

# USC Boys Lacrosse 2017/2018 Bylaws & Policies

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Owner	D Stalder
First Approved Date	October 29, 2009
Amended Date	January 15, 2017
Next Review Date	October 2017
Approvals required	Board of Directors ("BOD")

ARTICLE I  
NAME AND AFFILIATION

This organization shall be known as the Upper St. Clair Boys Lacrosse Club (“USCBL”) LLC, a non-profit organization, hereinafter also referred to as the (“Club”). The Club shall compete in a league with other local lacrosse teams that best provides competition commensurate with the Club. The league affiliation should be consistent with our goals as a club and be comprised of like clubs and programs. The Club’s league affiliation will be with the Western Pennsylvania Youth Lacrosse Association and follow their rules and guidelines for lacrosse league play.

ARTICLE II  
OBJECTIVES

- First Providing every athlete the opportunity to enter, enjoy and excel by learning and playing lacrosse in a way that’s best for each stage of growth & development.
- Second To advance, support and promote the Upper St. Clair Boys Lacrosse Club, by making it a premier lacrosse program in Western Pennsylvania.

ARTICLE III  
MEMBERSHIP

- Section I Membership in the Club is open to all individual boy players who are eligible to enroll in the USC School District schools, and their adult guardians,; however, participants in the program must be in compliance with the rules of the league with which the team is affiliated.
- Section II Members shall remain in good standing so long as the required -fees and/or dues are paid by the established dates. Members must have a male child enrolled in the Club program and must enroll and maintain an active standing with US Lacrosse Association.
- Section III Members who lose their good standing shall be ineligible to participate in Club activities or vote. They shall be reinstated upon payment of delinquent fees.
- Section IV A player not in good standing may not be permitted to participate in practice sessions or games. Any change in this policy is at the discretion of the BOD.
- Section V The Club will employ an honor system with respect to school suspension and practice/game play. Any player who is suspended from school will be ineligible to practice or play with their team for the duration of the suspension.

ARTICLE IV  
FINANCES

- Section I Dues and payment dates for the season shall be set by the BOD; then posted to the Membership via the online registration process.
- Section II If Club membership is terminated for any reason during the season, the player's family may be reimbursed on a pro-rata basis, if such termination occurs before the conclusion of the first two weeks of each registered season or session. No reimbursement will be made after the first two (2) weeks of play has started in any season or session. .
- Section III A bank account in the name of the Club shall be maintained and all monies received shall be deposited therein and all expenditures shall be evidenced by checks drawn from that account.
- Section IV The Club shall adopt a fiscal year that commences on July 1 and ends on June 30.

ARTICLE V  
OFFICERS

- Section I The elected officers of the Club shall be the President, and six additional officers. Each elected official will assume a role that will be assigned & agreed to by a vote of the BOD at the first board meeting of every fiscal year. The role of President will be elected via concurrent election slated solely for the leadership position.
- Section II The term of office of the officers shall be two years consistent with the Club's fiscal year spanning July 1st through June 30th. The seven officers are to be elected to the BOD on staggered terms; with three elections in years ending in even-numbers and four elections in years ending with odd numbers. Officers may stand for re-election.
- Section III The Club shall be governed by the BOD which shall have the full power to direct all the affairs of the Club between membership meetings; that will be held on an annual basis, in the winter prior to the Spring Season.
- Section IV Members of the BOD and their immediate family members are not eligible to be a paid Head Coach within the Club during the Club's fiscal year. However, the BOD recognizes that exceptions may arise and may handle such exceptions on a case-by-case basis.

## Section V President

The President shall oversee all regular or special meetings. The President shall interpret the meaning of the Bylaws & Club Policies and such interpretation shall be subject to review and vote, as necessary, by the BOD.

## Section VI Additional Positions/Roles typically appointed by the elected BOD

### Treasurer – required position

The Treasurer shall be responsible for the collection and the custody of funds of the Club and their disbursement under the direction of the President and if deemed applicable by the BOD. Also the Treasurer shall keep written accounts of receipts and expenditures and present a financial statement at each meeting of the Club. Given reasonable notice, the Treasurer shall be prepared to open the financial records at all times for inspection by any member of the BOD. The Treasurer shall be tasked to prepare an annual budget by December 15<sup>th</sup> of each fiscal year. Final Budget will be reviewed and accepted by the BOD. The Treasurer may perform such other duties as may be assigned by the President.

