS of the SCYLP.
- 2) At the close of the August election meeting, the duties and responsibilities of the elected Officers will be transferred to the newly elected Officers. It is the obligation of the outgoing Officers to make a smooth transition to the new Officers.
- 3) Insure the vacant officers are filled.
- 4) Direct the Treasurer to receive and request disbursement funds for the SCYLP and keep proper record of all receipts and disbursements. Such records will be subject to audit at any time the Board may deem advisable, but no less often than once a year.
- 5) Ensure that all SCYLP and the Maryland Youth Lacrosse Association (hereinafter referred to as MYLA) rules are enforced.
- 6) Make the final decision as to disciplinary action taken against coach, player, or fan, including reprimand, suspension, and/or dismissal from any and all SCYLP activities.
- 7) Determine assets, collect registration, and other fees, establish a budget; and cause same to be implemented.
- 8) Annual review and approve appointment of all coaches before they become active in the program. It is the responsibility of the Board to approve and supervise all volunteers who are part of this program.
- 9) Attend all SCYLP meetings. If unable to attend notify the President.
- 10) Deciding on player fees.
- 11) Help formulate, oversee, and approve budget and expenditures. Any expense over \$100 must receive Executive Board Approval
- 12) Discussing and making decisions on grievances. (Parental, coaching, etc.)

Section 5: Vacancies:

- 1) Should a vacancy occur, the Board will elect a replacement at the next regular meeting after such vacancy occurs.

Section 6: Duties of the President:

- 1) Call and preside at the SCYLP meeting and preserve decorum therein.
- 2) Decide all questions or order without debate, subject to appeal by the Board.
- 3) Serves as the communications link between all Board members.
- 4) Attend Winfield Recreation Council meetings to represent SCYLP and pertinent issues as they relate to the lacrosse program.
- 5) Ensure the SCYLP is run smoothly and efficiently while keeping harmony among the Officers, Board of Directors, and parents to benefit the children participating in the Program.
- 6) Help formulate, oversee, and approve budget and expenditures.
- 7) Draft monthly program meeting agenda, run monthly meeting, and distribute meeting minutes to the Board.
- 8) Oversee and assist in all aspects of current season registration (online site, issues with registration and website, team formations, etc.)

Section 7: Duties of the Vice President:

- 1) Be vested with all powers of the President and, in case of the Office of President is vacated for any reason, act as President until the annual election is held for said office
- 2) Attend Winfield Recreation Council meetings to represent SCYLP, when the President is not able
- 3) Organize and oversee advertisement campaign (mailer, ads, signs, social media, emails, etc.)
- 4) Help formulate, oversee, and approve budget and expenditures
- 5) Have name on SCYLP checking account
- 6) Help in coaching recruitment
- 7) Help in organizing coaching development

Section 8: Duties of the Treasurer:

- 1) Maintain accurate and up-to-date records of all credits and debits to the SCYLP account and report the current status at each regularly scheduled SCYLP meeting. Be prepared at any time to respond to an audit by the Board.
- 2) Gather information from board members and submit annual budget for upcoming season by the April meeting for approval by the Board of Directors.
- 3) Provide financial update and updated budget report at each meeting for approval by board of directors.
- 4) Help formulate, oversee, and approve budget and expenditures.
- 5) Manage accounts receivables (including issuing letters to collect past due money, enter received checks into the online accounting system, etc.)
- 6) Disbursement of money for expenditures
- 7) Coordinate charitable donations.

Section 9: Duties of the Secretary:

- 1) Serve as web administrator for league website and social media sites.
- 2) Keep meeting minutes of each meeting of SCYLP and make copies of same available to all board members before the next meeting
- 3) Maintain up to date team rosters, mailing list, and email distribution list of all SCYLP lacrosse members.
- 4) If deemed necessary, have name on SCYLP checking account
- 5) Coordinate registration using the online system
- 6) Act as contact for registration issues

Section 10: Duties of the Member at Large:

- 1) Serves as a voting member of the Board
- 2) Attends all Board meetings
- 3) Coordinates relationships with contacts outside of the league (other youth programs, High Schools, Club teams, etc.)
 - a. Invites to meetings
 - b. Initiates contacts
 - c. Provides informational updates internally and outside the league
- 4) Acts as Advisor to the league. Shares ideas, guidance, and expertise with the Board (across all areas)
- 5) Assists Board with any projects as requested

Section 11: Duties of Boys Director:

