



LACROSSE

Toms River Lacrosse Club
By-Laws

ARTICLE 1: OBJECTIVE

Section 1: Name

- A. The name of this organization shall be the Toms River Lacrosse Club, (hereinafter known as “TRLC”).
- B. The TRLC shall also be known as “The Wave”
- C. The primary colors of the TRLC are Black and Goldenrod.
- D. Official Toms River Lacrosse Club logo is pictured on page one (1) of this document

Section 2: Purpose and Mission

- A. To promote the development and growth of the sport of lacrosse through the formation of a youth lacrosse club in the Toms River area
- B. To promote and develop knowledge of the rules and skills of lacrosse;
- C. To promote and develop through boys and girls participating in youth lacrosse the qualities of sportsmanship, teamwork and respect for coaches, officials and players;
- D. To develop, promote and provide opportunities for coaches to receive training on the rules and skills of lacrosse and the skills necessary to enable coaches and to serve as positive role models for boys and girls participating in the sport of lacrosse, with an emphasis on the positive qualities of sportsmanship, teamwork and the building of character; and
- E. In general, to do all things as may be appropriate to promote and accomplish any of the foregoing purposes.
- F. The TRLC shall serve as and be an affiliate of US Lacrosse.

Section 3 – Office, Registered Agent

- A. The TRLC shall have a Post Office Box to receive correspondence. The mailing address is: TRLC, PO Box 10, Toms River, NJ 08754
- B. There shall be kept, at a location designated by the Executive Board, records of membership and complete accounts of the activities and transactions of TRLC. These shall include, but not limited to: copy of the TRLC Bylaws and all amendments, pertinent administrative documents, and meeting minute book.
- C. The Registered Agent of the TRLC shall be the President unless otherwise determined by the Executive Board.
- D. The Executive Board may change the registered office and mailing address and Registered Agent without notice and formal amendment of the Bylaws.

ARTICLE 2: GOVERNMENT

Section 1: General Powers

The governing body of TRLC shall be the Executive Board and Operating Board Members.

- A. the Executive Board shall consist of the following positions: President, Vice President,

Secretary, and Treasurer

- B. the Operating Board shall consist of the Director Boys Program, Director Girls Program, Head Team Manager, Boys At-Large Member, and Girls At-Large Member, who have been designated by the Executive Board/or by election

Section 2: Managing the affairs of the TRLC

The Executive Board and Operating Board shall manage the properties and affairs of the organization.

- A. The Executive Board shall, upon election, enter into the performance of their duties, as described in Article 4 herein, as of July 1st in one calendar year for the Spring lacrosse season to commence in the following calendar year, and shall continue in office for a term of two years.
- B. Operating Board Members shall, upon election or appointment, enter into the performance of their duties, as described in Article 4 herein, as of July 1st in one calendar year for the Spring lacrosse season to commence in the following calendar year, and shall continue in office for a term of one year.

The Executive Board may elect to remove an individual from their position, or add a new position, during the two-year term, if circumstances deem appropriate, by majority vote of the Executive Board and Operating Board.

- A. At the end of the term, Officers may seek re-election, serving no more than 2 terms consecutively in a given position.
- B. The outgoing officers shall transfer ALL records, files and materials to the Executive Board.
- C. The outgoing officers will communicate all practices and policies to the newly elected offices to ensure a smooth transition of duties. Personally-developed procedures, letters and records are to be considered property of the TRLC and shall be transferred in the process.
- D. Individual officers may, upon proper notice to, and with the approval of, the Executive Board and Operating Board, resign their positions provided that such resigning officer comply with all terms herein regarding the transition of duties and records.

Section 3: Prerequisites for the Executive Board

- A. President must have served at least 2 years on the Operating Board to be appointed to office. He/she must be proficient in the use of word processing and spreadsheet applications and have excellent organization and communication skills.
- B. Vice President must have served at least 2 years on the Operating Board to be appointed to office. He/she must be proficient in the use of word processing and spreadsheet applications have excellent organization and communication skills. The Vice President must be able to support and fill in for the President in his/her absence.
- C. Treasurer must have served at least 2 years on the Operating Board to be appointed to office. He/she must be proficient in the use of word processing and spreadsheet

applications have excellent organization and communication skills.

