

Kent Island Youth Lacrosse By-Laws

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Article I- Name

The name of this association is Kent Island Youth Lacrosse Association, henceforth referred to as KIYL.

Article II- Philosophy & Object

Philosophy

- 1) Develop children morally, mentally and physically.
- 2) To promote and grow the game of lacrosse through positive interaction with our community
- 3) To reinforce the values of perseverance, respect, sportsmanship and self-sacrifice.
- 4) The most important person on the team is your teammate.

Object

- 1) KIYL shall operate as a non-profit corporation with the principal office located in Stevensville, MD. The Board of Directors may at any time establish branch or subordinate offices at any location.
- 2). KIYL strives to offer a positive experience for all involved.
- 3) KIYL membership is composed of recreational teams that compete at various levels appropriately divided by gender and age. The teams shall participate in leagues and tournaments as defined by the KIYL Board of Directors
- 4) KIYL is not organized for the financial profit of its Directors, Officers or members. The Club may issue no stock or distribute dividends, and no part of the net income or earnings of KIYL shall be used for the benefit of any Director, Officer or member, or private individual. Board members are entitled to an exemption of one child's registration fees to be reimbursed post-registration.

Article III-Membership & Board Membership

General Membership

KIYL shall have two classes of members

- a. Registered players and their parents/guardians.
 - i. Player membership shall be open to players 15 years and younger and their parents/guardians. Player members are not voting members but may communicate with board and are encouraged to provide volunteer support.
- b. Members of the KIYL Board of Directors.
 - i. KIYL Board Members shall be entitled to vote on matters pertaining to the organization or operations of KIYL. Board members shall determine KIYL philosophy, goals and objectives.
- c. The general annual membership shall run from date payment is received until the first day of registration the following year.

Board Membership

- 1) Board Membership shall be open to anyone with an eligible child who is interested in the improvement and future of the Kent Island Youth Lacrosse and shall be extended to the parents of all players who pay the annual membership fee.
- 2) To be eligible to vote, members must be present for at least three meetings, unless excused.
- 3) If a member cannot attend a meeting due to work, illness or personal reasons he/she shall call the president of the board of directors prior to the meeting. If accepted, this will not be considered an absence for voting purposes, at the discretion of the Board of Directors.
- 4) All members are encouraged to participate in all activities of the organization.
- 5) If a Board Member's child eligibility has lapsed they may continue to serve for a period of up to twelve months if granted permission by the Board.
- 6) The Treasure position may be filled with a person who does not have a child in the Kent Island Youth Lacrosse Program.

Article IV- Player Eligibility, Penalties & Playing Time

The purpose of the following eligibility rules is to insure to every person in KIYL the privileges and benefits of participation in lacrosse and to protect that person from unfair competition therein. To be eligible to play on any team representing our program a player must fall within the limits of all the following rules:

NOTE: Age determination- January 1 of the current year will be used to determine the player's age

1. Meet the age requirements for the league in which the player has registered to play.
2. May not be a player on a high school lacrosse team (freshmen, sophomore, junior varsity, or varsity) on or after April 1, of the current year. A player may participate in tryouts for a high school team, and if not selected, they may play KIYL if age eligible.
3. May not have been recruited from another program. Once a player has registered with one Recreation Program in our Association, they may NOT participate on any other team during that same season. A player may participate in another lacrosse team, provided that team is not a member of our league.
4. Should a player wish to transfer from one KIYL team to another KIYL team they must obtain a release from the Board of Directors.
5. Once a player has signed up for one program, they are prohibited from signing up with another program. If such an infraction occurs, the player in question must sit out three (3) games (from the date of the knowledge of the infraction). Once a player has been evaluated by a program, they may not leave for another program for any reason. If a player is placed on a team within a program and that player is dissatisfied with their placement, they may not leave for another program. Any of the aforementioned infractions results in the player sitting out the first 3 games after knowledge of the infraction.