- 1) Attend all MYLA meetings representing SCYLP and be responsible for the one vote cast by SCYLP. Communicate the meeting content to the Board at the next regularly scheduled meeting. If not able to attend the MYLA meeting, arrange with reasonable advance notice to have a “representative” attend in their place.
- 2) Help in coaching recruitment for the SCYLP Boys Program.
- 3) Help organize coach development for the SCYLP Boys Program.
- 4) Ensure that scheduling is done efficiently by the “Boys Pocket Coordinator” for Pockets Game Play.
- 5) Ensure all players on teams from his/her area conform to the age requirements.
- 6) Communicate with the Equipment Manager to ensure that all equipment used by teams from his/her area meet MYLA and US Lacrosse standards & requirements.
- 7) Be responsible for determining the playability of the field, notifying the visiting area director of any changes regarding the scheduling of games, and arranging the make-up of cancelled games within the framework of the general rules of the governing league’s postponed games.
- 8) During the course of any MYLA game in his/her area, has the authority to interpret and enforce all MYLA rules, subject to final decision by the MYLA Board of Directors.
- 9) Provide all head coaches in his/her area with a current copy of the US Youth Lacrosse Rules and Regulations.

- 10) Provide MYLA with current copies of his/her team rosters. Maintaining copies of all current registration forms and assist MYLA in validating a player's eligibility.
- 11) Coordinate coaches for the Pocket, Tyker, Lightning, Midget, and Junior Teams for approval by the Board of Directors.
- 12) Complete injury report on any child who is hurt and submit a copy of report within 24 hours of injury or incident to the President to disperse to WRC and to the county.
- 13) Ensure all coaches, assistant coaches, and team volunteers maintain adherence to the rules and regulations regarding "Coaches Conduct" as outlined and defined by Carroll County Park & Rec, SCYLP Board of Directors, and MYLA. Report in writing within 48 hours, any infraction of these rules and regulations to the board of directors.
- 14) Organize player evaluations and conduct oversight of the selection of teams.
- 15) Organize the ordering and distribution of boys program uniforms.
- 16) Oversee the Boys Pocket Coordinator and Boys Tyker Coordinator to ensure all necessary tasks are completed (team formation, game scheduling, etc.)
- 17) Assist with coordinating registration using the online system.
- 18) Ensure that Boys Program rosters are entered and maintained in the online registration site.
- 19) Assist Boys Program members with any online issues with registration site and website.

Section 12: Duties of the Girls Director:

- 1) Attend all MYLA meetings representing SCYLP and be responsible for the one vote cast by SCYLP. Communicate the meeting content to the Board at the next regularly scheduled meeting. If not able to attend the MYLA meeting, arrange with reasonable advance notice to have a "representative" attend in their place.
- 2) Help in coaching recruitment for the SCYLP Girls Program.
- 3) Help organize coach development for the SCYLP Girls Program.
- 4) Ensure that CGL (Carroll Girls League) scheduling is done efficiently by the "Girls Pocket/Tyker Coordinator".
- 5) Ensure all players on teams from his/her area conform to the age requirements.
- 6) Communicate with the Equipment Manager to ensure that all equipment used by teams from his/her area meet MYLA and US Lacrosse standards & requirements.
- 7) Be responsible for determining the playability of the field, notifying the visiting area director of any changes regarding the scheduling of games, and arranging the make-up of cancelled games within the framework of the general rules of the governing league's postponed games.
- 8) During the course of any MYLA game in his/her area, has the authority to interpret and enforce all MYLA rules, subject to final decision by the MYLA Board of Directors.
- 9) Provide all head coaches in his/her area with a current copy of the US Youth Lacrosse Rules and Regulations.
- 10) Provide MYLA with current copies of his/her team rosters. Maintaining copies of all current registration forms and assist MYLA in validating a player's eligibility.
- 11) Coordinate coaches for the Pocket, Tyker, Lightning, Midget, and Junior Teams for approval by the Board of Directors.
- 12) Complete injury report on any child who is hurt and submit a copy of report within 24 hours of injury or incident to the President to disperse to WRC and to the county.
- 13) Ensure all coaches, assistant coaches, and team volunteers maintain adherence to the rules and regulations regarding "Coaches Conduct" as outlined and defined by Carroll County Park & Rec, SCYLP Board of Directors, and MYLA. Report in writing within 48 hours, any infraction of these rules and regulations to the board of directors.
- 14) Organize player evaluations and conduct oversight of the selection of teams.
- 15) Organize the ordering and distribution of girl's program uniforms.
- 16) Oversee the Girls Pocket & Tyker Coordinator to ensure all necessary tasks are completed (team formation, game scheduling, etc.)
- 17) Assist with coordinating registration using the online system.
- 18) Ensure that Girls Program rosters are entered and maintained in the online registration site.

19) Assist Girls Program members with any online issues with registration site and website.

