**Fallston Field Hockey Bylaws**

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**Article I: Mission**

The Mission of Fallston Field Hockey is to teach our children how to play the game of field hockey while encouraging the development of each athlete’s potential. We will encourage all players to work as a team and teach our children to respect the game by respecting their team members, coaches, and referees. We will show our children how to be gracious in win and in loss. All of this will allow our children to discover a passion for the game and a love for their time on the field.

**Article II: Composition of Board**

**Section I:** Officers of the Fallston Field Hockey Program

Program Chairperson / Commissioner

Program Chairperson Elect / Vice Commissioner

Registration Coordinator / Treasurer

Secretary

Player Development Chairperson

Uniform / Apparel Manager

Fundraising Chairperson

Communications Chairperson

**Section II:** The officers of the Fallston Field Hockey program shall be elected each year in January. Nominations for elected positions shall be submitted to the Election Committee chairperson at least14 days prior to the election at the January board meeting.

**Section III:** Board offices shall run concurrent with the calendar year.

**Article III: Membership**

**Section I:** The fiscal year for the program runs July 1 through June 30

**Section II:** The Board’s meetings will be held every other month during the months of July through June (July, September, November, January, March, May) either in person or virtually

**Section III:** The Program Chairperson or Chairperson Elect (In the absence of the Chairperson) can call a meeting at any time deemed desirable or necessary. The Secretary shall notify all board members.

**Section IV:** Meetings of the Board shall be open to all board members and a portion of meetings shall be open to a general forum.

**Article V: Dues and Fees**

**Section I:** There shall be no due for general membership.

**Section II:** Registration fees shall be established by the Board of Directors for Clinic, 3rd/4th, 5th/6th, and 7th/8th, with the goal that fees collected for each age group be self-supporting.

**Section III:** Fees shall be

Clinic - $100

3rd-8th - $150

Skills & Drills - $50

**Article VI: Qualifications for Holding Office**

**Section I:** Candidate for elected positions on the Board can only accept nominations for one position. If the program does not have enough volunteers to fill all Board positions, Board members may hold more than one position.

**Section II:** If a member of the Board cannot fulfill their elected position, then Board shall elect a replacement member by majority of vote.

**Section III:** A member of the Board must attend 75% of the regularly scheduled meetings. If a member of the board misses 3 consecutive meetings, they may be removed from the Board by simple majority vote of the Board. The board may nominate a replacement and elect them by a simple majority vote.

**Section IV:** Any Board member to advance an agenda outside of the bounds of the Board policy will be subject to immediate dismissal. A 2/3 vote is needed to dismiss the board member. No appeal will be granted. The member must be present for proceedings.

**Article VII: Nomination of Officers**

**Section I:** An election of at least three and not more than five committee members will be appointed by the Program Chairperson. Election committee members do not have to be voting members and cannot run for offices themselves.

**Section II:** The election committee shall present a slate of all candidates nominated for office at the November Board meeting. Every effort shall be made to acquire a minimum of at least two candidates for each office.

**Section III:** Additional nominations may be made by committee members. Nominations will be in writing or email, giving name, prior consent of nominee, and office desired. These nominations will be given to the election committee chairperson. Nominations will be closed at the January Board meeting.

**Article IX: Assignments and Responsibilities of the Board**

**Section I:** The Board will establish a clinic and various age groups for the children to play field hockey with respect to the development of the children, the side and growth of the children, and the demographics of the children who wish to participate.

**Section II:** The Board will approve placement of coaches, volunteers, and assistants as needed to provide a smooth operating program.

**Section III:** The Board shall remove a coach or any other volunteer if it becomes apparent his or her behavior is not in compliance with the code of conduct, Article XIX of the Fallston Recreation Council Bylaws.

**Section IV:** Coaching positions are requested by informing the Board of a desire to coach a team via a child’s registration form or via a letter or email to the Board. The Board will make all final decisions pertaining to who will coach all teams.

**Section V:** 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 them by Fallston Field Hockey. The coach is responsible for distributing and collecting jerseys lent to players for their team use and returning them to the uniform manager. The coach is responsible for returning field equipment used in a game to the equipment locker as soon as possible after their last game of the season. A coach may not dismiss a player from their team with out first receiving permission of the Board. The Board will make every effort to resolve the matter within the program.

**Section VI:** The Board will establish participation fees, which will fund the program and allow it to meet its obligations.

**Section VII:** The Board may establish fundraisers, sell concessions, sell accessories, sell clothing, buy, or sell equipment, or any other reasonable program related matter to defer program costs.

