

Standard Operating Procedures (SOP)

of The Hampton Roads Lacrosse (HRLax) League

ARTICLE 1 – PURPOSES AND STATEMENT OF GOALS

1. The purpose of The Hampton Roads Lacrosse League (“HRLax League”) is to provide the youth residing within the geographical boundaries of the Hampton Roads Chapter of US Lacrosse (Chapter) a healthful, enjoyable lacrosse experience at both the recreational and advanced levels and, as a corollary, to develop qualities that may help them in later life - sportsmanship, team play, and integrity.
2. HRLax League shall operate as a non-profit corporation. The purposes of HRLax League do not include any purpose not described in Internal Revenue Code Section 501(c)(3) and HRLax League is not authorized to have any powers that an Internal Revenue Code Section 501(c)(3) organization is not authorized to have.
3. HRLax League will be composed of youth teams created from its registered members who compete in different divisions divided by sex, age or school grade or skill level as determined by the HRLax Director of Operations and Division Commissioners in accordance with US Lacrosse age appropriate rules and best practices.
4. It is the goal of HRLax League that every head coach obtain at least US Lacrosse Level-1 certification, and, at a minimum, every assistant coach complete the PCA Double Goal Coach training and US Lacrosse Level-1 on line training. Additionally, each Divisional Commissioner will further ensure all coaches are educated in the rules of the game, HRLax League rules, coaching fundamental techniques, player safety, care of injuries, and leadership of children and young people.

ARTICLE 2 – MEMBERSHIP

1. HRLax League membership is defined as all players and coaches/team managers who have successfully registered with the HRLax League for the current season (further defined as from Oct 1 through Sept 30).
2. The HRLax League Board of Directors (BOD) shall be the operational and administrative decision authority for matters pertaining to the league and the Corporation. The BOD will retain oversight of the HRLax League and the League Operations Committee, with day-to-day operations conducted by the Director of Operations.
3. The HRLax BOD is comprised of the President, VP (if appointed), Treasurer, Recording Secretary, Director of Operations, all Division Commissioners, Division Operations Managers, and other Directors/members as required (determined by the HRLax League BOD) not to exceed fifteen (15) members.

a. At a minimum, the HRLax League BOD will comprise the President, Recording Secretary, Treasurer, Director of Operations, Boys Youth Commissioner, Girls Youth Commissioner, Boys High School Commissioner and Girls High School Commissioner.

b. BOD membership shall be documented by the Recording Secretary in the HRLax League records, and member's names publicly listed on the HRLax League website.

4. Executive Committee: The Executive Committee is formed in an effort to foster tenets of good sportsmanship and conduct in the best interest of the sport of lacrosse.

a. Its primary function is to provide direction to the HRLax League, and to uphold the rules, regulations and policies of the league, and to levy fair and reasonable disciplinary action if necessary.

b. The Executive Committee shall be comprised as follows: President, Vice-President (if present), Treasurer, and Recording Secretary. The immediate past HRLax League President will automatically be a non-voting member of the Committee, unless otherwise designated as a voting member of the Committee. Members of the Executive Committee may succeed themselves on the Committee.

c. The Executive Committee shall: act for the league and exercise the authority of the HRLax League between meetings; shall investigate and present to the HRLax BOD all business or important activity situations; and, have general control over all league affairs. All HRLax League bills not contained in the approved annual budget shall be reviewed and approved by the Executive Committee before they are paid.

ARTICLE 3 – FEES

1. Player fees shall be set for each division prior to the opening of registration and shall cover, but not solely limited to, the following:

- Field fees
- Referee/Official fees
- Team Equipment
- League insurance fees
- Website fees
- Financial fees to include credit card processing fees
- Uniforms (if applicable)

2. The Division Commissioners shall present an annual budget at the August meeting for the upcoming spring season. The budgets shall be reviewed by the Director, and presented to the HRLax League Board of Directors who shall vote for approval or modification.

