

Washington Township Youth Lacrosse Bylaws – 2012 (Rev. 2014)

Article I. Name of organization – Washington Township Youth Lacrosse (WTYL)

Article II. Objective

The goal of the Organization of WTYL will be to teach and promote the sport of Lacrosse to the youth of Washington Township, with an emphasis on sportsmanship and respect for their teammates, opponents and to Honor the game. WTYL shall consist of both the Boys and Girls Youth programs.

Article III. Governing Body

1. The Lacrosse Advisory Board (LAB) shall consist of 8 elected members (four officers and four directors and 5 Emeritus members). The Emeritus members shall be selected and appointed by the LAB.
2. A quorum shall consist of 7 elected members.
3. Vacancies or openings which are unexpected will be appointed by the Lacrosse Advisory Board. An Email advising of the openings will be published. The appointment(s) will require a majority of members left to meet and vote on the new board member(s). This selection will then be submitted to the Sports Advisory Board (SAB) for approval.
4. Any Lacrosse Advisory Board member maybe removed by the Sports Advisory Board or by the Lacrosse Advisory Board with the approval of the SAB. Reason for dismissal could include but not be limited to:
 - a. Neglect of duty, including non-appearance at a majority of all regularly scheduled LAB meetings
 - b. Dishonesty
 - c. Misuse of funds or assets
 - d. Any action that tends to discredit WTYL.
 - e. Physical or verbal abuse of a player or parent.
 - f. Willful dissemination of rumors or any other information to others with the intent to discredit or undermine the LAB or its policies;
 - g. Placing the interest of any one team before other teams or the organization, which would injure or weaken the organization as a whole.

Any LAB member who fails to perform their duties as outlined in

these bylaws, or who conducts themselves in a manner inconsistent with these by-laws, will be subject to a review by the Board. If a majority agrees, this may result in the removal from their current

position. Any infraction outlined in the Township's Code of Conduct Ordinance will be subject to those associated rules and procedures and supersede any disciplinary actions outlined in these bylaws.

5. The LAB shall maintain a volunteer list of adults who have worked in the organization. This group will assist in providing assistance in programs throughout the season. This group will not have any voting rights.
6. Coaches and Persons associated with WTYL should address all concerns with the LAB and should not contact SJYLAX without the consent from the LAB. League and Game rules can be address with the LAB.

**Article IV. Lacrosse
Coaches**

1. Coaches shall be appointed by the LAB. All coaches must have attended the Rutgers certification course. All coaches must submit to a background check in accordance with Washington TWP Parks and Recreation rules, procedures, and ordinance. All coaches must submit a resume to the LAB in order to be considered for a coaching position. A coaches list must be submitted to the SAB for approval.
2. Head Coaches shall be appointed by the LAB in accordance with the Washington TWP Parks and Recreation volunteer policy; they must be 18 years of age and must be approved by a majority of the voting members. Head Coaches shall be fully accountable to the LAB for not only their actions but the actions and conduct of his coaching staff and players. Head Coaches must attend 50% of scheduled organizational meetings. Exceptions must be approved by the LAB. A member of their staff may substitute at any meeting. The substitute shall be accountable for all information intended for the coaches.
3. Assistant Coaches shall assume the duties and responsibilities of the head coach in their absence. They shall abide by all rules of the organization and follow all rules set forth by the Head Coach. Not following these rules or any rules set forth by the organization may result in suspension or termination.

Article V. Player Eligibility, Registration and Fees

1. Participants of WTYL shall be comprised of players from the Township of Washington with the only exceptions coming from need or special circumstances. Exceptions must be presented to the LAB for approval. All participants shall abide by the age and grade requirements of the SJYL league. All participants shall abide by all rules set forth by WTYL and SJYL. Failure to do so may result in suspension or expulsion.
2. Registration will occur during the fourth (4th) and first (1st) calendar yearly quarters. Exact dates will be determined by convenience of other events and availability of venue. Late sign-ups will be accepted at the Washington Township Parks and Recreation building. A \$10 late fee will be applied to those late sign ups. Out of town registrants are subject to wait-list status dependent on the number of in-town registrants. All registrants are subject to wait list status if registrations occur after the registration close date.
3. Fees shall be determined by the LAB and submitted to the SAB for approval. Fees shall be paid prior to participation. No child shall be denied participation because of financial hardship with respect to sign up fees. Hardship cases are defined by WTPR. Contact the current league President to discuss privately. WTYL cannot provide equipment for a hardship case. Refunds will be available until two (2) weeks after the first official practice minus the cost of uniforms (which participant will be provided). The uniform price would be the exact price paid by the organization.
4. The first practice will be determined by the LAB and the league tournament will be held at the end of the season.
5. The Scoopers Program(s) shall consist of ages determined by the SJYLAX or as defined by WTYL (subject to change dependent on the number of registrants). The fee may be less than the other age levels.

