

Snohomish Boys Lacrosse Club

Membership Handbook

Revised anew July 16, 2021



Scope: This handbook serves to provide for the administration and conduct of the Snohomish Boys Lacrosse Club, hereafter SBLC, and its membership. It is meant to enhance and ensure alignment with the laws and guidelines set forth by the State of Washington (WAC), US Lacrosse, [Washington High School Boys Lacrosse association \(WSHBLA\)](#), and [North Sound Youth Lacrosse \(NSYL\)](#). Questions pertaining to specific sections of the document should be addressed to the appropriate Committee chair, the Vice-President, or the President.

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SBLC Objectives (previously Article II, section 1 in the bylaws)

Snohomish Boys Lacrosse Club Mission Statement

Provide an opportunity for Snohomish County youth to learn and play lacrosse in a team environment regardless of skill level, by creating a positive atmosphere that allows players to develop technically, tactically physically, and mentally in order to compete at their highest level of lacrosse.

Snohomish Boys Lacrosse Club Values

Sportsmanship

Playing and coaching as models of youth athletics

Integrity

Being ethical, open, and honest

Respect

Honoring the players, teammates, our opponents, officials, and the sport of Lacrosse

Teamwork

Understanding to put the needs of the group ahead of oneself and working together in harmony for the common goal

Leadership

All participants possess the ability to influence, motivate, and enable others to contribute toward the effectiveness and success of the team and club

Commitment

Pledging to be fully engaged in the program, putting out one's best effort in all aspects

Trust

Growing together and having confidence in the reliability of one another regardless of ability or stature

Coaching Approach (previously Article II, section 1 and 2)

SBLC's focus is to provide instructional programs with the primary goal of teaching kids how to play Lacrosse and have fun while learning and playing the sport. There are no team tryouts to join the Snohomish Lacrosse Club, with the exception of making the high school Varsity roster. All players will have an opportunity to play and are expected to work hard, respect each other and the coaches, improve their Lacrosse skills over the course of the season, and most of all, have fun playing Lacrosse.

Sportsmanship

Our programs operate under the rules and guidelines established by SBLC. Our goal is to provide a healthy environment for the youth of our community to learn and enjoy the game of lacrosse and to advance their skills while teaching them key values like honesty, integrity, and respect. This can be accomplished when our parents, coaches, and league officials work closely together to teach fundamental Lacrosse skills as well as leading by example, practicing good sportsmanship, and being respectful of the competition.

To achieve these objectives, SBLC will provide a supervised program under the Rules and Regulations of US Lacrosse, NSYL and WHSBLA. All Directors and Members shall bear in mind that the winning of games is secondary, and the molding of young men is of prime importance. As players continue to age through the program, the emphasis on competition and success with increase. In accordance with section 501 (c)(3) of the Federal Internal Revenue Code, SBLC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive lacrosse games.

PARENT / GUARDIAN CODE OF CONDUCT AGREEMENT

Youth and High School sports are supposed to be fun – for the children. Actions by parents, fans, and coaches, whether verbal or nonverbal, can have a lasting emotional effect on children. Too many of today's youth are leaving sports activities because the fun is unfairly taken away by adults. The Snohomish Lacrosse Club strongly believes the essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship. As a parent or guardian of a player in the Snohomish Lacrosse Club, your actions reflect not only on you, but your child, the team, and the club.

As a parent in the SBLC, you agree to abide by and follow the rules and guidelines below:

- ~~I will adhere to the Snohomish Lacrosse Zero Tolerance Policy.~~ I will never be under the influence of or in possession of drugs, **or weapons of any kind and refrain from the excessive use of** alcohol, tobacco products at practices, games, trips, or other events.
- I understand that the use of foul language towards anyone (coaches, teammates, officials, opponents, or spectators) will not be tolerated. I will not engage in any language or actions with the intent to initiate, hurt, intimidate, or humiliate any player, coach, official, spectator, **or any others associated with SBLC.** I will not tolerate these acts from any players, coaches or adults associated with Snohomish Lacrosse. These acts shall be considered harassment and will result in the immediate removal from the practice, game, or event.
- I will not post on any social media site with the intent to initiate, hurt, intimidate, or humiliate any player, coach, official, spectator, **or any others associated with SBLC.** The posting of negative, demeaning, or derogatory comments will not be tolerated. These acts shall be considered harassment and may result in the immediate removal from the club. Furthermore, if I see anything of concern from or about an official, another Snohomish coach, player, or club member on a social media site, I will immediately contact my child's coach or the Snohomish Lacrosse Club Board. As a parent, I understand that I am accountable for the actions of my child on social media sites. I will stress to my child the importance of proper conduct on these sites and provide parental oversight to prevent any type of cyber-bullying by my child.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing, taunting or using profane language or gestures. I will maintain self-control at games, practices, and other club events.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and demonstrate positive support for all players, coaches, officials and spectators at every game, practice, or event.
- I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.

- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence. I will demand that my child treat all players, coaches, officials, and spectators with respect.
- I will praise my child for playing hard, competing fairly.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a game.
- I will not complain or become confrontational about penalties or calls made by the officials and I will respect the referees and their decisions at all times.
- I will support the coaches and allow them to do their job by not coaching my child or other players during games and practices. I will not openly question or confront coaches before, during or after games or practices. I will take the time to speak with coaches about any concerns calmly, privately and at an agreed upon time and place.
- I will not force my child to participate in lacrosse.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I have for my child or their team to win.
- I will inform the coach of any physical disability, illness or injury that may affect the safety of my child or the safety of others.

Violations of the Code of Conduct, may subject the Parent/Guardian to disciplinary actions that could include one or more, but not limited to the following:

- Verbal warning by Head Coach and/or Snohomish Lacrosse Board
- Written Warning
- Parental Game suspension with written documentation of incident kept on file by Snohomish Lacrosse Board.
- Parental Season suspension
- Parental Suspension from all future Snohomish Lacrosse Games (Home or Away), Practices and Events

All Parents/Guardians are required to abide by and **are** subject to this Code of Conduct.

PLAYER CODE OF CONDUCT AGREEMENT

The SBLC believes strongly in the values of teamwork, sportsmanship, and leadership through example. As a player in the SBLC, your actions reflect not only on you, but also on your teammates, your coaches, and the club.

As a player in the SBLC, I agree to abide by and follow the rules and guidelines below.

- I will adhere to the Snohomish Lacrosse Zero Tolerance Policy. I will never be under the influence of or in possession of drugs, alcohol, tobacco products or weapons of any kind at practices, games, trips, or other events. We all deserve to participate in an environment that is free of drugs, tobacco and alcohol and I will expect teammates and adults to refrain from their use at all lacrosse events.
- I understand that the use of foul language towards anyone (coaches, teammates, officials, opponents, or spectators) will not be tolerated. I will not engage in any language or actions with the intent to initiate, hurt, intimidate, or humiliate another player, coach, official, spectator, **or any others associated with SBLC**. I will not tolerate these acts from any players, coaches or adults associated with Snohomish Lacrosse. These acts shall be considered harassment and may result in the immediate removal from the team.
- I will not post on any social media site with the intent to initiate, hurt, intimidate, or humiliate another player, coach, official, spectator, **or any others associated with SBLC**. The posting of negative, demeaning, or derogatory comments will not be tolerated. These acts shall be considered harassment and may result in the immediate removal from the team. Furthermore, if I see anything of concern from or about another Snohomish player on a social media site, I will immediately contact my Head Coach or a Snohomish Lacrosse Club Board Member.
- I understand that schoolwork will take precedence **over** Lacrosse.
- I will respect my coaches at all times and listen carefully to their instructions. I understand that they are giving their time to make me a better lacrosse player.
- I will support and respect my teammates and opponents at all times. I will not tease, ridicule, put down or make fun of any players on my team or the opposing team, at any time. Lacrosse is a team sport, and I will be a team player.
- I understand that my behavior reflects on my teammates, my coaches, and the Snohomish Lacrosse program. I will always be on my best behavior and maintain self-control at games, practices, hotels, and other team events.
- I will not complain about penalties or calls made by the officials and I will respect the referees at all times. I understand that they are in charge of enforcing the rules of lacrosse, and I will respect their decisions at all times.
- I will show good sportsmanship at all times, both when winning and losing. I will always congratulate the other team and wish them good luck.