- D. Secretary must have served at least 2 years on the Operating Board or Committee head to be appointed to office. He/she must be proficient in the use of word processing and spreadsheet applications have excellent organization and communication skills.
- E. Directors of the Boys or Girls Programs must have a minimum of 3 years of on-field coaching experience at the youth level or higher; minimum of Level 1 Coaching Certification from US Lacrosse is recommended; and must be educated and current in all US Lacrosse rules and regulations governing the game of boys or girls' youth lacrosse.
- F. Head Team Manager and Boys and Girls At-Large Members must have been members of the TRLC for a minimum of two (2) years.

ARTICLE 3: MANAGEMENT OF THE BOARD OF DIRECTORS

Section 1: Robert's Rule of Order (for Fair and Orderly Meetings) shall govern all meetings unless suspended by the Executive Board for that meeting. There must be a quorum to conduct a meeting. A quorum will be recognized as a 75% minimum of the Executive Board members and/or in conjunction with 60% of the Operating Board members. Once a quorum has been obtained, members leaving the meeting in session does not break the established quorum.

ARTICLE 4: DUTIES OF OFFICERS AND MEMBERS

Section 1: PRESIDENT

The President shall be the Chief Executive Officer of the TRLC. The President shall preside at all meetings. The President shall have general and active management responsibilities for the TRLC and shall see that all orders and resolutions by the Operating Board are carried into effect.

The President shall, with the approval of the Operating Board as set forth herein, execute contracts that bind TRLC. The President shall be *ex officio*, a member of all committees and shall have the general powers and duties of supervision and management usually vested in the office of the President of the organization. Said duties include, but are not limited to:

- Oversight of meetings, submission of agenda, updating Board with respect to club news and events;
- Ensure growth of the club while maintaining vision for future activities;
- Act as point of contact for Police Department to provide any needed background checks and Megan's Law documentation, or any other legal matter.
- Support all Committee heads and Board members in completion of their tasks;
- Maintain TRLC affiliation with US Lacrosse;
- Propose policy and procedures for daily operation for Board approval. The President shall serve as the Co-Chair of the Grievance Committee/Disciplinary Board.

Section 2: VICE PRESIDENT

The Vice President shall assist the President in the formulation and execution of all duties of the

President.

The Vice President may, upon the absence of the President, perform any of the above-stated duties of the President at support meetings and functions requiring the President to be in attendance. Such meetings or functions may include, but are not limited to, meetings of the Board of Directors of TRLC and meetings of any TRLC so affiliated, such as the Coastal Lacrosse League (“CLL”).

- Ensure that the Club's Directors & Officers (D&O) Insurance policy is active each year;
- Ensure that appropriate insurance is in place for the League Board members and that players are registered properly with US Lacrosse for insurance coverage;
- Develop TRLC policy and procedure with respect to all aspects of TRLC registration, insuring that all members have paid their appropriate season fee.

Section 3: TREASURER

The Treasurer shall have the custody of TRLC’s funds and shall keep full and accurate receipts and disbursements in books belonging to the organization in the name of and to the credit of the TRLC. The Treasurer shall disburse the funds of the TRLC as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the executive officers at regular meetings or whenever it may be required, a written account of all transactions as Treasurer of the financial condition of the TRLC.

The President and Treasurer shall be the authorized persons of record who may sign checks on behalf of the TRLC. Any fees or disbursements in excess of \$500.00 that have not been previously budgeted for, must have the approval of the Executive Committee. Fees or disbursements that have not been previously budgeted for in the yearly budget in the excess of \$3000 dollars must have written approval from the Board of Directors.

The Treasurer shall submit a Budget to the Board by the meeting conducted closest to the end of the calendar year.

