

The Fallston Boys' Lacrosse Program

Bylaws and Procedures

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Contents

Article I: Purpose & Mission

Article II: Board of Directors

Article III: Membership & Eligibility

Article IV: Coaches & Volunteers

Article V: Registration Fees

Article VI: Fundraising

Article VII: Amendments

Article IIX: Travel Teams

Article IX: Use of Fields, Facilities, & Grounds

ARTICLE I: Purpose, Mission, & Responsibilities of The Fallston Boys' Lacrosse Program

- A.) **PURPOSE.** The purpose of The Fallston Boys' Lacrosse Program is to encourage interest and participation in youth recreational league lacrosse.
- B.) **MISSION.** The mission of The Fallston Boys' Lacrosse program is to inspire youth regardless of race, creed or national origin in the ideals of sportsmanship, scholarship, and physical fitness. We will promote the development of character, patriotism, health, safety, and good citizenship. We will teach lacrosse in a manner which balances team discipline with a child's fullest enjoyment of the game.
- C.) **RESPONSIBILITIES.**
- a. We will familiarize the boys with the fundamentals of lacrosse. We will provide opportunities to play the game in a supervised, organized and safe manner. We will keep the welfare of the children free from any adult ambition and personal glory.
 - b. We will confine our programs activities to those, which promote amateur lacrosse for boys.
 - c. A child's participation must be solely for the pleasure, enjoyment, and social benefits derived from the game.
 - d. We will organize and support any reasonable fund-raiser which funds, promotes, or supports The Fallston Boys' Lacrosse Program.

ARTICLE II: Board of Directors

- A.) **GENERAL OVERVIEW.** The Board of Directors shall consist of members who all have at least one (1) year experience with the program as a coach, committee head, committee member, or any other board appointed position. The board shall operate under these by-laws. The board shall cooperate in all matters and adhere to all requests and policies of the Fallston Recreation Council. The board shall be elected every other year by the voting membership of the Fallston Boys Lacrosse Program. The board shall consist of (9) voting members and two non-voting general board members. The voting members shall consist of Chairman of the Board, Vice Chairman, Equipment Chairperson, Director of Fields & Scheduling, Director of Coaching & Development, Little Laxers & Clinic Commissioner, Treasurer, Director of Communications, and Secretary. The eleven (11) board members will be responsible for the various duties and obligations required to oversee the Fallston Boys lacrosse program. Each chairperson is encouraged to create and manage committees to aid in the running of their day-to-day responsibilities.
- B.) **COMPOSITION OF THE BOARD OF DIRECTORS**
- a. **CHAIRMAN OF THE BOARD.** The Chairman of the Board of the program shall preside at all meetings, shall call special meetings if needed, shall schedule general meetings at regular intervals, shall sign or countersign all contracts, agreements, or other instruments authorized by the Board of Directors. Chairman shall appoint any committees deemed necessary. The Chairman shall vote on matters before the board along with the other board Chairpersons.
 - b. **VICE CHAIRMAN.** The Vice Chairman of the program will serve as the program representative for MYLA, HarCo, and any other leagues in which the program will participate. The Vice Chairman will attend any and all meetings where program representation is requested and serve as the liaison between the program and other program and league coordinators. When necessary, the Vice Chairman shall fulfill the duties of the Chairman of the Board.

