

PLEASANT VALLEY YOUTH ASSOCIATION GIRLS LACROSSE

By-Laws

Created 2012; revised 11/2015, 6/2016/ 10/2016

ARTICLE I – PURPOSE

Section 1. The Pleasant Valley Youth Association Girls Lacrosse program (herein known as PVYA Girls Lacrosse) is a volunteer program dedicated to teaching the skills of lacrosse to all age appropriate youth residing within the Pleasant Valley School District, regardless of experience in or knowledge of the sport, in a fun, yet competitive, controlled environment.

Section 2. To encourage exercise and a lifelong love of the sport of lacrosse.

Section 3. To work in collaboration with the regional lacrosse programs to ensure that PVYA Girls Lacrosse coaches follow the coaching guidelines that may assist players who wish to participate in the sport.

Section 4. To foster positive attributes of competitiveness, teamwork and leadership as they relate to lacrosse and to life.

ARTICLE II – GUIDELINES

Section 1. PVYA Girls Lacrosse shall operate under the guidelines of the By-Laws of the Pleasant Valley Youth Association. We are to adhere to any and all policies set for by their by-laws in order to remain consistent with our governing program.

Section 2. PVYA Girls Lacrosse shall operate under the rules and regulations of any and all leagues in which PVYA Lacrosse team participates. These guidelines shall be reviewed with coaches annually or referred to on the League's website for such rules.

Section 3. PVYA Girls Lacrosse shall follow any and all guidelines established by the Pleasant Valley School District as required for usage by outside organizations. These guidelines include but are not limited to:

- a. Following all PVSD rules of respect of facility usage
- b. Start and end times as indicated through scheduling
- c. No entrance into or onto facilities that are being used by a school program
- d. Respect for all PVSD staff

- e. No smoking on school grounds
- f. Broken equipment is charged to PVYA which in turn may be charged to the offending individual
- g. PVYA can be removed from the facilities with no prior notice
- h. If school is dismissed early or cancelled due to weather, all PVYA activities are cancelled.

Section 4. "Members" of PVYA Girls Lacrosse shall be defined as participants, parents, guardians, siblings, coaches, Board members, Committee members, and any person who attends practices, games, meetings, activities, or otherwise participates in attending or supporting PVYA.

Section 5. The role of the Executive Board is to oversee the daily operations of the program including but not limited to by-laws, policies, guidelines, and financial accountability, consistency among levels and programs, and addressing player, parent, team or league issues.

Section 6. The role of the Coaches are to work with players directly to help them learn and understand the rules and guidelines of the sport of lacrosse preparing them for games and competitive events while fostering a positive team culture that is inclusive of all players. Coaches are also expected to maintain good communication and positive reinforcement with players and parents and always convey support for all decisions made by the Executive Board.

ARTICLE III – OFFICERS AND THEIR ELECTIONS

Section 1. Officers

- a. The officers of the organization shall be President, Vice President, Treasurer, Secretary, Boys lacrosse Liaison and shall be known as the Executive Board of Directors. Each position shall hold one (1) vote on all voting matters.
- b. Officers shall be elected on a rotating basis so as to cause minimal disruption to the overall flow of the Board of Directors. Elections will be based on the majority vote of voting members at the last meeting of the season. If there is but one (1) candidate for any office, it shall be in order to move that the President will cast the elective vote of PVYA Girls Lacrosse for the nominee. Ideally, the Board of Directors i.e. President and Vice President should not hold Head Coaching positions to allow parents an unbiased platform for addressing concerns.
 - i. President – 2 year term
 - ii. Vice President – 1 year term
 - iii. Treasurer- 2 year term
 - iv. Secretary – 1 year term
 - v. Boys Lacrosse Liaison – 1 year
- c. The privilege of voting during elections shall be limited to members in good standing who are residents of Pleasant Valley School District, have attended fifty percent (50%) of the Board Meetings, in their entirety, year to date at the time of the election.

- d. In order to be elected to the position of President, Vice President or Treasurer, the nominee must have held the position of Secretary, Committee Head position, **or Coach Representative** for one year prior to the election. The Vice President will automatically fulfill this requirement if a vacancy occurs in another office.
- e. Officers shall assume their duties at the next regular meeting and shall serve their term as outlined above until their successors are elected.