The Treasurer shall further:

- Oversee TRLC funds, including but not limited to maintenance of account books and filing of tax forms;
- Involved with developing operating budget with committees for the current fiscal year;
- Provide finance reports at all Board meetings and at any other time when requested to do so by the Board; treasurer will provide an annual financial report to the Board
- Ensure TRLC compliance with local, State and federal regulations based on the TRLC's legal structure;
- Obtain and maintain a debit card account on behalf of the TRLC; the President and Treasurer may have signature authority over such debit card account; records of all debit

card transactions must be maintained and disclosed with all finance reports or otherwise upon the request of the Board;

- Pay all documented and authorized bills or obligations of the TRLC.

Section 4: SECRETARY

The Secretary shall:

- Provide timely notice of all meetings of the Board of Directors;
- Attend all meetings of the Board of Directors;
- Record, in a book to be kept for that purpose, the minutes of all meetings of the Board of Directors, including but not limited the attendance of members at all regularly scheduled TRLC meetings as well as a memorialization of all Motions and Votes made or taken during said meetings;
- Keep the minutes of all Board meetings for a minimum of three years and distribute said minutes to the Board of Directors following the meetings.
- Assures that the PO Box is secured for each season.
- Checks the PO Box, at least once per week during the season, and once per month during the off-season.
- Distributes mail and other correspondence accordingly.

Section 5: BOYS PROGRAM DIRECTOR

The Director of the Boys Program shall:

- Assist the President in the formulation and execution of all duties of the President;
- Upon being authorized by the President to do so, shall represent the TRLC Boys program at all meetings of any affiliated TRLC, such as the Coastal Lacrosse League (“CLL”)
- Attend meetings and functions required to be attended by the President or Vice President when the President or Vice President are unable to attend;
- Be knowledgeable in all US Lacrosse rules and guidelines for Boys Youth Lacrosse
- Is responsible for securing coaches for all age levels. Assures Boys coaches are properly trained and knowledgeable in the Rules of the game
- Act as the lead for evaluating, finding and providing appropriate training materials for coaches;
- Develop requirements, policies and procedures to be followed by all Coaches;
- Act as the lead for researching and ensuring TRLC awareness of appropriate clinics and camps;
- Be aware of, and communicate, all rules regulations and requirements for players, coaches and parents, including but not limited to all facets of player health and safety issues;
- Ensure TRLC compliance with Local, State and US Lacrosse regulations regarding

- coaching certification;
- Assures all coaches are US Lacrosse members and assures all coaches have completed a criminal background check
- Assures all coaches have attended at least one training class provided by the Positive Coaching Alliance (“PCA”)
- Act as the primary point of contact for scheduling practices, games and tournaments;
- Confirms each game at least 1 week prior to a game.
- Provides the game schedule and directions to each game to the web-master.
- Act as the primary point of contact for Boys’ game officials. Properly notifies officials when or if a game is cancelled.
- Assures information for payment of officials is relayed to Treasurer for payment (Payment Voucher) promptly and accurately.
- Conduct a meeting with the all coaches prior to the start of the season to explain standard procedures for coaching for TRLC, particularly Article 10 of this document.
- Investigate incidents concerning injuries, rules violations and/or misconduct and report them as necessary to the President, US Lacrosse and/or any other relevant authority;

Section 6: GIRLS PROGRAM DIRECTOR

The Director of the Girls Program shall:

- Assist the President in the formulation and execution of all duties of the President;
- Upon being authorized by the President to do so, shall represent the TRLC Girls program at all meetings of any affiliated TRLC, such as the CLL.
- Attend meetings and functions required to be attended by the President or Vice President when the President or Vice President are unable to attend;
- Be knowledgeable in all US Lacrosse rules and guidelines for Girls Youth Lacrosse
- Is responsible for securing coaches for all age levels. Assures Girls coaches are properly trained and knowledgeable in the Rules of the game
- Assures all coaches are US Lacrosse members and assures all coaches have completed a criminal background check
- Act as the lead for evaluating, finding and providing appropriate training materials for coaches;
- Develop requirements, policies and procedures to be followed by all Coaches;
- Act as the lead for researching and ensuring TRLC awareness of appropriate clinics and camps;
- Be aware of, and communicate, all rules regulations and requirements for players, coaches and parents, including but not limited to all facets of player health and safety issues;
- Ensure TRLC compliance with Local, State and US Lacrosse regulations regarding coaching certification;