### Communications Director (“CD”)

The CD shall record the proceedings of the scheduled meetings. The CD may also maintain and preserve all online resources (including the USCLAX.com website) books, documents and effects and keep copies of all important correspondence sent out or received by the officers of the Club. The CD shall manage, direct and designate authority of all emails, postings and communications to Club Members concerning the business of running the Club. The CD may also perform such other duties as may be assigned by the President.

### Field and Equipment Director (“FED”)

The FED shall keep account of all lacrosse equipment and property of the Club and maintain the inner workings of its storage facility. The FED will also be responsible for helping to get the Club home field ready for competition in conjunction with the BOD, Coaching Staff, and Team Managers.

### Director of Coaches (“DOC”)

The DOC will be responsible for the interviewing and hiring of coaches in coordination with the President and BOD. The DOC will also be

responsible for keeping a comprehensive and ongoing curriculum for each age group of the Club and continuously educating the coaches for each team.

#### Fundraising/ Recruiting Director (“FRD”)

The FRD will be responsible for all aspects of the Club’s fundraising & recruiting activity. FRD will create and manage any budgets in conjunction with the Treasurer related to fundraising and recruiting expenses.

#### Director of Scheduling (“DOS”)

The DOS will be responsible for the scheduling of spring-season games and practices for every age level for the club. This includes securing home field allocation for all spring games and practices. Other duties as determined by the BOD may be appropriate for this role.

### ARTICLE VI NOMINATIONS AND ELECTIONS OF OFFICERS

- Section I The President shall solicit, accept any and all nominations of Club members to prepare a slate of candidates for the Club’s officers. This slate of candidates may be presented to the membership at a scheduled meeting or presented on-line via the Club web site.
- Section II Each eligible Club member shall have the right to nominate a member for each open Board Seat to be filled.
- Section III The individual seats on the BOD shall be elected by a majority vote of members via an on-line vote that is consistent with the process of the prior Club season. Each member household will be eligible to cast an equal number of votes for the number of players they have in good standing with the Club. Elections shall be held no later than June 30<sup>th</sup> which marks the fiscal year end of the Club season.
- Section IV The elected officers shall assume their duties on July 1st following their election.
- Section V The BOD, may appoint a member in good standing to fill any vacancy occurring in an office other than the President, and the Appointee shall serve the remainder of the term. Section VI In the event the office of the

President becomes vacant during the elected term; the Treasurer shall accede to the Presidency for the remainder of the term.

Section VII Removal of any Club Member, Board Member, Coordinator and/or Coach may be made for cause or may be made for violation of the Code of Conduct agreement. BOD will have final discretion related to interpretation of said violations, and will require a super-majority vote by the BOD.

#### ARTICLE VII MEETINGS

Section I Membership meetings shall be held at least one time per year in the winter. The exact time and place will be determined by the BOD.

Section II Special meetings may be called by the President. Only business for which a special meeting is called may be transacted during a special meeting.

Section III The BOD will make best efforts to meet on a monthly basis throughout the Club's fiscal year.

#### ARTICLE VIII RULES AND ORDER

Section I Meetings shall be governed by Robert's Rules of Order. Any amendment of these Bylaws or Club Policy must be made by a super-majority vote (5 of 7) in order to pass.

#### ARTICLE IX EFFECTIVE DATE

Section I This Bylaws and Club Policies shall become effective when voted on and approved by the BOD.

#### ARTICLE X AMENDMENTS

Section I Amendments to the Bylaws and Club Policies may be presented by any member in good standing at any regular meeting of the Club or at any special meeting called for that purpose. Amendments shall be presented in writing and shall be offered to the BOD for consideration. The BOD may vote to approve or reject any proposed any proposed Amendments to the

By Laws. Adopted amendments will be posted on the Club web site as incorporated into the new Bylaws and Club Policies.

## ARTICLE XI DISSOLUTION

Section I In case of dissolution of this Club, all the assets remaining after payment of authorized expenditures shall be distributed to the successor organization or donated to a charity at the sole discretion of the BOD.

## ARTICLE XII Insurance

The Club shall purchase a general liability insurance policy in the amount of \$1,000,000 and shall name the officers of the Club as the insured. The Treasurer will ensure that the policy is current and paid to ensure coverage.