3. Any budgetary surplus shall remain within the HRLax League's control and be used first for maintenance of the operational reserve (defined as a minimum of 1/2 year's operating expense), or secondly for needs as determined by the HRLax League's BOD's strategy and/or long term strategic plan.

4. The HRLax League shall provide refund guidance and publish the rules on the HRLax League website prior to the opening of registration.

ARTICLE 4 – MEETINGS

1. Regular meetings shall be held monthly at a time and place as determined by the HRLax President. Agenda items for each meeting shall be the responsibility of the President, or designated representative, and the items and their disposition shall be kept as record of official acts of the corporation. The regular monthly meetings shall be distinct from any Special Meeting.

2. A majority of HRLax League BOD members in good standing attending a meeting shall constitute a quorum for transaction of HRLax League business.

3. The meeting agenda shall include, but not be limited, to the following order of business: review of previous meetings minutes; Director's report; Divisional Commissioner's report; and any other Committee reports.

4. Special Meetings, for any purpose or purposes, unless otherwise prescribed by statute may be called by the President or by a majority of the BOD.

5. The President may designate any place as the place of meeting for any meeting or for any special meeting. The standard place of meeting shall be the Lake Wright Conference Center, Norfolk, VA.

6. A meeting of the HRLax League BOD may only begin when the President, (or Vice President in the President's absence), Director of Operations, Division Commissioners, and those holding voting proxies, representing more than half of the BOD members are present.

7. At any meetings of members, a member so entitled may vote by proxy executed in writing by the member or by his duly authorized attorney in fact. Such proxy shall be filed with the President of the HRLax League before or at the time of the meeting.

8. The HRLax League BOD shall generally follow "Robert's Rules of Order" as recognized rules for governing the order of meetings, with the running of the meeting in the hands of the Director.

9. Attendance at HRLax League BOD meetings is required for each member unless excused prior to the meeting by the President. Teleconference or webinar attendance is appropriate when circumstances prevent in-person attendance and arranged prior to the meeting.

ARTICLE 5 – OPERATIONS COMMITTEE

The HRLax Operations Committee is led by the HRLax League Director of Operations and designed to provide the day-to-day management of the HRLax League and its respective divisions. Each member, Director and Divisional Operations Manager, is desired to serve a minimum of three (3) consecutive years for continuity. The first year the incoming member is trained by the outgoing Director/Commissioner, the second year operating independently, the third year training their relief.

1. The minimum members of the HRLAX LEAGUE OPERATIONS COMMITTEE shall be:
 - Director
 - Division Commissioners
 - Division Operation Managers

Committee membership may be expanded as required, subject to approval by the Director of Operations.

2. Duties of Committee Members:

- a) Director: The Director shall have the authority to act for the HRLax League (as defined in the HRLax League By-laws) and shall direct all operational and administrative activities of the HRLax League including, but not limited to: coordinating and presiding over HRLax League Operations Committee meetings and business; approving the expenditures of HRLax League funds in accordance with the HRLax League BOD approved budget; representing HRLax League to National Organizations; appointing members to all committees except as indicated herein; participating as an ex-officio member of all committees; establishing other committees as necessary; and casting a deciding vote in the event that a vote in the HRLax League Operations Committee ends in a tie.

- b) Vice/Assistant Director: The Vice-Director, if one is serving, serves as a member of the committee and shall preside over meetings of the HRLax League Operations Committee in the absence of the Director and perform other duties as delegated to him/her by the Director.

- c) Division Commissioners: Each Divisional Commissioner shall be a member of the HRLax League Operational Committee and shall preside over their respective divisions including, but not limited to: coordinating and presiding over Division meetings and business; approving the expenditures of Division funds in accordance with the HRLax League BOD approved budget; representing their Division in League or, when necessary, local USL Chapter meetings. Each Commissioner shall have one vote in all matters before the HRLax League.

- d) Divisional Operation Managers: Each Operations Manager shall be a member of the HRLax League Operational Committee and shall provide and direct operational and administrative support for the Division including, but not limited to, approving the expenditures of Division funds in accordance with the HRLax League BOD approved budget, registration, and scheduling.