Penalties

The advertent or inadvertent violations of any or all of the eligibility rules or any other rules shall be sufficient cause for the suspension of the player or coaches found guilty for a period of up to twelve months from the date such violations were brought to the attention of the Board of Directors. A second violation by the same player or coach shall

be cause for suspension for a period of up to two years. The forfeiture of all contests participated in by the violator to the opponents of the program guilty of the violation. A violation must be brought to the attention of the Association for any infraction of the Association Constitution, By-laws, or other regulations, at or before, the next regular meeting following the infraction.

Team Selections

In the event, that numbers allow for more than one team per each age group, players will be evaluated and ranked according to criteria specified by the Board of Directors. Player evaluations and recommendations for team placement will be conducted by all coaches. Commissioners and coaches will make final determinations for team placement.

Playing Time

1. Every effort will be made to ensure all participants receive equal playing time (as mathematically possible given the roster size).
 - a. In practice, all participants will receive equal time in all aspects of the curriculum. NOTE: EMO/EMD drills are exceptions.
 - b. Although every effort is made to ensure each participant receives equal playing time, due to the nature of games, this may prove to be beyond the coach's control.
 - c. Missing practices/ games will negatively affect playing time.
2. At the instructional levels, in addition to equal playing time, the coaches may rotate players through every position.
3. During out of season play (Tournaments), playing time will increasingly be dependent on the demonstrated skill and ability of the players.

Article V- Misconduct Remediation & Complaints

Anti-Bullying Policy

Definition: bullying is recognized and defined as deliberately hurtful behavior usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to any individual, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Bullying is not an accepted behavior towards anyone affiliated with KIYL be they player, coach, volunteer, or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behavior exhibited and the reasons for the behavior. The possibility of people being bullied will be discussed openly within KIYL and all young people, coaches, and volunteers will be informed of both the KIYLs' views on bullying and ways in which bullying can be prevented / stopped. It should be emphasized that anyone can be the victim of bullying and that being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person.

Action to be taken if an individual states they are being bullied:

- At any time, a player, coach, volunteer, or parent is to be given an opportunity to say how they are being bullied and reassured they have a right to communicate.
- A representative of KIYL will keep the person informed of their proposed action while taking into account the individuals feelings and perspective.
- Any player's parents will be informed of concerns and the response.
- The KIYL Board will be informed of any incident of bullying so that policies and practices can be reviewed on a regular basis.

Misconduct remediation

Conduct, which interrupts or impedes practice, game & events, will be subject to disciplinary action by the coaches.

In matters of gross misconduct the following actions must occur:

- a. Discipline by the head coach
- b. Discussion of behavior with parent or guardian

In matters of multiple occasions of gross misconduct

- a. Discussion of incident with player, parent and commissioner.
- b. Possible expulsion from KIYL
 - 1) KIYL board approval needed for expulsion

Complaints

The purpose of this procedure has been developed for the purposes of establishing and maintaining the lines of communication between the coaches, parents, and players of the KIYL and for the resolution of concerns related to the program. This procedure is a means by which concerns/problems about the KIYL and its members can be resolved.

STEP I

If a player and/or parent has a concern about an athletic event, decision, and/or coach, they should:

- A. Schedule a meeting to speak personally with the coach/coaches regarding the incident, decision, action or event that is under question at a time convenient to both parties (preferably within one week) with the intent to discuss the issues and the means to solve the problem. This should not be done immediately after a contest. (If the problem involves an assistant coach, the head coach of that sport should be involved in the meeting).
- B. Parents/players are to address problems/concerns related to themselves only. Problems/concerns related to other athletes are not to be discussed.
- C. If requested, the coach will complete a written summary of the conference which will include any resolutions/decisions reached in the conference. The coach will give/mail a copy of the summary to all the participants in the conference within ten (10) days and will forward a copy of the summary to the appropriate program coordinator (Men/Women's).

STEP II

If either party has not been satisfied by the proposed resolution of the problem during Step I, they should request a continuation of the procedure.

- A. The parent/player should within five (5) school days after receipt of the written summary of the meeting in Step I submit the written form to

initiate Step II. The parent/student is to obtain the form from the appropriate program coordinator. It is important for the parent/student to complete the written form promptly to resolve differences as soon as possible.