- I will be committed to developing as a lacrosse player. This includes attending practice, listening to my coach, and always giving my best effort.
- I will arrive at practices and games on time and prepared. I understand that it is my responsibility to have all my equipment packed and ready to participate in practice or in a game.
- I will participate in every practice and game, except for illness, injury, or school events. If I must miss a practice or game, the coach will be contacted as soon as possible.

Violations of this Code of Conduct may **subject the player to disciplinary action that could include one or more, but not limited to the following:**

- Result in loss of playing time
- Suspension for part of or all of a game
- Ejection from SBLC teams or programs for the season.
- Permanent suspension from all future SBLC practices, games, and events.

All SBLC Players are required to abide by and are subject to this Code of Conduct.

COACHES CODE OF CONDUCT AGREEMENT

The SBLC wants to ensure that all practices and games are fair, positive, and an enjoyable experience for all the **players** and adults involved. The games should be friendly and unifying – a spirited social and athletic occasion for all players, coaches, officials, and spectators. SBLC needs the cooperation and commitment of all coaches in support of our mission and values.

(deleted text) Coaches are to adhere to this code at all times when coaches are with their players at games, practices, team functions, and travel.

As a coach in SBLC, I agree to abide by and follow the rules and guidelines below:

- First and foremost, **I will** ensure **to** create a positive environment of learning, fun, and reinforcement. It is **my** responsibility to contribute to the overall success, physical and athletic growth of all the Players **I am in** contact with. **I will** never place the value of winning over the safety and welfare of the Players.
- **I will** treat all Players fairly and with respect at all times.
- **I will** communicate expectations to the players and their parents as clearly, consistently, and as early as possible.
- **I will not** permit a Player to participate in a practice or game when in doubt as to the Player's health or physical condition; **abiding** by a doctor's decision in all matters relating to a Player's health and physical ability to participate.
- **I will** be an example of sportsmanship, patience, and positive spirit before, during, and after games and practices. **I will** represent the club in a positive manner at all times. **I will**

maintain control of my emotions and avoid demonstrative actions, language, and/or gestures that may be interpreted as hostile, humiliating or disrespectful.

- I am responsible for the sportsmanship of the Players during the game and practices. Players acting in a disrespectful, irresponsible, unsafe, or overly aggressive manner will not be tolerated at any point in time.
- I am responsible for the conduct of the parents and supporters of players during the game and practices. I will clearly and directly discourage them from being disrespectful toward officials or opposing players and coaches. Verbal and physical abuse will not be tolerated. Per WHSBLA and NSYL bylaws, I will ensure the use of a Sideline Manager at all games.
- I will not post on any social media site with the intent to initiate, hurt, intimidate, or humiliate any player, coach, official, spectator, or any others associated with SBLC. The posting of negative, demeaning, or derogatory comments will not be tolerated. These acts shall be considered harassment and may result in the immediate removal from the club. Furthermore, if I find anything of concern from or about an official, another SBLC coach, player, or club member on a social media site, I will immediately contact the SBLC Board. As a coach, I understand that I am accountable for the actions of my team on social media sites. I will stress to players the importance of proper conduct on these sites and take the necessary steps to prevent any type of cyberbullying by players and parents.
- During games, I will act in a professional manner towards officials and opposing coaches, players, and spectators. If there is a dispute, question, or concern, it will be discussed in a calm and patient manner. If the issue is still unresolved, then I will take concern/s to the SBLC Board.
- I will enforce the SBLC position of a zero-tolerance for drugs and alcohol; additionally, coaches will refrain from their use, or be under the influence of, at all games, practices, and events.
- I will report all incidents immediately to the SBLC Athletic Director and/or Player Agent with an email or phone call within 24 hours that any incident occurs. A reportable incident is defined as, but not limited to, serious injuries, concussions, all game incidents involving a player, coach, or spectator, fighting, ejections, Code of Conduct violations, property damage, and any incidents requiring Police, Fire, or EMS.