Section 13: Duties of Equipment Manager:

- 1) Ensure that all equipment used by teams meets MYLA & US Lacrosse Standards and requirements.
- 2) Prepare written inventory of all equipment at the end of the season and prepare a list of equipment needed for the next year. Maintain accuracy of the written inventory through the season. Copies of this inventory will be furnished to the following: President, Girls Director, & Boys Director.
- 3) Manage ordering and disbursement of equipment, uniforms, and program supplies (paint, balls, coaches equipment, first aid kits, and all other necessary supplies).
- 4) Manage and oversee the distribution of Boys Pocket Game Play Equipment, and Boys Tyker Equipment. Ensure that all parents review and sign SCYLP Equipment Policy. Collect all Equipment Deposit checks from parents and properly secure these for the season.
- 5) Manage and oversee the return of the Boys Pocket Game Play Equipment, and Boys Tyker Equipment. Ensure that all equipment is returned and all Equipment Deposit checks are given back to the parents.

Section 14: Duties of the Field Coordinator:

- 1) Coordinate field maintenance issues in and off season, for all boys and girls fields.
- 2) Determine and apply for the program's field usage permits with Carroll County Park & Rec and Winfield Rec Council.
- 3) Once field permits obtained assign field use to coaches/teams for each season.

Section 15: Duties of the Fundraising/Marketing Coordinator:

- 1) Organize fundraising campaigns & events.
- 2) Organize apparel sales.
- 3) Organize team/player photos for each season.
- 4) Organize advertising campaign (mailer, ads, signs, online marketing)
- 5) Maintain online/social media campaign.
- 6) Maintain and monitor all online marketing campaigns, league website, and social media.
- 7) Assist Board with sending email communication to league members.

Section 16: Duties of all Coaches:

- 1) Be responsible at all times for all members of the team that they are coaching.
- 2) Be responsible for assuring that all children on the team participate in every game, provided that they meet the age requirements of the MYLA and that they are not injured. The amount of playing time is specified by the MYLA.
- 3) Responsible for teaching proper techniques and good sportsmanship and also responsible for correcting improper techniques.
- 4) Obtain a current copy of the "US Lacrosse Rules" and special league rules from the SCYLP Boys/Girls Director, and have thorough knowledge of it's contents.
- 5) In any situation, place the safety of the children above any other considerations.
- 6) Maintain an up-to-date roster.
- 7) Maintain adherence to rules and regulations regarding coach's conduct as outlined and defined by the MYLA, US Lacrosse, and Carroll County Rec & Parks. Coaches are further responsible to ensure all assistant coaches, team volunteers, and parents maintain adherence to these rules.
- 8) In the event of an injury of a player during a game or practice, an accident/injury report will be completed by coach and submitted to the Boys/Girls Director prior to the end of the day the injury occurred, per county policy.
- 9) Obtain a current copy of the bylaws & rules for your game league (i.e. Carroll Girls League (CGL), CarBalCo, or MYLA)
- 10) Field painting (the coach with the next game is responsible for making sure the field is properly lined).
- 11) Submit a Volunteer Background Check with the County and obtain a Volunteer ID badge at all times.
- 12) Always act in the best interest of South Carroll Lacrosse and its players and Coaches. Coaches are not permitted to recruit for external Clubs that prohibit Rec play. We understand parents ask about Club

programs, and we expect sound advice and discussion of the benefit of staying in Rec during Club play. Any coach that actively advises/recruits players to leave the program for club will be dismissed from coaching for the organization

ARTICLE VI: SOUTH CARROLL YOUTH LACROSSE TEAM FORMATION POLICY

- ❖ Pertaining to Lightning, Midget, and Junior age levels:
 - Teams are formulated based on evaluation results. Coaches do not pick their team. Teams are put together based on evaluation results and coaches are provided their team by the SCYL board. In the event that teams reach full capacity, those participants that were registered for evaluations will be given preference over those not registered for evaluations.
 - All players must register, evaluate, and play at their respective age grouping according to MYLA standards, unless an exception is made by the board. All exceptions are made by the board, not individual coaches.
 - After player evaluations end, any age group still needing extra players will first be filled through open registration of players from the appropriate age group.
 - If players are needed to move up to an older age group to fill a team (based on the direction of the board), players will be offered that opportunity based on the order of their evaluation scores.
 - Any player not attending evaluations must have an exception from the board in order to be given consideration to play at a higher team level or higher age group. Those players that were not registered for evaluations or did not participate in evaluations and did not have an exception from the board will receive an evaluation score placing them below all participants that attended evaluations.
 - Due to extraordinary circumstances a coach's pick may be permitted (reasons: need to fill out roster numbers, injury, approved absence from evaluations, etc.). A coach's pick is defined as the ability to promote a player to a more advanced team, even though that player did not qualify for that team through the normal evaluations process.
 - Coach's pick are only relevant to Lightning, Midget, and Junior levels. In order for a player to qualify as a coach's pick, that player must have previously registered for evaluations.
 - Girls teams must take at least the top 17 evaluated players before exercising a coach's pick.
 - Boys teams must take at least the top 15 evaluated players before exercising a coach's pick.
 - Coach's picks must be approved by a majority of the President, Girls Director, & Boys Director.
 - Coach's picks are limited to one player unless approved by a majority of the board.