Section 2. Nominations

- a. **Members who have participated in 50% of the meetings year to date, in their entirety, at the time of nomination acceptance are eligible to nominate individuals for a Board positions. Self-nominations are not accepted.**
- b. **The nominees will be accepted at the last meeting of the season** for the known positions to be filled. The consent of each candidate must be obtained before her or his name is placed in nomination.
- c. **Additional nominations may be made from the floor provided the consent of each candidate has been obtained before her or his name is placed in nomination and they are eligible to run (See Section 1.c)**
- d. In the event a candidate cannot be present at the last meeting of the season, a "Letter of Consent" shall be acceptable.

Section 3. Vacancy

- a. A vacancy occurring in the office of Secretary shall be filled by a vote of the members of the board at the next regular meeting, due notice of such election having been given by the President. In the case of vacancy of the President, the Vice President shall assume the office of President, and at the next regular meeting a new President shall be elected. In the case of vacancy of Treasurer **or Secretary**, the President and/or Vice President shall assume duties of the Treasurer until a new Treasurer is elected at the next regular meeting.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. The President shall:

- Preside at all meetings of the association
- Be a member ex-officio of all committees
- Perform all other duties usually pertaining to the office.

Section 2. The Vice President shall

- Be ex-officio and chair in the absence of President

Section 3. The Treasurer shall:

- Keep record of all meetings of PVYA Girls Lacrosse.
- Receive all monies of PVYA Girls Lacrosse
- Keep an accurate record of the receipts and expenses
- Pay out funds only as authorized by PVYA Girls Lacrosse Officers

- Present a treasurer's report at all meetings of the season and at other times when requested by the President.

Section 4. The Secretary shall:

- Be responsible for maintaining correspondence and handling media relations
- Gather registrations and maintain team database
- Gather and track attendance at all Board Meetings
- Track and Distribute meeting minutes

Section 5. PVYA Boys Lacrosse Liaison:

- Attend both boys and girls Board Meetings
- Update each Board (girls and boys lacrosse) with any info

Section 6. PVYA Girls Lacrosse Executive Board of Directors shall vote on all issues concerning PVYA.

Section 7. PVYA Girls Lacrosse Executive Board of Directors has the authority to establish additional members of the Board that hold specific responsibilities which may include but are not limited to team representatives, fundraising and outreach committees.

Section 8. Committees/Representatives consist of the following: Coaches, Fundraising, Event Planning, Field lining, Tournament, and Outreach. The members filling these positions will serve one (1) year. These positions will be selected at the February Meeting.

ARTICLE V – MEETINGS

Section 1. A regular meeting of the PVYA Girls Lacrosse Executive Board of Directors shall be held during the months of September, October, November, January, February, March, April, May, June, and August on the first Monday of the month at a place determined by the Board members. The President, with sufficient notice having being given, may call special meetings of Officers, Commissioners, and/or Committee Members. Meetings may be rescheduled at the option of the officers due to special circumstances.

Section 2. Ideally, all teams must be represented at each Board Meeting.

ARTICLE VI – ORDER OF BUSINESS

Section 1. The order of business for meetings shall proceed as follows:

- Call to Order
- Secretary's Report
- Treasurer's Report
- Old Business
- New Business
- Report from Committees

-Comments/Questions from the Floor
-Adjournment

Section 2. The order of business may be suspended or changed at any meeting by Board vote. Attendees are welcome to submit additional questions/comments to the Board via email to address issues/concerns.

ARTICLE VII – STANDARD OPERATING PROCEDURES

Section 1. Players may only double roster on a team that requires additional members and May not double roster any player on a team that is more than one grade level higher than their current division. In this case, the first team shall be the primary age appropriate team and practices of the second team become secondary. In order to double roster, the player, parents and coaches of both levels need to be supportive of the decision. In order for a player to move up a level it will first be recommended by the Head Coach. Then it will be discussed with parents, player and board members. When all parties are in agreement the player may move up a level.

Section 2. PVYA Lacrosse may decide to sponsor tournament teams. If this occurs, the following guidelines must be adhered to:

- a. The tournament will be made available as an option to all players at the tournament age appropriate level.
- b. All rules of the tournament must be adhered to
- c. Since parents do not pay an extra fee, players are not guaranteed play time.

Section 3. PVYA Girls Lacrosse may donate monies to the PVSD lacrosse program for team sponsorship, equipment, or other needs as specified in a written request submitted to the Board indicating what the funds will be utilized for.