- B. After submitting the written form to the coordinator, it will be arranged for the player/parent to meet with the coach and coordinator to discuss the concern/problem with him/her with the intent to resolve the problem. (If the problem involves an assistant coach, the head coach of that sport should be involved in the meeting.)
- C. The coordinator involved in the conference is responsible for completing a written summary of the conference which will include any resolutions/decisions reached in the conference. The coordinator will give/mail a copy of the summary to all the participants in the conference and will forward a copy of the summary to the secretary of the board of directors to forward to all members.

** In the event that there are multiple parent/player complaints regarding a sports program, the coordinator can alter the hearing procedure to facilitate the process including meeting with the board of directors for resolution.

STEP III

If the parent/players still has not been satisfied by the meeting in Step II, they should request a continuation of the process of Step III.

- A. The player/parent should make an appointment within one week to meet with the board of directors to discuss the concern/problem with him/her with the intent to resolve any unresolved problems.
- B. After securing information from the coach and coordinator, the board is responsible for completing a written summary of the conference which will include any resolutions/decisions reached. The board will give/mail a copy of his/her final decision to all the participants.

Article VI-Meetings/Business Administration

- 1) Regular meetings shall be held monthly at a time, place and scheduled as determined by the Board of Directors. The board may hold additional meetings to conduct board business as the Directors see fit. The Secretary shall give notice to each member who would be entitled to vote at such meeting.
- 2) Any Board member can call for an ad hoc Board meeting. There must be a majority vote of the Board in order for that meeting request to be honored.
- 3) Board members may participate in meetings through the use of telephone or video conferencing equipment as long as each member can communicate with the other participants.
- 4) The August meeting shall be termed the Annual meeting. A notice of this meeting shall include the announcement of nominations for the board of director positions. The meeting location and time should be shared via email with all current members and publicly posted by the Secretary.
- 5) The voting for officers will occur at the Annual meeting. The voting process will be via secret ballot.
- 6) Committee Chairs or designees shall provide a report on committee activity during the Annual meeting.
- 7) The order of business at any meeting shall be:
 - a. Call to order
 - b. Attendance
 - c. Reading and Approval of minutes from last meeting
 - d. Reports of committees
 - e. Reports of Officers
 - f. Old Business
 - g. New Business
 - h. Adjournment

Article VII-Dues, Fees & Budget

Dues/ Fees

- 1) The annual fee will be assessed each season during the Annual meeting and finalized with Board approval.
- 2) Members must pay their fees as assessed to remain in good standing.
- 3) Refund Policy – KIYL will not refund dues to members. Individual refund cases related to hardship or injury can be brought before the Board of Directors for review

and decision. Any decision to provide a refund will require a majority vote by the Board.

Budget

- 1) The Treasurer and President shall present the annual budget at the August/Annual meeting for the upcoming year. The budget shall be voted on by a majority of the board.

Article VIII-Officers & Elections

- 1) The business of the Kent Island Youth Lacrosse shall be managed by a Board of Directors consisting of at least 10 members as follows:
 - a. The Officers (6)
 - b. (4) Members at large from the membership
 - 2) The Board of Directors shall guide and manage the business and control the assets of this association. The Board of Directors has the responsibility and authority to oversee all matters pertaining to the best interest of KIYL
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- 1) **President**- Chief Executive Officer of the Association. The President shall have the authority to act on the Board of Directors and shall direct all activities of the KIYL including coordinating and presiding over the meetings and business; approving expenditures of funds; representing KIYL to other organizations with the league; assisting with the appointment of all lead persons for all committees; casting a vote in the board of directors and in the event that the vote ends in a tie making the deciding vote; assisting and approving all coaching positions in coordination with the women/men's coordinator. The President shall be one of the three officers to sign checks or drafts for the organization.
 - 2) **Vice President**- This officer shall be a member in the Board of Directors and shall preside over meetings in the absence of the President and perform other duties delegated to him/her by the President. The Vice President shall be one of the three officers to sign checks or drafts for the organization and shall have one vote in all matters of the KIYL.
 - 3) **Men's Commissioner**- The men's commissioner shall be a member of the board of directors and preside over the men's committee and coaches. The men's commissioner shall have one vote in all matters of the KIYL and is responsible for coordinating the men's program. The primary duties of the Men's Commissioner include: serving as the