- Assures all coaches have attended at least one training class provided by the Positive Coaching Alliance (“PCA”)
- Act as the primary point of contact for scheduling practices, games and tournaments;
- Confirms each game at least 1 week prior to a game.
- Provides the game schedule and directions to each game to the web-master.
- Act as the primary point of contact for Girls’ game officials. Properly notifies officials when or if a game is cancelled.
- Assures information for payment of officials is relayed to Treasurer for payment (Payment Voucher) promptly and accurately.
- Conduct a meeting with the all coaches prior to the start of the season to explain standard procedures for coaching for TRLC, particularly Article 10 of this document.
- Investigate incidents concerning injuries, rules violations and/or misconduct and report them as necessary to the President, US Lacrosse and/or any other relevant authority;

Section 7: Head Team Manager

- Develop TRLC policy and procedure with respect to all aspects of TRLC fundraising and sponsorship; Develop and draft sponsorship proposals;
- Act as the primary point of contact for all sponsorship requests and fundraising opportunities
- Act as the primary point of contact with the Committee Head for Team Apparel;
- Develop a catalogue of merchandise to be made available through the Online Store and/or direct sales at games
- Organize Practice Pinnies and the distribution of the Practice Pinnies
- Organize Team Managers for every team.
- Assist coaches with contacting parents.
- Organizes the work bond and the documentation of the workers hours.
- Manages the Uniform and pinny bond.
- Distributes apparel information to the team moms.
- Organizes the photographer and picture day and distributes the information to the other team moms.
- Acts as a liaison between the board and the teams distributing pertinent information to the team managers.

Section 8: Boys At-Large Member

Assist the Boys Program Director in any duties as found in Article 4: Section 5

Section 9: Girls At-Large Member

Assist the Girls Program Director in any duties as found in Article 4: Section 6

Section 10: Committees of the Board

The Executive Board may form or create such committees to serve for such periods and for such purposes as the Executive Board, in their discretion, may determine appropriate.

Action by any Committee shall be advisory, shall not bind the Board or the TRLC and shall be subject to Board approval.

The Board, by resolution adopted by a majority of the entire Board, may:

- Fill any vacancies in any Committee
- Appoint one or more persons to serve as alternate members of any Committee to act in the absence of any member of a Committee with all the powers of the absent member of a Committee
- Abolish any Committee at its pleasure
- Remove any members of Committee at any time, with or without cause.

A majority of each Committee shall constitute a quorum for the transaction of business. The act of the majority of the Committee members present at a meeting at which a quorum is present shall be the act of such Committee. Each Committee shall appoint from among its members a Chairperson unless the resolution of the Board establishing such Committee designates the Chairperson. In the event of a vacancy in the Chairpersonship, the Board shall fill the vacancy.

Actions taken at a meeting of any Committee shall be kept in a record of its proceedings which shall be reported to the Board at its next meeting following such Committee meeting.

Committees may include but are not limited to:

Section 10.1: Webmaster

The Webmaster shall:

- Ensure that policy and procedures are in place to effectively communicate at all levels within the TRLC and to the community at large;
- Act as lead for TRLC publicity with local periodicals, cable networks, social media, internet and other media outlets;
- Update website content, including but not limited to Announcements, News, Sponsors, Schedules and Directions to fields.
- Distribute emails to general membership at the request of the Board of Directors

Section 10.2: Equipment Manager

The Equipment Manager shall:

- Place TRLC orders for all equipment needs;

- Maintain an inventory of all equipment in the TRLC's possession;

Section 10.3 Field and Facilities Manager

The Fields and Facilities Manager shall have the following responsibilities:

- Upon approval of the President, be the primary point of contact with Toms River Township and/or the Toms River Regional School District.
- Obtaining all necessary field permits
- Obtaining all required permits for meeting rooms
- Assuring all fields are safe for practice and games
- Assuring all fields are lined for games and practices for both Boys and Girls
- Assure fields are equipped with sanitary facilities
- Maintaining the equipment shed in a neat and orderly fashion

Section 10.4 First Aid Manager

The First Aid Manager shall have the following responsibilities:

- Order and maintain first aid equipment.
- Maintain and check AEDs annually

Section 10.5 Apparel/Uniform Manager

The Apparel/Uniform Manager shall have the following responsibilities:

- Work alongside the Board to order:
 - Uniforms
 - Practice gear
 - Fan Gear

The Apparel/Uniform manager will work alongside with the TRLC treasurer to ensure proper deposits from all sales as soon as possible to not exceed 1 week from receipt of funds.

Section 10.6 Concessions Manager

The Concessions Manager shall have the following responsibilities:

- Work alongside the Board to order:
 - Food and Drink for concessions at games

The Concessions manager will coordinate with the Head Team Mom as well as Team moms

from each level boys/girls to ensure proper and adequate coverage of the Concessions stand(s)

The Concessions manager will work alongside with the TRLC treasurer to ensure proper deposits from all sales as soon as possible to not exceed 1 week from receipt of funds.

Section 10.7 PCA Liaison

ARTICLE 5: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

All Board Members shall be obliged to:

- Attend meetings, be prompt and stay until meeting is concluded
- Be knowledgeable of the current matters at hand
- Treat all members with courtesy and respect
- Obey all rules of TRLC, abide by the FINAL decision of the quorum vote
- Faithfully execute the duties of their position in the best interest of TRLC. Refrain from seeking personal and/or financial gain from his or her position on the Executive or Operating Board
- Participate in Committees as requested and or needed
- Honor the Executive Board's Opinions and the rulings of the Board and/or its Committees
- Promote the growth and influence, and enhance the reputation of, TRLC

ARTICLE 6: GRIEVANCE COMMITTEE AND GRIEVANCE PROCESS

The Grievance Committee shall be chaired by the President. The Grievance Committee is comprised of the Executive Board Members and when necessary, have two alternates, secured from the Operating Board Members.

Section 1: Grievance Requirement

A grievance may be lodged by any person for any violation of TRLC's Code of Conduct, or for any violation of local, state or federal law.

No grievance will be accepted from any person who:

- Fails to observe TRLC's mandatory twenty-four hour "cooling off" period prior to speaking to a Coach, TRLC or TRLC official about a grievance, said "cooling off" period to be defined as the twenty-four hours immediately following the incident or circumstance giving rise to the grievance;
- Is him or herself acting in violation of TRLC's Code of Conduct; Has engaged in any threatening, abusive or harassing conduct, including verbal or written abuse;
- Has failed to first attempt to bring the matter to the attention of the appropriate Head Coach, or Program Director, after the expiration of the mandatory cooling off period; Has failed to file a written grievance within forty-eight hours of the expiration of

the mandatory cooling off period.

Section 2: Grievance Procedure

- A valid grievance must be in writing, explain the nature and circumstances of the grievance, and if applicable, indicate the specific provision of these Bylaws or the Code of Conduct that was violated
- Details of the grievance are not to be discussed with anyone other than the person(s) directly involved with resolving the grievance.
- A grievance will not be deemed valid and reviewable unless it is signed by a representative of a member club
- If the matter cannot be resolved at the level of the Coach as applicable, then the matter will be reviewed by the Director of Boys/Girls Program. The Director of Boys/Girls Program will attempt to resolve the grievance with the parties amicably and in the best interests of TRLC and its members.
- If the matter remains unresolved, the Director of Boys/Girls Program may, in his or her sole discretion, refer the matter to the Grievance Committee. If the matter is referred to the Grievance Committee, the Program Director shall present his or her recommendation for resolving the matter to the Grievance Committee.
- The Grievance Committee may accept the recommendations of the Program Director, or it may decide that it is in the best interests of TRLC to resolve the matter in any manner approved by a majority of the members of the Grievance Committee.