**Article X: Duties of Officers**

1. **Program Chairperson / Commissioner**
   1. Preside at all Board Meetings
   2. Oversee all programs including Clinic, 3rd/4th, 5th/6th, and 7th/8th
   3. Personally attend at least 50% of the bi-monthly meetings of the Fallston Recreation Council as set by the bylaws
   4. Personally attend the pre-season and post-season Maryland Youth Field Hockey League Meetings (MYFHL)
   5. Participate in evaluation of players and the organization of all teams
   6. Oversee selection of coaches and volunteers
   7. Work with appropriate Board members to oversee that the proper equipment and uniforms are ordered
   8. Preside at all executive sessions at which disciplinary or grievance issues are brought before the Board
   9. Call, at any time, an executive session and his/her/their discretion
   10. Appoint program Board members, with confirmation, for vacancies that occur
   11. Provide council to program chairpersons and Council officers, as required
   12. Maintain website communication and manages registration of all programs offered
2. **Program Chairperson Elect / Vice Commissioner**
   1. Attend Board meetings on a regular basis
   2. Personally attend 50% of the bi-monthly meetings of the Fallston Recreation Council
   3. Personally attend the pre-season and post-season Maryland Youth Field Hockey League Meetings (MYFHL)
   4. Assist all program commissioners in completion of duties
   5. Oversee and coordinate all field hockey activities
   6. Participate in evaluation of players and the organization of all teams
   7. Fulfill any duties in the absence of the Program Commissioner
3. **Registration Coordinator / Treasurer**
   1. Attend Board meetings on a regular basis
   2. Prepare and present at the March Board meeting a budget to be approved by a majority vote of the Board. Once approved, submit the budget to the Fallston Recreation Council board with a copy of the bylaws for the Fallston Field Hockey Program
   3. Organize and carry out registration of all program activities (e.g., fall season, skills and drills, tournaments) and work with Program Chairperson and Program Chairperson-Elect to assign players and coaches in Team Snap
   4. Collect, deposit, and upon proper authorization, disburse funds by check only, while maintaining a fiscal record of receipts supporting all disbursements.
   5. Prepare and present at general membership meetings a report of all income and expenses for the program covering the prior calendar month and the fiscal year to date to include the current program balance
   6. Keep an accounting of monthly income and expenses and submit bi-monthly statements to the Board members and balanced ledger to Fallston Recreation Council
4. **Secretary**
   1. Attend Board meetings and take minutes of all meeting events. These minutes shall be made available at the next scheduled meeting.
   2. Maintain record of all membership and Board meetings and final program reports
   3. Maintain the official roll of members and their attendance at all membership and Board meetings
   4. Carry on all correspondence as directed
   5. Be responsible for keeping all records generated by Clinic, 3rd/4th, 5th/6th, and 7th/8th divisions
   6. Assist with registration of all activities
5. **Player Development Chairperson**
   1. Attend Board meetings on a regular basis
   2. Review and communicate any changes in MYFHL rules and regulations for the upcoming season
   3. Provide coaches with information on safety equipment required by the league
   4. Provide coaches with resources and practice plans, if desired by the coach
   5. Keep a written list of resources and drills for coaches to access throughout the season
   6. Conduct at least one coaches clinic, in person or virtually, during the season to develop the coaches skills and capacity for player growth
6. **Uniform / Apparel Manager**
   1. Inventory all equipment
   2. Manager the distribution and redemption of equipment at the beginning and end of the season
   3. Provide a list of equipment needed and in need of repair / replacement to the board at the November Board meeting
   4. Coordinate with the uniform / apparel company to design the uniform and apparel between May 1 and July 1. Board must approve the design prior to ordering.
   5. Coordinate with the Registration Coordinator to gain information on player sizes for uniform jersey and skirt / shorts and total number of shin guard covers needed
   6. Order all uniforms by July 15th at the latest
   7. Open and manage the Fallston Field Hockey apparel store in August
   8. Distribute all uniforms and apparel to coaches in an organized manner
7. **Fundraising Chairperson**
   1. Attend Board meetings on a regular basis
   2. Organize and execute all fundraising opportunities throughout the season
   3. Organize and execute Fallston Field Hockey Homecoming Day event
   4. Gain Board approval for all events (including but not limited to spirit night, food trucks, restaurant nights, raffles)
   5. Coordinate with Communications Chairperson to market all events prior to the event
8. **Communications Chairperson**
   1. Attend Board meetings on a regular basis
   2. Responsible for all social media communication with the community (e.g., announcing registration dates, upcoming skills and drills, fundraising events)
   3. Works with Coaches and teams to collect photos / videos throughout the year for social media promotions
   4. Assists the Program Chairperson and Program Chairperson Elect in monitoring the FRC Field Hockey email account

**Article XI: Age Groups and Registration**

**Section I:** Age brackets for all teams will be determined based on MYFHL or current league regulations. The Board must vote on any exceptions

**Section II:** After registration a late charge may be assessed

**Section III:** The cost of registration will be established by the board

**Section IV:** Registration fees shall only be refunded upon approval of the Board. The Program Chairperson will communicate all fee refunds to the child’s family as refunds are not guaranteed and determined on a case-by-case basis. Fees refunds will only be considered for exceptional circumstances including, but not limited to, family emergency, diagnosis of medical condition, family relocation due to military service, or player injury prior to the start of the season.