The position of a Coach carries a lot of responsibilities. How one conducts themselves sets the tone for and can have an influence on the conduct of one's players and supporters. If the coach insists on fair play, supporting the officials, acts in a positive manner and focuses on the Players' enjoyment of the game and their overall long-term development, the Players and their Parents will take notice and follow suit. Remember, the game is for the players and not the adults.

The position of Coach, paid or voluntary, is a privilege and not a right. Coaches who do not follow the rules and guidelines as described above will be subject to disciplinary action to include one or more, but not limited to the following:

- Verbal warning by SBLC Board

- Written warning
- Game suspension with written documentation of incident kept on file by SBLC Board.
- Game forfeit
- Season suspension
- Removal from position of Coach (As a Head Coach or Assistant Coach)

All SBLC Coaches are required to abide by and are subject to this Code of Conduct.

***Any conviction of a crime of violence, a crime against a person, DUI (DWI) or a felony involving the welfare of a child will be grounds for immediate dismissal.**

SBLC High School Athletic Code

Scope

Participation in the SBLC is a privilege. Students perform, and represent the club in public. They are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of this sport.

Warning Statement

Participation in competitive extra-curricular activities may result in severe injury, including paralysis or death. Players can reduce the chance of injury by obeying all safety rules in their sport and by reporting all physical and/or equipment problems to their coach daily. Damaged equipment must be replaced immediately.

Tobacco, Vape, Alcoholic Beverages, Drugs, Drug Paraphernalia, Steroids

The use of tobacco products, alcohol, legend drugs (including anabolic steroids), controlled substances (including marijuana/cannabis) and controlled substance analogs is prohibited. Any athlete possessing, selling and/or using tobacco products, alcoholic beverages, legend drugs (including anabolic steroids), controlled substances (including marijuana/cannabis) or controlled substance analogs, or drug paraphernalia during the athletic school year, shall be subject to the following disciplinary action.

1. First Violation: The athlete will be suspended from play for no less than the remainder of the present sports season or up to forty-five (45) school days.

2. Second Violation, at any time, will result in permanent ineligibility from the Snohomish Boys Lacrosse Club, period.

Athletic Academic Standards

To be able to compete or participate for SBLC, students must meet the following academic standards established by the SBLC:

1. Receive a minimum 2.0 Grade Point average (transcripted grades) and passing 5 of 6 classes, in the immediately preceding semester to play in current season.
2. Grade check period/s: start of season and at random throughout the season.

Failing to meet this standard will result in a 5-week academic ineligibility period. During the period of academic ineligibility, the athlete may not participate in practices or contests. However, the athlete has, at any point during the 5 weeks, the opportunity to raise grades to meet the previously stated academic standard. Once the academic standard is met, the remainder of the 5 weeks becomes an academic probation period; a time in which the athlete can participate in all practices and contests. During this time, the athlete will have frequent grade checks to demonstrate academic standards are still being met. If at any point these standards are not being met the athlete will fall back into academic ineligibility for the remainder of the 5 weeks. At the conclusion of the initial 5 weeks, another 5-week ineligibility period will begin.

Unsportsmanlike Conduct

An athlete will exhibit appropriate conduct in practices and/or contests. The first offense will result in a verbal warning. Repeated offenses will result in removal from the activity for a minimum of five (5) school days. More severe unsportsmanlike conduct, such as violent conduct or abusive language will be treated with heavier punishment. Disciplinary action will follow policy per WHSBLA and US Lacrosse but is also subject to more strict action.

Attendance at School

Any student participating in SBLC shall be expected to attend and participate in classes on the day of the scheduled activity. Any student in an active suspension from school MAY NOT participate in any SBLC events, **whether on school grounds or not.**

Violation of Law on School Grounds

When a student is found guilty of an offense committed while on school grounds or at a school activity, the corrective action will depend upon the nature of the violation **and governing organization/s.**

Due Process

If the student/athlete feels that he is being unjustly punished, he may appeal, in writing to the SBLC Player Agent, within 3 days of violation notification. Failure to appeal within those 3 days waives the right to appeal. The appeal must state the reasons why the decision/s should be

reconsidered and request a board review. The written appeal will be reviewed by the **SBLC** board within 3 days upon receipt and decision thereafter will be final.