primary contact for men's coaches, coaching recruitment coordinator, assisting the schedule committees, contact for parents with complaints, disciplinary action of coaches, future development of coaches, and arranging end of year tournaments.

- 4) **Women's Commissioner**- The women's commissioner shall be a member of the board of directors and preside over the men's committee and coaches. The women's commissioner shall have one vote in all matters of the KIYL and is responsible for coordinating the men's program. The primary duties of the Women's Commissioner include: serving as the primary contact for women's coaches, coaching recruitment coordinator, assisting the schedule committees, contact for parents with complaints, disciplinary action of coaches, future development of coaches, and arranging end of year tournaments.
- 5) **Treasurer**- Shall be a member of the Board of Directors. The treasurer shall be responsible for collection, recording and disbursing the KIYL funds and maintaining the financial books and records. The treasurer shall sign all checks along with the President or the Vice President in the President's absences. The treasurer is responsible for proposing the annual budget for approval each year and shall present monthly statements of financials at board meetings. The Treasurer shall have one vote in all matters of the KIYL.
- 6) **Secretary**- Shall be a member of the Board of Directors. The secretary shall be responsible for keeping the minutes of meeting and corporate and other non-financial records of the association. The Secretary shall have one vote in all matters of the KIYL.
- 7) **Members at Large**- will participate and work with the board members at the discretion of the Board of Directors. At least one of the members at large will be the past president of the board from the previous year to ensure continuity within the association. The Members at Large shall have one vote in all matters of the KIYL.

Elections

- 1) The Board members of the KIYL shall elect officers for the next term. Each officer shall serve a two-year term and may serve as many consecutive terms as elected.
- 2) The General members of the KIYL may nominate candidates they feel will best represent the duties of the office and the association. Nominations for each position will be sent to each Board member via e-mail prior to the elections. The slate of nominees will be presented at the meeting.
- 3) Officer elections shall be by majority vote of those voting Board members present at the election. Each member of the Board shall have one vote and such a voting may not be done by proxy. There are currently 10 voting members on the Board of

Directors. A majority vote is defined as 6 confirmations. The voting process will be via secret ballot. New board members will take office immediately.

- 4) Unplanned vacancies on the Board shall be filled per guidelines as described above. This could include a call to the general membership for nominations.

Article IX- Committees

The President, with advice and consent of the Board of Directors, may appoint committees to perform focused tasks.

Committees:

Standing Committees

- 1) A standing committee is a permanent committee that is empowered to govern the direction of KIYL. The Board will appoint a Chair to any Standing committee.
- 2) Membership to a standing committee is open to KIYL board members KIYL general members and its designees
- 3) Standing committees shall be established for the purposes of fundraising, publicity and operational support. A list of suggested general committees can be found in Appendix B

Temporary Committees

- 1) A temporary committee is a committee formed to perform a specific task or accomplish given goal within a set deadline.
- 2) Membership to a temporary committee is open to KIYL board members KIYL general members and its designees.

Article X- General Information & Policy Exceptions

Age Waiver

In the event that a parent/ guardian requests that their child play in an age group, An age waiver request must be put in writing by the parent and sent to the Men's/Women's Commissioner for a vote by the board. Requests will only be considered for a compelling physical or cognitive situation of the child in question. Some leagues and/or tournaments may not allow age Waivers. In these cases players will be required to play in their respective age group.

Team Waiver

- 1) The first exception will be in the case of siblings playing in the same division. In that case, we will attempt to place the siblings on the same team unless we get a specific request from the parent not to do so.
- 2) The second exception is when a parent is asked to coach as head coach for a specific team or need within the organization. In this case, the child may be placed on the parent's team.