## USCBL Policies

### A. Team Composition

The teams will consist of players eligible for age level based on Published WPYLA regulations.

At no time is a player allowed to play in an age group other than designated above. Exceptions to team composition policy can be made via vote of BOD.

Historically, year-to-year registration fluctuations can result in awkward numbers of players to field more than one team per age group. In order to create consistency and fairness, the following methods are to be followed by the Club:

- a. If the total enrollment for any given age group is greater than **31** players, the following methodology will be used to create two distinct teams:  
U11 and under -> two (2) equally split teams  
U13 -> (2) A & B Squads  
U15 -> (2) A & B Squads
- b. If the total enrollment for any given age group is between **27-31** players, then the Club will “*platoon*” three (3) equal squads to field a composite of 2 total teams during season-play.
- c. If the total enrollment for any given age group is less than **26** players, then the Club will only field one (1) team for the competitive season.

### B. Player Call-up Policy

From time to time, teams may have difficulty fielding enough players to play a complete game. If, (1.) an age group has more than one team per age group, and (2.) it is apparent that the team may not have enough players to play a game, at the coaches’ discretion, the Club will allow a player from a lower or equal-level team to play on the other team within the player’s age-group. At no time should a player on an “A-Team” be allowed to play down a level for a “B-Team”.

### D. Discipline Policy

All team members are expected to abide by the rules and regulations outlined in the Upper St. Clair High School student handbook, even if the player does not attend Upper St. Clair schools. Discipline problems that arise during the year



shall be addressed by the coaches and referred to the BOD for action if necessary.

#### E. Expense Policy

The purpose of this policy is to reimburse individuals for legitimate expenses incurred on behalf of and for the purpose of the USCBYL, while at the same time maintaining fiscal responsibility and accountability of USCBYL funds.

Reimbursable expenses are defined as expenses are pre-approved expenses an individual incurs on behalf of USCBYL. Coaches and Program Coordinators will be directed on standard pre approved expenses.

The Treasurer or other authorized Board member is authorized to reimburse an individual for reimbursable and appropriately approved expenses. USCBYL Board members are authorized to make payment from personal funds for reimbursable expenses up to \$250. Other persons needing to make expenditure of own funds for reimbursable expenses up to \$250 must make a request preferably through e-mail to President or USCBYL Treasurer to verify approval of expenditure.

Reimbursement for reimbursable expenses exceeding \$250 requires preapproval by the USCBYL Board. If reimbursement is to a member of the Board that person may not vote on such approval. In the event that urgent payment exceeding \$250 for an otherwise reimbursable expense is needed and getting pre-approval is not possible, any person making such payment assumes full responsibility for that payment. The person may subsequently request approval for reimbursement from the USCBYL Board or BOD. A person requesting reimbursement shall submit all detailed receipts for expenses along with a completed "USC Youth Lacrosse Club Reimbursement Form" prior to any reimbursement. The preferred and quickest way to submit reimbursement is by scanning and attaching the documents and sending the Reimbursement Form to the Treasurer.

All requests should be submitted within 14 days of expenditure.

#### F. Other Staff

##### Team Coordinators ("TC")

There will be one TC for each age level. The TC shall assist the Coaches with player attendance & management, communication to their respective team, and payment of officials. Other duties may be assigned by the Head Coach of the respective team and by the BOD. The BOD will recruit & select the TC of their respective programs. Parents of players that have issues, concerns with the coaches should approach the TC. The

Coordinator then must bring all issues or concerns to the BOD's attention within 48 hours of the complaint from the parent.

#### Coaches

Coaches will administer the curriculum defined by the DOC (and accepted by the BOD) and will oversee all games and practices in accordance with Club Policies and overall spirit of Club Objectives.

All coaches will be approved by the BOD. All Coaches will have Pennsylvania Criminal background checks, Pennsylvania Child Abuse History reports. In addition, all Head Coaches will also have to have passed appropriate US Lacrosse Level Certifications and have forward them to the Club President on or before January 1, of the Club's fiscal year. If a Head Coach or an Assistant Coach is not approved by the BOD they can request a meeting with the BOD to discuss the reasons for the non-approval.