Section 4. Since PVYA Girls Lacrosse is a “pay to play” program, all children have the right to play. However, through proper channels, a coach may take away play time for disciplinary reasons. In addition, there is no guaranteed play time. Our goal is to ensure all players enjoy, learn and play the sport, however if coaches deem a playing situation that may be above the skill required by certain players, they reserve the ability to decide who will play during games.

Section 5. All participants in the PVYA programs must adhere to the PVYA Code of Conduct as administered and agreed to during the registration process and reviewed during the annual Parent Meeting. Should any player or parent verbally or physically abuse another player, coach, parent, or official, the coach of that team must immediately remove the offender and do the following:

- a. In the case of verbal abuse, immediately report the situation to the proper representative. If that representative is unavailable, the coach must report the incident to the Commissioner.
- b. In the case of adult to adult or adult to child physical contact, 911 should be called immediately and assault charged should be considered. The Commissioner should then follow the protocol set forth in Section 5.a
- c. In the case of child to child verbal assault, the child should receive immediate reprimand, made to apologize, and be excluded from the remainder of the practice/game. The situation should be discussed with the parents and reported to the appropriate individuals as stated in Section 5.a.
- d. In the case of child to child physical assault, the offender(s) shall be immediately removed from the practice/game, parents of the offender(s) and victim shall be notified immediately, contact of the

appropriate representative should be made immediate as per Section 5.a. and the police may be called on an as-needed basis.

ARTICLE VIII –COACHES

Section 1. Coaches must conduct themselves in a sportsmanlike manner at all times and need to be supportive of the decisions of the Executive Board.

Section 2. PVYA Girls Lacrosse will strictly enforce a zero-tolerance policy towards any coach's inappropriate behavior. Inappropriate behavior can be considered to be, but not limited to, verbal or physical abuse of a child, another coach, board member, parent or official.

Section 3. It is the coach's responsibility to teach the sport to the best of his/her ability and to learn the specifics of the game and the overall rules governing the sport prior to teaching the game.

Section 4. Coaches must remain with players at practices or games from parental drop off until parental pick up.

Section 5. Coaches must maintain discipline with their teams at all times. Any disciplinary problems must be reported to the Commissioner immediately. All issues will be recorded and put in personal file.

Section 6. Coaches must know and follow the league and policies for each league their team is involved in. PVYA Girls Lacrosse will honor and support any organized league by-laws accordingly and will support any legitimate decision made by said league against any PVYA coach.

Section 7. Coaches must know and follow the Standard Operating Procedures set for by PVYA Girls Lacrosse and follow any rules that mandate more attention than the rules established by the league in which the individual coaches.

Section 8. All coaches must agree to submit to a criminal background investigation, as required by the state, prior to being allowed to coach or work with youth involved in PVYA programs. Refusing to submit to a criminal background and child abuse history clearance, submitted by January prior to season start, removes that coach from consideration for coaching any PVYA team.

Section 9. Any disciplinary actions, which result in a dismissal or suspension of a coach, will be carried across all sports governed by PVYA.

Section 10. All PVYA coaches and commissioners will receive, review and sign a copy of the Code of Conduct. This will serve as acknowledgement of coaching policies of PVYA. This copy will be stored by PVYA until a time that a coach no longer volunteers in that capacity for PVYA.

Section 11. Coaching must be considered to be a privilege not a right of an individual. Prior coaching involvement in PVYA is not a guarantee of future coaching involvement in any capacity.

Section 12. It is the coach's responsibility to inform the parents of his/her player's rules and regulations of PVYA, PVYA Girls Lacrosse Program and any league in which the team is registered.

Section 13. Coaches shall give players a copy of the PVYA Standard Operating Procedures/By-Laws and go over this information and gather the signature of all players on a coach's roster (to be provided) acknowledging receipt of the Player Code of Conduct at the team's first formal practice. Players not receiving and signing this information will not be permitted to play.

Section 14. Coaches must renew their US Lacrosse membership fee each year. This cost will be absorbed through PVYA Girls Lacrosse.

ARTICLE IX – PARENTS

Section 1. Parents/Guardians should conduct themselves in a sportsmanlike manner at all times or they may be removed by the coach, event personnel, commissioner, PVYA Officer, or official.

Section 2. A parent or legal guardian must complete a registration form for each of their children in order to participate in the PVYA programs.

Section 3. A parent or legal guardian registering a child for a youth sports program will be provided with a Code of Conduct at the time of registration. The parent and/or legal guardian must acknowledge receipt of this code of conduct on their registration form.

Section 4. Parents are responsible for their children's transportation to and from all PVYA activities in which their child (Ren) participate.