ARTICLE XI- Amendments

The Constitutions or By-laws of the Association may be amended by a majority vote of the Board of Directors.

APPENDIX A- STANDING COMMITTEES

- 1) **The Men's committee** The men's committee is established to assist the men's commissioner with the implementation of the men's program as directed by the men's coordinator. This includes: coaches meetings, recruitment, communication, registration, league rules, management of team rosters and coaching assignments.
- 2) **The Women's committee** The women's committee is established to assist the women's commissioner with the implementation of the men's program as directed by the women's coordinator. This includes: coaches meetings, recruitment, communication, registration, league rules, management of team rosters and coaching assignments.
- 3) **The Bylaw's committee** The Bylaw's committee shall manage the KIYL Bylaw's as needed.
- 4) **Fundraising/Concession committee** The Fundraising/Concession committee develops ideas and implements/ programs to raise money for the KIYL.
- 5) **Referees/Schedules/Fields committee** The Referees/Schedules/Fields committee prepares referee schedules of both men's/women's games and prepare schedules with the assistance of the Women's/Men's coordinators for league games.
- 6) **Equipment/Uniform/Trophy committee** The Equipment/Uniform/Trophy committee keeps a running inventory of all league equipment, orders new equipment within the budgetary guidelines, coordinates the issue and return of all equipment and uniforms, and maintains all equipment in playing condition
- 7) **Registration Committee** The Registration Committee assures the successful registration of all members to include notification and organization of dates, times and place.
- 8) **League Liaison Committee** The League Liaison Committee represents the KIYL in all league/tournament meetings and communicates to the board the necessary information to insure a successful lacrosse season for the upcoming year.
- 9) **Grievance Committee** The Grievance Committee members shall include the President, men's and women's commissioner. The members will receive, investigate, and respond to the grievance within a timely manner to assure all parties are satisfied. The President can include other Board Members in the Grievance committee at his/her discretion. The President can bring suggested disciplinary actions for any member to the Board of Directors for a vote.

APPENDIX B- Player Coach Objectives

Coach's Objectives

1. Create a positive learning environment that is conducive to the learning process.
2. Establish a culture of mutual respect and teamwork.
3. Ensure the physical safety of your team.
 - a. Know about potentially inclement weather and limit practices during extreme temperatures. Practices should not take place when temperatures are below 35° F.
 - b. Leave no child behind. Be the last to leave practice/ games.
 - c. Continuously control the physicality of practice, drills & games.
 - d. Respond appropriately to injuries.
 - e. Ensure you provide ample opportunities for hydration.
 - f. Ensure all players are properly equipped for all events.
4. Communicate effectively and regularly with your team, parents, coaches and KIYL board members.
5. Teach the fundamentals of lacrosse and promote the philosophy of KIYL.

Coach's Responsibilities

1. Coaches are expected to submit application materials
2. Coaches will be subject to a background check.
3. Coaches will be expected to have CPR training.
4. Coaches will be expected to attend mandatory coaches meetings.
5. Coaches are responsible and accountable for payment of referee fees.
6. Coaches may be expected to coordinate an end-of-the-year celebration.

Player's Objectives

- 1) Understand and follow the basic rules of conduct.
 - a) Listen to the coach who is talking and look him in the eye when he is talking to you.
 - b) Treat others as you want to be treated.
 - c) Stay with your team until you are picked up by a responsible parent/ guardian.
 - d) Treat all people and facilities with respect.
- 2) Be prepared.
 - a) Have **all** your equipment ready at all practices, games and events.
 - b) Ensure you have the appropriate amount of water with you at all times.
 - c) Know your parents/ guardians phone number.
- 3) Expect to provide your maximum possible effort in all drills, practices and games.
- 4) Attend all practices and games and be prepared both physically and mentally.
 - a) Understand that missing practice/ games will negatively impact playing time
- 5) Understand who is the most important person on your team- "your teammate."
- 6) Get better every day.
- 7) Have fun.