Section 10: Grievance Decisions

- Decisions of the Grievance Committee are final and be communicated in writing to person(s) lodging the grievance

ARTICLE 7: MEETINGS

Section 1: Board of Directors Meetings

The TRLC Board of Directors shall meet a minimum of four times per year, at least once in each calendar quarter. Meetings will be scheduled to take place at such location to be designated in advance in order to secure dates and times as needed, and to duly notify the Board of Directors thereof.

Section 2: Special Meetings

Special meetings may be called by the President at any time, or if requested by any Board member.

Section 3: Meeting Logistics

Meetings may be held “virtually” by conference call or other electronic means, so as to not

require the physical presence of the members of the Board of Directors in the same location.

Section 4: Meeting Attendance

Attendance at the regularly scheduled meetings is required of all Board Members. Should a Board Member not be available to attend a meeting, he or she shall notify one of the Executive Board Members prior to the scheduled meeting.

Section 5: Meeting Votes

At all meetings of Board Members, each member may vote in person or by proxy. All votes by proxy must be filed in writing with the Executive Board.

ARTICLE 8: CORPORATE STRUCTURE AND FISCAL MANAGEMENT

Section 1: Non-Profit Status

TRLC is a not-for-profit corporation organized pursuant to section 501(c)(3) of the Internal Revenue Code and incorporated in the State of New Jersey. TRLC's fiscal and administrative year runs between January 1 – December 30.

Section 2: Annual Budget

The Treasurer and Board shall prepare an annual budget, as well as a financial statement to be produced at every meeting of the Board of Directors. The Executive Board shall oversee TRLC finances. On such occasions as may be deemed necessary, the books of TRLC will be turned over to a Certified Public Accountant to be reviewed and audited. Such person may perform a representative sample of the organization as a whole. An audit may additionally take place in the situation where the Treasurer's term is ended early.

Section 3: TRLC Finances

The Executive Board shall have the final decision in all matters pertaining to the finances of TRLC. All monies shall be deposited and dispersed in accordance with the financial and fiscal management policies of TRLC and will be segregated as belonging exclusively to TRLC.

Section 4: Emergency Funds

The Executive Board shall have the authority to expend funds in an "emergency" situation. The Executive Board for any such "emergency" expenditure must tender a unanimous vote of approval.

Section 5: Fundraising Funds

All funds solicited with approval of the Executive Board in the name of the TRLC, shall be deposited in accordance with the financial and fiscal management policies of TRLC.

Section 6: Payment Restrictions

The Executive Board shall ONLY permit the disbursement of the Program's funds, for payment of normal operating expenses associated with keeping the Program running smoothly and properly.

Section 7: Payment Documentation

All disbursements shall require back up documentation, (original receipts, electronic correspondence and original signatures). Payment will be made by check. The check request(s) shall be prepared by the Treasurer. Upon approval thereof, the Treasurer will process the payment.

Section 8: Financial Statement

A Financial Statement shall be provided upon written request and with the approval of the Executive Board of TRLC.

Section 9: Charitable Donations

The Executive Board shall have the authority to expend funds in a charitable situation. The Executive Board for any such charitable expenditure must tender a unanimous vote of approval

ARTICLE 9: EQUIPMENT

Section 1: Equipment Storage and Handling

- All equipment owned by the Program shall be stored in a secured location.
- The President, Vice President(s), Director of Boys Program, Director of Girls Program and Director of Fields and Facilities shall have access to Program Equipment at all times.
- All Equipment shall be inventoried at the beginning and ending of each year.
- Equipment shall be assessed prior to the start of each season and new equipment purchase requests shall be submitted to the Executive Board for review.