**Article XII: Player Participation**

**Section I:** All players will register for the league during the open registration period. Registration numbers may be capped at each age level dependent on the number of coaches / volunteers available for each age level.

**Section II:** Every player in the rec level league is required to play a minimum of ½ of each game.

**Section III:** Mouth guards and shin guards must be worn by all players. Eye protection may be worn, if desired, but must meet current US Field Hockey standards.

**Section IV:** No jewelry of any kind is allowed including pierced earrings (earrings must be removed). No one wearing any kind of jewelry or fitness trackers will be allowed to play.

**Section V:** Players wishing to play out of age bracket must petition the Board in writing within two weeks of registration to be considered by the Board. The Board will set a date to discuss this matter and will communicate the outcome of the request to the parent / guardian(s). The decision to allow a player to play out of age bracket is only in effect for that season.

**Section VI:** Players are not permitted to participate in another recreation council girls field hockey program while participating in the Fallston Field Hockey Program.

**Article XIII: Weather Policy**

**Section I:** The Program Chairperson will determine the condition of the field for play. If the fields are deemed unplayable, they are closed to all play for that day, NO exceptions. MYFHL assesses a fee to the home program for any teams who do not play when the fields are in condition to play.

**Section II:** All players will be notified of cancellations at least one hour prior to the game or practice. All cancellations will be posted to the team’s Team Snap page.

**Section III:** All postponed games will be made up at the discretion of the coaches in agreement with opposing coaches and league scheduler.

**Article XIV: Unsportsmanlike Conduct**

**Section I:** The use of abusive or profane language or unsportsmanlike conduct by players, coaches, or spectators will NOT be tolerated. First offenses will result in a warning by the referee or any Board member present. Second offenses will result in immediate ejection from the game or playing area. The referee or Board member will report the offense in writing to the Program Chairperson or Chairperson Elect, who will bring it to the attention of the Board. The Board will then review the incident and report it to the Fallston Recreation Council.

**Section II:** Prohibition of harassment, intimidation, and bullying policy

The Fallston Field Hockey Program is committed to fostering a safe and fun environment for all players, volunteers, and visitors free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act

* Physically harms a player or damages a player’s property; or
* Has the effect of substantially interfering with a player’s training, practice, or game; or
* Is severe, persistent, or pervasive that it creates an intimidation or threatening environment; or
* Has the effect of substantially disrupting the orderly operation of the team.

Nothing in this policy requires the affected player to possess a characteristic that is perceived basis for harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demanding comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s.)

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided the expressions does not substantially disrupt the players or team environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other Recreation Councils which teams travel to for games.

Counseling, corrective discipline, and / or referral to law enforcement will be sued to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violation of this policy.

**Section III:** Tobacco Policy

The Fallston Field Hockey Program recognizes the dangerous health consequences and addictive properties of tobacco use. To support the health of players, coaches, and spectators, the Board forbids the use of all smoking and smokeless tobacco products on the fields and within a reasonable distance from the fields, the teams, and spectators.

**Article XV: Parent / Guardian Responsibilities**

**Section I:** All spectators, except scorekeepers and timers, will remain on the opposite side of the field from the coaches and players during all game play.

**Section II:** We encourage parent /guardian participation in the programs where their talents and interests lie. We request that parents volunteer for scorekeeping and timekeeping at the games.

**Section III:** We require that you escort your child to the field to verify that coaches or adult supervision is present.

**Section IV:** When picking up your child, please pick them up from the field as they may be instructions from the coach.

**Section V:** We encourage parents to say for practice, particularly for our girls 8 and under. Assistance may be needed in the event of injuries, trips to the restroom, etc.

**Section VI:** Please be prompt when picking your child or children.

**Section VII:** Only team members are allowed to participate in practices and games.

**Section VIII:** All children spectating at games must be accompanied by an adult.

**Article XVI: Volunteers**

**Section I:** All volunteers must complete the volunteer form located at [www.fallstonrec.com](http://www.fallstonrec.com)

**Section II:** All volunteers must complete requirements as indicated by Fallston Recreation Council to volunteer (e.g., background check, first aid training)

**Article XVII: Injuries**

An on-site injury report obtained via [www.fallstonrec.com](http://www.fallstonrec.com) will be completed by the coach and submitted via the appropriate commissioner to the Board. The Board must submit the injury report to the Fallston Recreation Council.

**Article XVIII: Voting Quorums**

**Section I:** When voting on a bylaw, disciplinary issue, or player / coach matters, a 2/3 quorum of the Board is needed.

**Section II:** When discussing / voting on routine business matters only a majority of the Board is needed.