Self-Reported Violations

If a student/athlete self-reports violation of any of the above, he will be given consideration in the discipline applied (exception being any violation to WHSBLA policy).

Eligibility

WHSBLA Player Eligibility 12.6

SBLC Board Member Code of Conduct

I understand that as a member of the Board of Directors of SBLC, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As a board member in the SBLC, I agree to abide by and follow the rules and guidelines below:

- I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
- In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
- I will attend at least 75% of board meetings, as well as committee meetings, and special events that I am actively involved in to the best of my ability.
- I will actively participate in fundraising activities.
- I will excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.

- I will work in good faith and with respect with staff and other board members as partners toward achievement of our goals.
- I will not engage in any language or actions with the intent to initiate, hurt, intimidate, or humiliate other board members.
- I will not post on any social media site with the intent to initiate, hurt, intimidate, or humiliate SBLC or other board members. The posting of negative, demeaning, or derogatory comments will not be tolerated. Furthermore, if I see anything of concern from or about an official, another Snohomish coach, player, or club member on a social media site, I will immediately contact the Snohomish Lacrosse Club Board.
- I will expect the board president to call me and discuss my responsibilities with me if I don't fulfill these commitments to the organization.
- I will actively participate in discussions on the SBLC chat platform, including but not limited to Slack.

The organization is responsible to the board members for the following:

- Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
- The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working.
- Board members will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
- If the organization does not fulfill its commitments to me, I can call on the board president and executive board to discuss the organization's responsibilities to me.

Violations of this Code of Conduct may subject the board member to disciplinary action up to, as defined in Article II, section 6.g.

All SBLC Board Members are required to abide by and are subject to this Code of Conduct.

Chapter 2: BY-LAWS OF SNOHOMISH BOYS LACROSSE CLUB

ARTICLE I

Name and Territorial Limits

- Section 1. This organization shall be incorporated as Snohomish Boys Lacrosse Club, herein referred to as "SBLC".
- Section 2. The territorial limits of this club shall be that territory designated as those eligibility areas defined by North Sound Youth Lacrosse Association and the Washington High School Boys Lacrosse Association.

(Removal of Article II- Objects and put fully into Chapter 1 Codes of Conducts) **ARTICLE II (Previously Article III)**

Membership

- Section 1. Eligibility for Membership and Benefits of Membership.
Any person who is of good moral character, and who is in good standing with SBLC, and who is sincerely interested in active participation to affect the objective of SBLC may apply to become a member.
- Section 2. Member Types.
There shall be the following types of members:
- a) **Player Members:** Any player candidate meeting the requirements of US Lacrosse and who resides within the authorized boundaries of SBLC shall be eligible to ~~compete for participation~~ **play in the league for SBLC**, but shall have no rights, duties, or obligations in the management, or in the property of SBLC.
 - b) **Regular Members:** Any person actively interested in furthering the objectives of SBLC may become a Regular Member ("Member"), so long as the individual is 18 years or older and has a child participating in the league during the calendar year or pays membership dues. Any coach actively involved in the league during the calendar year and 18 years or older may become a Member. Only Members are eligible to vote at the annual meeting. All Board members, Committee members, Head Coaches or Coaches and other elected or appointed officials must be active Members in good standing to be eligible for any such position.
 - c) **Honorary Members:** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board but shall have no right, duties, or obligations in the management or in the property of SBLC but may be eligible to vote at the annual meeting.
 - d) As defined in Article III, Section 2, paragraph b and as used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.
- Section 3. Admission to membership.
As described in Article IX, section 2, a reasonable fee will be assessed as a parents' obligation to assure the operational continuity of SBLC. Additionally, for persons actively interested in furthering the objectives of SBLC, but having no children participating, a Membership fee will

be assessed. These fees shall be as established by the Board of Directors, as shall the time and required method of payment.