- c. **DIRECTOR OF COMMUNICATIONS.** The Director of Communications will be responsible for coordinating registration, database management, website updates, mailings, signage, program email distribution, and any other necessary correspondence.
- d. **EQUIPMENT CHAIRPERSON.** The Equipment Chairperson shall be responsible for the inventory and ordering of all equipment and apparel. This includes but is not limited to the following items; helmets, shoulder pads, gloves, arm pads, uniforms, balls, goalie gear, coaches' supplies, apparel sales items, etc. Equipment chairperson is responsible for the distribution & collection of program equipment to players & coaches, as well as the general management of the equipment container.
- e. **DIRECTOR OF FIELDS & SCHEDULING.** The Director of Fields & Scheduling shall be responsible for all duties (operation, ordering, & maintenance) related to the fields and the program's field equipment. This includes but is not limited to the following items; Gator, sprayers, goals, tables, paint, shed, nets, trash receptacles, etc.). The Director of Fields & Scheduling will assure all fields are painted as needed and that the goals are painted, netted, and in good repair in preparation for all practices, games, and contests. He will work with the Vice Chairman in coordinating field availability for games and league play, in addition to pre and in-season practice scheduling for the program.
- f. **DIRECTOR OF COACHING & DEVELOPMENT.** The Director of Coaching & Development will work with coaches within the various age groups to coordinate and propose off-season playing opportunities, including, but not limited to summer league, indoor sessions, and fall skills and drills. The Director of Coaching & Development shall recruit coaches and see their continued training and competence, including parent volunteers, high school players, and/or any other individuals volunteering within the Fallston Boys' Lacrosse program.
- g. **CLINIC COMMISSIONER.** The Clinic Commissioner shall manage all activities related to the programs within our program for boys under the age of 7. The format for the "Clinic" age group will vary from year-to-year depending upon number of registrants and coaches. He shall balance the teams and age groups to provide good competition and shall appoint coaches who will teach the game in a manner consistent with the philosophy of Fallston Boys Lacrosse. Teams should practice once or twice per week and play once per weekend. The primary purpose of the Fallston Boys' Clinic program is to instill an appreciation for playing lacrosse in a manner consistent with the philosophy of the Fallston Boys' Lacrosse program. Participants or parents that interfere with this directive must be referred to the Board.
- h. **TREASURER.** The Treasurer shall be responsible for maintaining our finances, creating budgets and the paying of invoices. This position will be responsible for interfacing with the main recreation board treasurer.
- i. **SECRETARY.** The Secretary will attend all meetings and provide documentation of attendance between and meeting minutes.
- j. **GENERAL CHAIRPERSONS.** The General Chairpersons will either share responsibilities with other Chairpersons and / or be assigned projects and duties requested by the Board. The 1st general chairperson will be eligible for voting privileges in the absence of a voting board member. The 2nd general chairperson will be a non-voting position, assuming voting privileges if a second voting board member is absent or if the 1st general chairperson is absent and his/her vote is required. To

be eligible for the 1st general chairperson position, the candidate should have attended at least one year of the programs meetings.

- C.) **ELECTIONS.** The Board of Directors shall be elected by the voting membership of The Fallston Boys' Lacrosse Program; 2/3 majority required for ratification. The newly elected board shall be notified as soon as practical. Voting results shall be determined by a simple majority. We will use the Silent Vote method when necessary and appropriate. "Silent Voting" will be conducted through ballot dissemination to voting member, collection, tally of results, and review amongst the board.
- D.) **VACANCIES.** Should a seat on the board of Directors become vacant during the season, the remaining Board of Directors shall nominate and elect by a simple majority a replacement for that position which meets the criteria established for the board.
- E.) **MEETINGS.** Meetings of the Board of Directors shall be open to any interested party. Meetings shall be held at regular intervals during the play season. From time to time, special emergency meetings maybe required.
- F.) **ATTENDANCE.** All members of the Board of Directors are required to attend all meetings of the Board of Directors. If a member of the Board of Directors misses 3 consecutive meetings, they may be removed from the board by a simple majority vote of the Board of Directors. The board may then nominate a replacement and elect him by a simple majority vote.
- G.) **QUOROM.** A quorum of 2/3 of the voting members of the Board of Directors must be present to vote on any matter before the board or to conduct any business, which is in front of the board. The quorum must contain the Administrative Chairperson or one of the Other Chairpersons acting as the Administrative Chairpersons representative. Decisions of the board will be made by a simple majority vote.

ARTICLE III: MEMBERSHIP & ELIGIBILITY

- A. **MEMBERSHIP.** The Membership of The Fallston Boys' Lacrosse Program shall include the Fallston High School attendance area.
- B. **ELIGIBILITY FOR PARTICIPATION.** Eligibility for participation in a council program requires that an individual:
 - a. Reside in the council area. (See Article I, Section 2).
 - b. Meet the requirements of the program.
 - c. Register at the announced time and place (limited registrations must be previously announced), to include the payment of established fees. (Waiver of fees for hardship cases will be determined by the program chairperson with notification of total numbers to the Chairman of the Board on a confidential basis). The acceptance of late registration shall be at the discretion of the program chairperson.
 - d. Be free of debt (including reimbursement for lost or damaged equipment), for past participation in any council program or activity.
 - e. Once eligibility is granted, each in-house team member shall participate in at least 50% of each game. It is the responsibility of the coach to see that this intent is carried out. The only exception shall be in the event of disciplinary action.
 - f. Program participation, for those individuals outside the council area, can only be requested by the program chairperson. Council area members MUST be given first consideration.