Article VI. WTYL Advisory Board
OFFICERS: President, Vice-President, Treasurer, Secretary
Directors: League Representatives, Field Coordinators

President – Two-year term

Even year Elections

- A. Shall preside over all meetings and act as a liaison between the LAB and SAB.
- B. Shall coordinate special LAB meetings when necessary.
- C. Bring rules and bylaws changes to the attention of the SAB
- D. Attend or provide substitute at SAB meetings.
- E. Oversee all program activities
- F. Uphold all LAB disciplinary actions in accordance with bylaws
- G. Provide club budget when requested.

- H. President is not a voting member unless there is a tie and the President shall have the deciding vote.

Vice-President - Two year term

Even year Elections

- A. Shall assist the President with any activities assigned;
- B. Shall succeed the President during his/her term in the event the President cannot complete his/her term for any reason;
- C. Shall preside over all meetings in the event the President is not available.

Secretary - Two year term

Odd year Elections

- A. Keep accurate minutes of all meetings both scheduled and special.
- B. Receive and log all LAB correspondence.
- C. Retain/maintain all LAB records.
- D. Compile and maintain the adult volunteer list.

Treasurer – Two year term

Odd year Elections

There shall be one (1) checking account for the LAB; the Boys Treasurer and President shall have signatory powers. The Treasurer will:

- A. Coordinate all financial activities of the LAB
- B. Deposit received funds in the name of the WTYL
- C. Log and pay bills as received by the WTYL
- D. Report the status of funding at each LAB meeting. The report will include a minimum of the following:
 - i. The beginning balance of funds held.
 - ii. A detailed listing of all cash inflows.
 - iii. A detailed listing of all cash out flows.
 - iiii. The ending balance of funds held.
 - v. Copy of bank statement to support ending balance of funds held. Reconciliation will be provided if the bank statement does not equal the ending balance of funds held.
 - vi. Annual report presented at the LAX September meeting.
 - vii. The annual report shall contain the same reports as are required in the monthly meetings except it will be for the period of July 1st through June 30th of the previous

year. It will also include a Report of Income and Expenditures summarized by categories.

- viii. The annual treasurers report will be reported when requested at the Sports Advisory Board Meeting.

**Boys League Representative – Two year term and Girls League Representative - Two year term
Even year Elections**

- A. Shall represent the WTYL at all league meetings (SJYLAX) and SAB meetings. If not available, must coordinate with a substitute.
- B. Report to the LAB the results of all league and SAB meetings.
- C. Present league issues for discussion and approval to the LAB.
- D. Convey all issues of the WTYL to the league when necessary.
- E. Relay and inform all league requirements to the LAB and coaches.
- F. Coordinate collection of game rosters for submission to the league.
- G. Coordinate collection of prospective coaches for submission to SAB and league if needed.

**Boys Facility (Field) Coordinator – Two year term and Girls Facility (Field) Coordinator – Two Year Term
Odd year Elections**

- A. Arrange for facility preparation and field scheduling through WTPR office.
- B. Organize the putting up and taking down of all field signs.
- C. Ensure that field props are taken care of and in working order.
- D. Assist with field setup and breakdown.
- E. Work with public works in keeping the field clean and safe.
- F. Coordinate scheduling duties, as needed, as assigned per league guidelines and/or procedures.

Committees: The President may from time to time appoint special committees, the purpose of which is to assist in the formation of proposals to benefit the organization, and/or to accomplish certain tasks. All materials issues shall be put to a LAB vote.

- A. All committees shall be board appointed, created and dissolved as needed.
- B. Event and organization needs will determine the need for a committee.
- C. Committees shall not have a board vote.

**Emeritus Elected Board Member - Two year term
Even year Elections**

- A. There will be five (5) members, not titled.
- B. They will have voting rights.
- C. Member cannot hold more than one position unless there is no one to take the open position.
- D. To be eligible, the candidate(s) must have held an Officer position and volunteered in any other area of the club for at least 2 years.