ARTICLE 10: COACHING ETHICS, GUIDELINES and RESPONSIBILITIES

Adopted from US Lacrosse

- All Coaches and Members associated with TRLC shall abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination as determined by the Executive Board of TRLC, supported by the Board of Directors.
- "HONOR THE GAME" of lacrosse. Teach and practice good sportsmanship at all games and practices. You are role models!
- Do not criticize the opposing team, its coaches or fans, by word of mouth or gesture. Using abusive and profane language at games practices or other TRLC or USL events will NOT be tolerated. Young athletes learn valuable lessons by watching the behaviors and attitudes of the adults who supervise their activities.

- Do not allow an ineligible player to participate in practices or games unless the Board of Directors has confirmed the good standing of that player.
- Certify that all players are properly equipped at all times during practices and games.
- Do not permit an injured player to re-enter the game if further play would jeopardize his health.
 - Stringent policy on player head injury prevention alertness is mandatory. All Coaches must complete any required concussion and/or head injury awareness course. It is highly recommended that all Coaches complete the “Training in Sports, Concussion Course”
http://www.cdc.gov/concussion/HeadsUp/online_training.html
 - It is recommended that all Head Coaches complete US Lacrosse Level 1 certification as outlined in Article 4, Section 16 herein, and it is highly recommended that all Assistant Coaches complete such training.

ARTICLE 11: PLAYER ETHICS, GUIDELINES and RESPONSIBILITIES

Adopted from US Lacrosse

- “HONOR THE GAME” of lacrosse. Display good sportsmanship at all times on and off the field. Set a positive example.
- Respect your teammates, coaches, referees and opponents at all times, even when others do not. Coaches and referees give their time for your benefit and should be respected.
- Give 100% effort at each practice and game.
- Support and encourage your teammates. Players should understand that lacrosse is a team game, and they should strive to be "team players."
- Know the rules of the game of lacrosse and abide by them.
- Wear the required equipment at all games and practices, and keep your equipment well maintained.
- Don't be afraid to make mistakes; they are part of learning.
- Be modest in victory and gracious in defeat.
- Obscene language or gestures will not be tolerated.
- Fighting and dangerous play will not be tolerated.
- Learn from your coaches; practice hard; play smart; Have Fun!

ARTICLE 12: PARENT ETHICS, GUIDELINES and RESPONSIBILITIES

Adopted from US Lacrosse

TRLC firmly believes that young athletes learn valuable lessons by watching the behaviors and attitudes of adults.

- “HONOR THE GAME” of lacrosse. Teach and practice good sportsmanship at all times. You are role models!
- Know the rules of the game of lacrosse.

- Respect the game of lacrosse. Respect the officials. Respect the coaches, who give their time for the benefit of the athletes.
- Do not coach your child. Let players play and coaches coach, and support both positively.
- Emphasize the FUN of the game and the team, putting forth effort at all times, not wins and losses.
- Do not EVER criticize players regardless of the circumstance.
- Follow the "24 Hour Rule"; if you have a complaint resulting from a game (or practice) situation, speak with the coach on the following day.
- If there is a serious problem, notify the Head Coach, the Board/Committee member, following the grievance procedure set forth in Article 6 herein.

ARTICLE 13: ETHICS, GUIDELINES and RESPONSIBILITIES for ALL

Section 1: Conduct

- Any conduct, including abusive language and/ or gestures, hitting, racially insensitive remarks, damage to property or belongings, or any other conduct that reflects poorly on yourself or TRLC, is deemed to be unacceptable and will not be tolerated. This rule applies to all players, parents, coaches, siblings and guests at all times when in or around games or practices as a member of TRLC.

Section 2: TRLC Representation

- You are a representative of TRLC during away games and/or tournaments. Any conduct such as fighting, destruction of property, consumption of drugs or alcohol, shoplifting, or any other such activity will not be tolerated. This rule applies for the entire time one is away for a game or tournament.
- Head Coaches are expected to report any such incidents as required by these Bylaws. The Executive Board and Operating Board Members will investigate and rule upon the unacceptable conduct at its sole discretion, imposing warnings, suspension or expulsion, as it deems appropriate.
- TRLC reserves the right to increase the stated punishment for any and all violations of its Code of Conduct.