ARTICLE 6 – STANDING SUB-COMMITTEES

1. The following are established as standing sub-committees of the HRLax League Operations Committee: Rules/Code of Conduct Committee, Scheduling Committee, and Fields Committee. Additional committees may be formed as required, and voted for approval by the majority of the HRLax League Operations Committee.

- a) Rules/Code of Conduct Committee

1. Each Divisional Commissioner shall establish a Rules/Code of Conduct Committee for their respective division to provide interpretation and enforcement of HRLax League rules and policies, and the imposition of penalties for rule infractions. The Rules Committee may act in other matters not requiring full board action. If at any time the Rules Committee finds the conduct of any player, team, member of a coaching staff or spectator affiliated with the HRLax League to be detrimental and contrary to the best interest of the HRLax League, such individual or team may be suspended from further participation in the HRLax League or otherwise sanctioned.

2. The Rules Committee shall report in writing on any and all actions under its authority to the respective Divisional Commissioner, who will provide an update to the Operations Committee at the next regularly scheduled meeting.

3. All investigations of questionable conduct or violations of HRLax League's rules and policies and the results of such investigation, if undertaken by an individual Commissioner, shall be reported to the Director in writing within 48 hours of the incident or beginning of the investigation and shall be sent by fax and/or e-mail to the HRLax Director of Operations with a copy to the League Secretary.

4. Appeals from decisions of the Rules Committee shall be made in writing to the Division Commissioner within three (3) working days from the date of the transmission of the Committee's decision. The Commissioner may approve or reject the decision of the Rules Committee which action will be final unless the affected Member shall request that the matter come before the HRLax League Board of Directors. If this occurs, the HRLax League BOD may, in its sole discretion, decline to hear the matter in which case, the decision rendered by the Commissioner shall be final. If the HRLax League BOD agrees to hear the matter, the HRLax League BOD's decision shall be final. There will be no further appeals.

b) Scheduling Committees:

1. Each Division shall establish a Scheduling Committee to prepare schedules for their respective divisions.

2. The HRLax League Youth Division prepared schedule shall only contain league games; non-league games will not be on the schedule.

3. The HRLax League High School Division prepared schedule will contain out of league games to assist in scheduling and resolution of conflicts. The HRLax League High School scheduling committees will not schedule out of league games, however, each High School Head Coach is required to inform the scheduling committees of their intended out of league games. League games take scheduling precedent over out of league games.

c) Fields Committee:

1. The Field Committee will survey each Divisional Commissioner early in the fall prior to the start of the regular season and gather all field requirements. The Field Committee is

responsible for establishing and maintaining positive relationships with each individual field scheduling office. The Field Committee will collate all the requests and submit to the venue scheduling office on the first day of available to submit requests.

ARTICLE 7 - DISSOLUTION

1. Dissolution per bylaws. In accordance with the by-laws of The Hampton Roads Lacrosse League, upon the dissolution of HRLax League, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. If upon dissolution of the HRLax League, the distribution of its assets to first the Hampton Roads Chapter of US Lacrosse, or secondly to US Lacrosse, Inc. would meet the requirements of this paragraph, then such assets will be distributed to the Hampton Roads Chapter of US Lacrosse or US Lacrosse, Inc (in this priority order).

ARTICLE 8 – AMENDMENTS

1. These standard operating procedures may be amended, providing the proposed amendment is submitted in writing to the President. It shall then be disseminated to all the BOD members at least 2 weeks prior to the next Regular or Special Meeting where it is to be considered. It shall then be voted on at the next Meeting.

2. Approval of these procedures, or an amendment thereto, requires a two-thirds (2/3) majority vote of BOD Members.

These standard operating procedures are duly adopted this 21st day of November 2013.

Signed copy on file with the HRLax League Treasurer

Jess Stevenson

President

The Hampton Roads Lacrosse (HRLax) League