- C. **ACCEPTANCE OF THE CHAIRPERSONS REQUEST.** Statements by the program chairperson at a membership meeting to include:
- a. The number of probable participants from both outside and within the council area.
 - b. The residency of probable participants outside the council area.
 - c. The impact on additional facility and/or grounds usage caused by including non-residents of the council area.
 - d. The existence and magnitude of any waiting list for program participation.
 - e. Approval by a majority vote of the council at a general or special membership meeting.

ARTICLE IV: COACHES & VOLUNTEERS

A. PROGRAM OVERSIGHT.

- a. The Board of Directors shall establish introductory Little Laxer, clinic and various age groups for the children to play lacrosse with respect to the development of the children, the size and growth of the children, and the demographics of the children who wish to participate.
- b. The Board of Directors will insure that there is at least one lacrosse knowledgeable coach per travel team, either a former player or coach, to insure that the travel players will be afforded the best coaching possible.
- c. The Board of Directors will also ensure due to liability of the program that all players will be expected to play within their specified age group. Special requests will be reviewed by the board.

B. COACH & VOLUNTEER REGISTRATION.

- a. The Board of Directors will approve placement of coaches, referees, volunteers, and assistants as needed to provide a successful and smooth operating program.
- b. The Board of Directors shall remove a coach or any other volunteer if it becomes apparent his or her behavior is not in compliance with the bylaws and with the directives of the Board of Directors.
- c. Intent to coach will be initiated by completing registration through TeamSnap, upon which time a background check will be completed.
 - a. The board will make all final decisions pertaining to who will coach teams within the program.
 - b. Should there be one or more interested party in a head coaching position the board may request the interested parties attend a board meeting to openly discuss his/her qualifications.
 - c. Any interested party in being a head coach of a team will have had to notify the board via the procedure outlined above and to be eligible to be a head coach of a team must have been an assistant coach, or served the program in another volunteer capacity as either a board or committee member.
 - d. Should there be a vacancy for any head coaching position that no one volunteers for, the board reserves the right to recruit and appoint a coach for that vacant position.

C. RESPONSIBILITIES OF THE COACH/VOLUNTEER.

- a. The coach is responsible for notifying all their players of practice and game times. The coach is responsible for all gear and for the gear bag entrusted to him by Fallston Boys Lacrosse.
- b. The coach is responsible for distributing and collecting all jerseys lent to players for in-house or travel team use and returning them to the Equipment Chairperson.
- c. The coach is responsible for returning any field equipment used in a game to the equipment shack immediately after the game.
- d. A coach may not dismiss any player from his or her team without first receiving permission of the Board of Directors. The board will make every effort to resolve the matter within the program.

D. NUMBER OF COACHES PER TEAM.

- a. Each team in the 11-12 and 13-15 age groups will have a maximum of three (3) coaches on the player sideline for all games, scrimmages and tournaments.
- b. Each team for 7-8 and 9-10 age groups will have a maximum of four (4) coaches on the players' sideline for all games, scrimmages, and tournaments.
- c. The boys' lacrosse BOD reserves the right, dependent on circumstances, to allow a team increase and/or decrease the number of coaches on the sideline.

ARTICLE V: REGISTRATION FEES

A. **REGISTRATION FEES.** The Board of Directors will establish participation fees, which will fund the program and allow it to meet its obligations. Registration fees will be evaluated and voted on by the Boys' Lacrosse BOD each year and submitted to the FRC BOD for approval prior to registration opening.

| Division | Age Group | Registration Fee |
|---------------|--------------|------------------|
| Little Laxers | U6 | \$75 |
| Pee Wee | U7 | \$125 |
| Tyker | 7-8 or U9 | \$200 |
| Lightning | 9-10 or U11 | \$200 |
| Middies | 11-12 or U13 | \$200 |
| Juniors | 13-15 or U15 | \$200 |

- a. Tyker, Lightning, Middies, and Junior age groups will be "travel" due to limitations based on registration to play/offer an "in-house" option.
- b. Graduation year-based teams will be given the opportunity to compete at the "club" level and offered when appropriate based on skill and interest level at the age group. The budget will be set by the coach and submitted to the Boys' Lacrosse chairman and treasurer for approval prior to evaluations.
- c. Supplemental "Out-of-Season" sessions/program offerings, including summer league, and fall and winter skills and drills will be determined based on fees for field space, number of sessions, and
- d. Additional tournaments and/or expenses assessed to teams above and beyond base registration will be submitted by the individual coach to the boys' lacrosse BOD for approval.

B. **EQUIPMENT.** Equipment will be available through the boys' lacrosse program for boys participating in the Clinic and Tyker age groups.