#### G. USCBYLC Code of Conduct:

"Youth Sports should be fun for players, coaches and parents"

Upper St. Clair Boys Youth Lacrosse Club, LLC (USCBYLC) believes that all of our children should be allowed to develop a love for each sport they participate in while also learning the value of sportsmanship. With this in mind, USCBYLC firmly believes that all parents and coaches play an important role in our programs, and that young athletes learn valuable lessons by watching the behaviors and attitudes of the adults who supervise their activities. We take very seriously our responsibility to help our players learn and demonstrate fundamentals, as well as proper knowledge and respect of the game. We are committed to helping parents in building character in our players.

USCBYLC also recognizes that sports are competitive by nature. Therefore, USCBYLC pledges to create a positive learning experience where our children learn the importance of teamwork and good sportsmanship, while at the same time learn to play and respect the game.

The USCBYLC Code of Conduct and the Practice Good Sportsmanship Policy are in place to help support our players, coaches and parents.

Please make sure you read and adhere to the following USCBYLC Code of Conduct Policies at all times.

#### PARENT AND COACH CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my child, and other children, participating in youth sports by following this Parents' and Coaches' Code of Conduct. I also understand that this is a "Zero Tolerance" policy

1. I will have my child arrive on time for all games and practices and let the coach know in advance if my child will be absent, arriving late or leaving early.
2. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
3. I will not engage in any type of physical or verbal abuse of any official, player, coach or spectator at any time.
4. I will never question or dispute a referee call with words or actions.
5. I will place the emotional and physical well being of my child, and other children, ahead of my personal desire to win, and keep in mind that the game is for our children - not for adults.
6. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
7. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
8. I will insist that my child treat other players, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability.
9. Any concerns about how the club is run, how coaches are coaching or how referees are officiating should be referred to the team manager first, and if not satisfied, then to USCBYLC.
10. I will contact the USCBYLC and report any type of physical or verbal abuse or non-fair play that I eyewitness.
11. I understand, that in order for my child to be eligible for play, I must complete all required forms and applications, and pay the required membership and sport fees as per the USCBYLC direction.

#### PLAYER CODE OF CONDUCT

I understand that I am representing the USCBYLC and pledge to follow this Code of Conduct. I understand that playing for USCBYLC is a privilege which may be lost if I choose not to follow this code. Finally, I also understand that this is a "Zero Tolerance" policy

1. I will encourage my teammates at all times and put my team first ahead of my personal needs.
2. I will treat our fields and fields of our hosts with respect. I will be considerate of those around me including watching my language.
3. I will never question or dispute a referee call with words or actions.
4. I will be on the field, dressed and prepared at the start of practice.
5. I will be aware that I am representing USCBYLC and that my actions are a direct reflection on the club.
6. I will "Respect the Game"
7. USCBYLC reserves the right to discipline a player for any off field incidents, even if the incidents do not relate to the club.

I HAVE READ AND UNDERSTAND THIS USCBYLC CODE OF CODUCT AS DESCRIBED ABOVE. I AM AWARE THAT ANY FAILURE TO ABIDE BY THIS CODE

OF CODUCT WILL SUBJECT THE PARENT AND/OR MY CHILD TO DISCIPLINARY ACTION FROM USCBYLC. THIS DISCIPLINARY ACTION MAY INCLUDE ANY OF THE FOLLOWING: EXTRA RUNNING, FORFEITED PLAYING TIME; SUSPENSION AND/OR EXPULSION FROM USCBYLC, AS WELL AS ALL USCBYLC SPONSORED ACTIVITIES WITHOUT REFUND OF ANY MONIES PAID. I AGREE THAT ALL DECISIONS IN THESE MATTERS MADE BY USCBYLC ARE FINAL AND BINDING. In addition, I understand that failure to accept this Code of Conduct will make my child ineligible to participate in any USCBYLC sponsored activity for the calendar year.

USCBYLC's Code of Conduct is strict and serious in our sport. All people associated with the game are always expected to act with sportsmanship, dignity and respect for others. This includes coaches, parents, players and referees.

Poor sportsmanship includes:

- Arguing with coaches, officials, teammates, opponents or spectators
- Using threatening or profane language
- Baiting or taunting coaches, officials, teammates, opponents or spectators
- Unsafe play
- Uncontrolled behavior in the bench area

Poor sportsmanship will carry, at a minimum, the following consequences:

First Offense = Verbal warning

Second Offense = Dismissal from the game

Third Offense = Dismissal from the next game

Fourth Offense = Dismissal from the team