Article VII. Elections

The Advisory Board Officers as set forth in article VI shall be duly elected by the general voting membership of the Lacrosse Board. To be eligible to vote, you must have attended at least 50% of all organizational meetings. All elected officers shall be submitted to the SAB for approval. The LAB secretary shall be responsible for notifying the board of terms and their expiration. Newly elected officials will assume their duties immediately. Notice of available positions will be posted June 1st. Elections will take place at July LAB meeting – this will be a closed meeting unless specifically noted. Newly elected officials will assume their duties August 1st.

Officers only will be able to apply for candidacy for other vacated or ‘open’ Officer positions. Should an Officer be elected or appointed to an open Officer position the vacated position will be advertised and an Interim selection will be made until the position is due for election. Current directors are not eligible to apply for open Officer positions until their term is completed for their current Director position.

Article VIII. Financial

All monies taken from the Parks and Recreation account will be withdrawn to pay for organizational costs including but not limited to referees fees, uniforms, equipment costs above and beyond the original equipment order, and field operation costs. A WTYL money balance sheet shall be presented to the SAB when requested. Any fines incurred as a result of facility conditions shall be paid from the Parks and Recreation account.

All fundraisers shall be organization wide. Any individual team must first get approval from the LAB before initiating any individual fundraising. This includes but is not limited to the sale of any items at individual games.

All club proposed/potential purchases greater than \$250 shall be presented to and voted upon by the LAB. Including but not limited to participant gifts, coach gifts, equipment needs, tournament registration fees, facility use.

No parent/guardian shall be asked for additional funds from any persons other than the LAB without consent of the LAB. Including but not limited to coach gift collections,

optional equipment, snacks, etc. Club participation costs shall be clearly noted and specified in registration propaganda. Personal equipment costs are not covered by WTYL.

Article IX. Publicity

All publicity concerning sign ups and Township related information shall be accomplished through Parks and Recreation as approved by the SAB. Recruiting flyers shall be drafted and turned into Parks and Recreation for distribution to the schools, discussing time required with the Parks and Recreation staff. Any organization-related information must be approved by the LAB before being made available for the general public.

Article X. Bylaw Changes

The LAB shall review bylaws each year at the August meeting, noting areas that may require attention or modification. The LAB shall approve or disapprove any changes at the September meeting or as soon as practicable. The revised bylaws will be submitted to the SAB for approval at the October SAB meeting. All changes or revisions mandated by Township Council or the SAB shall automatically be incorporated in full within these bylaws without immediate revisions.

Article XI. Code of Conduct

Washington Township Lacrosse adheres to the “Youth Sports Code of Conduct”, as approved by Township Council on October 3, 2002. The LAB shall appoint a representative to sit on the Code of Conduct Committee. A copy of this ordinance shall be distributed at player sign ups. All members shall abide by the rules of conduct as set forth by the LAB. Failure to do so will result in penalty of suspension and/or expulsion from the league and board. The coaches, players and parents will also have to adhere to the US Lacrosse Code of Conduct which will be distributed at sign ups. Failure to follow the Code of Conduct under the US Lacrosse can lead to suspension and/or expulsion from league. Any parent who violates the Washington TWP or US Lacrosse Code of Conduct will be asked and/or removed from the field by authorities.

Article XII. Head Coach Selection

The selection of coaches will be in accordance with the following criteria, all weighted in accordance to the benefit gained by WTYL. Any coach who violates the coaching guidelines will be disciplined, up to including removable from their position.

1. Involvement/volunteerism – How much involvement has the individual had with the organization? What amount of time has been devoted to various activities such as pre-season meetings and clinics?
2. Seniority – is more a criteria of coach certification than a positive credential in the evaluation process. A break in seniority would be more weighted as a

negative, as opposed to maintaining seniority without various levels of involvement. Simply showing up at practice or assisting in a minimal capacity to maintain years of service would not be ignored, but certainly not be viewed as favorable as seniority with involvement.

3. A Head Coach can be removed for not attending 50% of the LAB meetings. Neglecting coaching duties, not getting approval from the League President or the LAB to be absent from team events can also lead to disciplinary action up to including removal from being the Head Coach.
4. Game attendance and support – Has the individual been supportive of the organization when games are being played? Has the candidate been around and ready to help when teams other than the one they are involved with is playing?
5. Year end activities – Has the candidate been an apart of post season activities, including tournament events?
6. Parent relations – Based on observation, experience and interview, will the candidate be able to „politic“ problem parents when the situation arises?
7. Time commitment – Based on interview, does the candidate have the enormous amount of time required to be a Head Coach? A coach must submit a resume to be reviewed before the interview.
8. Coaches will be reevaluated yearly by the LAB before given the Head Coaching position for the following season.