Section 5. If any equipment is lost, stolen, damaged (beyond normal wear) or not return at the end of the season, restitution must be made before said boy/girl or siblings would be allowed to participate in any future PVYA programs.

Section 6. If any money is owed for fees or fines, restitution must be made before said boy/girl or siblings would be allowed to participate in any future PVYA programs.

Section 7. If a parent or guardian has a problem or complaint, the following protocol should be followed:

- a. Discuss the issue with the Head Coach; if the issue regards the Head Coach proceed to the next step
- b. Discuss the issue with the Coach Representative; if the issue regards the Coach Representative proceed to the next steps
- c. Discuss the issue with the Commissioner of the Program; if the issue regards the Commissioner proceed to the next step
- d. Discuss the issue with the PVYA Board of Directors; if the issue is with the PVYA Board of Directors proceed to discussing this with the PVYA Board.

SECTION X- PLAYERS/PARTICIPANTS

Section 1. Players must conduct themselves in a sportsmanlike manner at all times. PVYA will strictly enforce a zero-tolerance policy towards inappropriate behavior by any participant. Inappropriate behavior can be considered, but not limited to, verbal or physical abuse of another child, coach, program personnel, parent or official.

Section 2. Players will show respect to all adults affiliated with PVYA programs, including but not limited to coaches, officials, parents, spectators, PVYA staff members and PVSD staff.

Section 3. Players will clean up after themselves after every practice or game.

Section 4. Players will not deface or destroy property of PVYA, PVSD or any other program affiliated with membership in PVYA Lacrosse. Such damage could result in restitution to the affected programs.

Section 5. Players will receive a copy of the Code of Conduct of PVYA Girls Lacrosse Standard Operating Procedures/By-Laws and will sign a coach roster acknowledging receipt.

ARTICLE XI – MISCONDUCT, OFFENSES AND PENALTIES

Section 1. If in the PVYA Executive Board of Directors opinion any member (as defined in Article II. Section 4) has violated any of the terms or provisions of these Standard Operating Procedures or the By-Laws or rules set forth, the PVYA Board of Directors can impose against the member as suspension, fine (\$100) or suspension.

Section 2. Proper protocol must be followed to initiate misconduct penalties, which includes proceeding through the chain of command as outlined in **Article IX – Section 7**.

Section 3. If the accused willfully fails to attend the **any** meeting cited in **a** letter **provided by** the PVYA Girls Lacrosse shall proceed to hear and determine the case just as though the accused was present.

Section 4. (As stated in Article VII, Section 5.) All participants in the PVYA programs must adhere to the PVYA Code of Conduct as administered and agreed to during the registration process and reviewed during the annual Parent Meeting. Should any player or parent verbally or physically abuse another player, coach, parent, or official, the coach of that team must immediately remove the offender and do the following:

- a. In the case of verbal abuse, immediately report the situation to the proper representative. If that representative is unavailable, the coach must report the incident to the Commissioner.
- b. In the case of adult to adult or adult to child physical contact, 911 should be called immediately and assault charged should be considered. The **Commissioner** should then follow the protocol set forth in Section 5.a
- c. In the case of child to child verbal assault, the child should receive immediate reprimand, made to apologize, and be excluded from the remainder of the practice/game. The situation should be discussed with the parents and reported to the appropriate individuals as stated in Section 5.a.
- d. In the case of child to child physical assault, the offender(s) shall be immediately removed from the practice/game, parents of the offender(s) and victim shall be notified immediately, contact of the appropriate representative should be made immediate as per Section 5.a. and the police may be called on an as-needed basis.

Section 5. (As stated in Article II, Section 4) “Members” of PVYA Girls Lacrosse shall be defined as participants, parents, guardians, siblings, coaches, Board members, Committee members, and any person who attends practices, games, meetings, activities, or otherwise participates in attending or supporting PVYA.

ARTICLE XII – FUNDRAISING AND DISCOUNTS

Section 1. All entities of PVYA discourage discounting for members outside of the sibling discounts as set forth by the governing program. All players are required to participate fully in any and all mandatory fundraising programs in support of PVYA Girls Lacrosse.

ARTICLE XIII –Awards

Section 1. At the end of each season, participants will be presented with recognition/awards as determined by the End of Year Committee with the approval of the PVYA Girls Lacrosse Executive Board of Directors. Awards should be selected on a graduating basis with the intention of working up towards the largest award/recognition at the oldest division/team/age level.