- a. Equipment to include helmet, shoulder pads, arm pads, and gloves.
- b. A deposit of \$175 will be made through TeamSnap for those families wishing to borrow equipment. The deposit will be fully refunded upon return of all equipment without significant damage. Any extensive damage beyond normal utilization of the equipment will result in a partial refund to cover the cost required to replace any and all items.
- c. Equipment will be handed out prior to the start of the season and returned upon conclusion of the season, at which time the deposit check will be returned.

ARTICLE VI: FUNDRAISING

A. **FUNDRAISING.** All fundraising efforts will go towards offsetting the cost of registration, purchasing of protective equipment, and/or covering related fees incurred by the boys' lacrosse program. The Board of Directors may establish fund-raisers to include, but not limited to:

- a. Sell concessions

- b. Sell accessories, clothing, and apparel
- c. Buy or sell equipment
- d. Establish fundraising events such as bull roasts, golf outings, etc.

ARTICLE VII: AMENDMENTS

- A. **AMENDMENTS.** Amendments to these bylaws shall be proposed and recorded in the meeting minutes. The Board of Directors shall then vote on the proposed amendment at the subsequent meeting. Amendments are approved by a 2/3 majority vote of the entirety of voting members of the Board of Directors.

ARTICLE IIX: TRAVEL TEAMS

- A. **TRAVEL TEAMS.** Travel teams will be regulated as any other team within the program.
- a. Team and coaches subject to jurisdiction of program chairpersons.
- B. **TRYOUTS.** Travel teams are to be selected by open tryouts.
- a. Final rosters and budgets must be submitted to the FRC board prior to the start of team play.
 - b. Rosters must include age, address, and school attended.
 - c. Travel team rosters must always comprise of a minimum of 50% of players from the current FRC district, so long as there is a second team in that particular age group.
 - d. Board of Directors will be obligated to protect the integrity of each age group through careful monitoring of numbers of players and teams.
- C. **PLAYING TIME.** Each travel team member shall participate in at least 25% of each game. It is the responsibility of the coach to see that this intent is carried out. The only exception shall be in the event of disciplinary action including unexcused absences from practice and games.

Article IX: USE OF FIELDS, FACILITIES, & GROUNDS

- A. **GENERAL.** Use of fields, facilities, and grounds.
- a. Council programs have priority over non-council programs for the use of facilities and grounds under council control.
 - b. Conflicts between programs shall be resolved by a decision of FRC President, Chairperson, and BOD. This will also include extension of the use of facilities to any person/persons or groups provided that such use does not interfere with council programs.
 - c. Those person/persons or groups to whom the use of the council facilities are extended shall be subject to the rules and regulations governing the facilities as set by P&R.
 - d. Any program that leaves a field unplayable, (such as excessive trash needing to be cleaned up or equipment left on the field which prevents another sport from playing), will be fined \$250.00 per infraction to be levied by the FRC board.
- B. **IN-SEASON FIELD USE.** "In-season" will be defined as the time from February 1st through June 30th.
- a. Fields identified for use by the boys' lacrosse program will be communicated from the FRC BOD.
 - b. All in-season scheduling will be coordinated and communicated through the Director of Fields & Scheduling. Any and all changes will be communicated to all coaches.
 - c. Requests for practice times must be submitted prior to March 1st and can only be changed with approval by the Director of Fields & Scheduling.

- C. **INCLEMENT WEATHER.** An “Inclement Weather Contingency Schedule” will be created to provide all teams a fair and equal opportunity to conduct practice through use of the FRC turf field.
- a. Unless fields are closed by Harford County Parks & Recreation, it will be the decision of the Director of Fields & Scheduling as to whether grass fields are playable for practices and/or games. The decision to close grass fields will be communicated to the program in a timely manner.
 - b. Closure of grass fields will result in the “Inclement Weather Contingency Schedule” going into effect for that particular day.
 - c. Excessive field usage, under adverse conditions as determined by the FRC board, will result in a back charge to the offending program for the restoration of the field damage. The amount levied will be at the discretion of the FRC board.
- D. **OUT-OF-SEASON FIELD USE.** “Out-of-Season” will be defined as the time between July 1st through January 31st.
- a. Field scheduling for out-of-season use will be handled between program chairpersons. Once field usage is agreed upon, the FRC President and BOD must be notified.
- E. **TRY-OUTS & EVALUATIONS.** Try-out/evaluation dates for out-of-season programs shall be submitted to the FRC board for approval prior to their implementation. The chairpersons of the programs involved shall resolve any conflicts with an in-season program’s games/practices. If a resolution cannot be reached, the FRC board will intervene.