Section 4. Duration of membership.

- a) Duration of the membership period for SBLC will coincide with SBLC's fiscal year which will begin on November 1 of each year and end on October 31 of each year.
- b) Duration of the Honorary membership shall be for one year following such election by the Board of Directors, and the continuation of such membership shall require the same action at the next annual meeting.

Section 5. Privileges of membership.

- a) All members whose participation meets the requirements set forth in these bylaws, may speak, make motions, vote, and request copies of SBLC electronic financial records.
- b) Only members in good standing may be elected to or retain office. Any member in good standing may serve as a delegate to a convention, conference, or league meeting.

Section 6. Suspension or Termination of Club Membership.

- a) In the event that a membership is terminated for any reason, any monies owed by that person shall constitute an enforceable debt owed to SBLC and such person may be reinstated as a member only after full payment is made of any such amounts.
- b) The Board, by a two-thirds vote of those Board members present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate any membership of any level, ~~Head Coach, Coach or Parent /Guardian~~ defined in Article II, section 2, when the conduct of such person is considered detrimental to the best interest of SBLC and/or US Lacrosse. The individual involved shall be notified of meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.
- c) The Board shall, in case of a Player Member, give notice to the Head Coach of the team of which the player is a member. Said head coach shall appear, in the capacity of an adviser, with the player and the player's parents or guardians before a duly appointed committee of the Board. The committee will report their findings and make a recommendation to the Board. The Board will make their determination on the player status. Any repeat offender of SBLC Bylaws will be subject to a longer suspension, up to and including a full season suspension.
- d) A suspension, referred to anywhere in these Bylaws, shall be defined as not being permitted to attend any practices or games during the suspension and have no contact with the coaches or players during practice or game time.
- e) The Board shall, in the case of a Head Coach or Coach, give notice to any such Head Coach or Coach that a violation of the Coaches Code of Conduct or SBLC's Bylaws has occurred. The notified Coach will be asked to appear before a duly appointed committee of the Board. The committee will report their findings and make a recommendation to the Board. This recommendation may include a warning or a suspension, the length of which could range from one (1) game up to and including a full season suspension.
- f) The Board of Directors shall, in the case of a parent or guardian, give notice to any such parent or guardian that a violation of the Parents Code of Conduct or SBLC's By-Laws has occurred. The notified parent or guardian will be asked to appear before a duly appointed committee of the Board. The committee will report their findings and make a recommendation to the Board. This recommendation may include a warning or a

suspension, the length of which could range from one (1) game up to and including a full season suspension.

- g) The removal of a Board member (outside of a normal election) should never be taken lightly and always used as a last resort for a serious violation and not trivial or personal reasons. Such a decision must be handled with absolute transparency and professionalism. Upon the decision of the Board to take such an action against a Director, the President or the President's designee, shall notify the Director in writing of the Board's pending decision and reason for a potential removal. The Director subject to potential removal will be given an opportunity to meet with the Board to discuss the reason(s) for potential removal. The Director will be given the option to resign. After such discussion, the Board will meet and then inform the Director of their decision. The Secretary shall keep records of such actions by the Board. The Board may use or refer to such records to settle future, similar incidents.

ARTICLE III- previously Article IV

Meetings

Section 1. Annual meeting.

The annual meeting of the Board of Directors of SBLC shall be held once per year, at a place within the State of Washington, and time designated by the President of SBLC for such purposes as electing a Board of Directors, receiving reports of officers, board of directors, and committees and for the transaction of such business as may properly come before the meeting. Meetings of the members shall be called to order and presided over by the President, Vice President (if the President is absent) or any other Principal Officer (if the President and Vice President are absent).

Section 2. Regular meetings.

Regular meetings of the Board of Directors shall be held in such other months and in such locations as the President shall from time to time determine.

Section 3. Special meetings.

Special meetings may be called by the President, by the Board of Directors, or by written request of at least ten (10) active members of SBLC. Notice of any such special meeting shall be sent by first class mail or electronic mail to all members, which written notice shall set forth the place, date, time, and purpose of such special meeting. The business to be transacted at any special meeting shall be limited to that noticed in the call.