Section 3: TRLC Executive Board Representation for US Lacrosse Representation (USL)

Persons who may act as the Club Representative(s) include, in this prioritized order: President, Vice President(s), Director of Boys Program, Director of Girls Program, and/or any other member of the Executive Board or Operating Board who may be so authorized to act as Club Representative(s) on a designated occasion.

- Prior to representing TRLC at any meeting of USL, the proposed Club Representative(s) shall discuss any published and distributed meeting agenda with the members of the Executive Board and ascertain TRLC's position with respect to items contained in said agenda.
- The Club Representative(s) shall thereafter present the position(s) of TRLC to USL with

respect to any agenda items. The Club Representative(s) shall ensure that the position(s) of TRLC are clearly understood.

- The Club Representative(s) shall vote on all motions and measures taken up by USL in accordance with the expressed position(s) of the Executive Board of TRLC.
- The Club Representative shall keep notes of all meetings of USL and shall thereafter report the pertinent details of said meeting(s), including but not limited to the results of all votes undertaken, to the Board Members of TRLC at or prior to its next scheduled meeting.

ARTICLE 14: ELIGIBILITY REQUIREMENTS, REGISTRATION FEES AND PROCEDURE, AND REFUNDS

TRLC is a youth program with a primary focus on teaching boys and girls the sport of lacrosse with an emphasis on individual skills, teamwork, sportsmanship and fun.

General Membership is conditioned upon agreement to abide by these Bylaws and Policies, all applicable rules and regulations of any organization the TRLC is affiliated with, including but not limited to US Lacrosse.

Representatives of each Member must be at least eighteen (18) years of age;

All coaches must be at least 18 years of age

Section 1: Age-based eligibility requirements

- **Players** will be placed on a team based on age, dictated by US Lacrosse.
- Requirements for play with TRLC are those that have been recommended by US Lacrosse, adopted by TRLC, and approved by TRLC's Board of Directors.

Section 2: Boys Programs

TRLC adopts the grade-based grouping of players for Boys Youth Lacrosse:

- Boys that are in K – 1 grade during the spring season (Instructional Clinic)
- Boys that are in 1st – 2nd grade during the spring season
- Boys that are in 3rd – 4th grade during the spring season
- Boys that are in the 5th – 6th grade during the spring season
- Boys that are in the 7th – 8th grade during the spring season
- Boys are allowed to play up a grade, i.e. – 4th grader playing on the 5th grade team
- Boys are not allowed to play down a grade level, i.e. – 7th grader playing on the 6th grade team

Section 3: Girls Program:

TRLC adopts the grade-based grouping of players for Girls Youth Lacrosse:

- Girls that are in K – 2nd grade during the spring season (Instructional Clinic)
- Girls that are in 3rd – 4th grade during the spring season
- Girls that are in the 5th – 6th grade during the spring season
- Girls that are in the 7th – 8th grade during the spring season
- Girls are allowed to play up a grade, i.e. – 4th grader playing on the 5th grade team
- Girls are not allowed to play down a grade level, i.e. – 7th grader playing on the 6th grade team

ARTICLE 14: AMENDMENTS

These Bylaws may be amended by a majority vote of the Board of Directors (Executive Board and Operating Board). All proposals must be submitted in writing to the President or Vice President(s). Proposed amendments must be on the next meeting’s agenda. Either the author of the proposed bylaw, President or Vice President may request the amendment be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately upon approval of the Board of Directors, unless the amendment specifies a future date and time.

ARTICLE 15: DISSOLUTION

If at any time it becomes necessary or advisable to dissolve TRLC, all funds and assets shall be donated to a specific non-profit organization, determined by the Board of Directors. Dissolution would require a Majority Vote of ALL members of the Operating Board and would additionally require final approval by the Executive Board.

Adopted: 8/14/2018

President: _____
Nicholas Caruso

Vice-President: _____
J. Joseph Cummings

Secretary: _____
Jennifer Etzhorn

Treasurer: _____
William Hanley