Article XIII. Playing Time

Lacrosse is a very team practice oriented sport. Practices are designed so each practice builds on the one before. Without proper training, a child can be a danger to himself and to other players by not keeping up with his fellow teammates. WTYL is divided into an A division and B division (in some cases C and D divisions where the number of participants are present). The A division in all age levels may be a try out division where the child makes Lacrosse the primary Spring sport and agrees to making 100% of the practices and games. Playing another Spring sport or for another travel team in Lacrosse is never an excuse in missing an A level game or practice. The B, C and D levels provides a place for children to learn the game at a slower pace or for those players who cannot commit to Washington Township Lacrosse 100% in the Spring season.

Every child participating in the B, C and D levels will be provided ample time to play in every game. We will not keep records of each child and their playing time, but we will do everything in our power to give each child ample playing time. If a child misses all practices in a given week, they may be asked to sit out games on the weekend due to safety issues. If a child makes one of three practices in a given week, his time will be diminish for safety reasons. Attendance will be taken at practice.

Any parent or guardian who wants to address playing time or other issues about a player with the coach has to make an appointment to discuss the situation. A LAB board member can be asked to be present. A parent should never approach a coach about the issue before, during and/or after practice or game.

Article XIV. Player Disciplinary Action

Players involved in fighting or other unsportsmanlike activity (i.e. spitting on another opponent or teammate, using profanity, throwing equipment) will be subject to the following penalties and/or expulsion from the league.

Fighting which results in an ejection from a game, will be a two game suspension plus any additional disciplinary action by the league. If the LAB reviews the actions/circumstances, it could rule to dismiss the player(s) from the team and league. NO APPEALS.

Unsportsmanlike conduct, which results in an ejection from a game, will be a one game suspension plus any additional disciplinary action by the league. Appeals may be presented to the President and Emeritus board members. Appeals may extend or decrease the length of suspension.

Any fighting or unsportsmanlike conduct that occurs during practice will be presented by the coaching staff to the President and Emeritus board members. All determinations regarding suspension or disqualification of play, up to and including, removal from the program, will be final.

Article XIV. Grievance Procedure

The following procedures are established to insure all participants, parents and volunteers are aware of the steps necessary to resolve or appeal any dispute:

- A. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
- B. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the LAB.
- C. Any problems not resolved by the LAB or which require interpretation of bylaws or league rules will be submitted to the SAB in writing by the person with the grievance for the following procedure:
 1. An LAB member shall request that the matter be brought before the SAB.
 2. The President will determine if a special meeting should be convened, or if the matter can be brought up at the next scheduled meeting.
 3. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.
- D. At the SAB meeting, the following procedures will be

observed

1. An LAB member shall make a statement of the circumstances;
2. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
3. Additional comments will be accepted if presented.
4. The SAB will deliberate and reach a recommended solution.

Washington Township Parks and Recreation

Amendment to By-Laws


Dated: March 8, 2016

It is hereby agreed and approved by a full vote of the Advisory Board (the "Board") that the By-Laws adopted in 2016 (the "Bylaws"), are amended as follows:

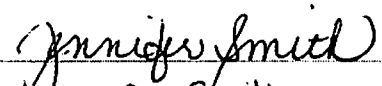
WHEREAS any person or persons, whether by volunteering or being called upon, provides assistance to a team, head coach or assistant coach, and performs duties including but not limited to, scheduling, organizing, fundraising coordination, equipment handling, team refreshments, team social and skill building exercises and any other functions associated with the maintenance and day to day operations of any team, shall be known and identified as the "Team Administrator". The Team Administrator, if a team chooses to have one, will be identified at the start of every season and that person's name and information will be submitted to the Washington Township Sports Advisory Board (the "SAB") for approval at the same time that all coaches and assistant coaches are identified and submitted to the SAB for approval. Any and all Team Administrators are subject to the same terms and conditions as coaches for registration and background check requirements. If at any time after a season has begun a Team Administrator is deemed necessary, the name and information must be submitted to the SAB for approval prior to that person performing any duties.

All other terms and conditions adopted and made a part of the 2016 By-Laws shall remain in full force and affect.

The foregoing is hereby adopted and made a part of the By-Laws of the Washington Township Youth Lacrosse Organization, as of the day and year first above written.



David A. Troxel, President



Jennifer Smith, Secretary