Section 4. Quorum.

The presence of no fewer than five (5) Directors at any meeting of the Board of Directors shall constitute a quorum and the majority vote of the Directors in attendance shall constitute approval of any question before the Board.

ARTICLE IV-previously Article V

Officers

Section 1. Principal Officers.

- a) The Principal Officers of SBLC shall be the President, the Vice President, the Secretary, the Treasurer, and the Registrar. The Principal Officers shall comprise the Executive Board of Directors. In addition, there may be such subordinate Officers as may be determined from time to time by the Board of Directors. Only individuals who are voting members of SBLC in good standing shall be eligible to be Principal Officers or subordinate Officers of SBLC. Failure to maintain such standing shall constitute a resignation from such office.
- b) The Executive Board of Directors, subject to the advice and consent of the Board of Directors, shall have general charge of the business of SBLC, using as its guideline the annual budget approved by the Board of Directors.
- c) Coaches of teams shall not assume a position as a principal officer on the board while also registered as a coach of a team.

Section 2. Vacancies.

In the event that there is a vacancy among Principal Officers, whether by resignation, death, or otherwise, such vacancy shall be filled by the Board of Directors on an interim basis until the end of the position's elected term.

Section 3. President.

The board president shall be the chief volunteer officer of the corporation. The board president shall:

- a) Conduct the affairs of SBLC and execute the policies established by the Board including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.
- b) Present a report of the condition of SBLC at the annual meeting.
- c) Communicate to the Board, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of SBLC.
- d) Be responsible for the conduct of SBLC in strict conformity to the Policies, Principles, Rules and Regulations of US Lacrosse, as agreed to and amended under the conditions of the North Sound Youth Lacrosse League.
- e) Be responsible for the conduct of SBLC in strict conformity to the By-Laws of SBLC.
- f) Designate in writing, other Directors if necessary, to have the power to make and execute for/and in the name of SBLC such contracts and leases they may receive, and which have had prior approval of the Board.
- g) Investigate complaints, irregularities, and conditions detrimental to SBLC and report thereon to the Board, during executive committee, as circumstances warrant.
- h) With the assistance of the Treasurer, prepare and submit an annual budget to the Board and be responsible for the proper execution thereof.
- ~~i) With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate before the player may be accepted.~~ **redundant to duty of Registrar**
- j) Lead the nominating committee and oversee the election process, assuming responsibility for determining the voting process, tallying of all votes, and**

announcements of results to the members. During the cycle, the president is up for election, the vice president will assume these duties.

Section 4. Vice President.

- a) In case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of the office, and shall have such other duties as from time to time may be assigned by the Board or by the President.
- b) Conduct annual background checks of all Directors and candidates for Coaches, the results of which will be disclosed to the President.
- c) Attend all NSYL meetings and report to the Board a summary of matters discussed at such meetings.
- d) Ensure compliance to the SBLC By-Laws and that the By-Laws are enforced with no bias.
- e) Ensure SBLC is operated in compliance within all US Lacrosse, North Sound Youth Lacrosse and Washington High School Boys Lacrosse Association rules and regulations.

Section 5. Secretary.

- a) The Secretary shall be responsible for recording the activities of SBLC and maintain appropriate files, mailing lists and necessary records. The Secretary shall perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- b) Keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors and shall post all minutes on the SBLC website. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the Bylaws.
- c) Cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president. ~~The secretary shall provide all communications from the board to the general members via email and website administration.~~ Per board discussions this was added to the President duty, and will be added as such in the Board policy section.
- d) Maintain a list of all Regular and Honorary Members, Director and Committee Members.
- e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f) Notify Members, Directors, Officers and Committee members of their election or appointment.
- g) ~~Member of the Leadership committee.~~

Section 6. Treasurer.

- a) The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.

- b) Receive all monies and securities, and deposit the same in a depository approved by the Board of Directors.
- c) Keep records for the receipts and disbursements of all monies and securities of SBLC, including the auxiliary, approve all payments from allocated funds and draw checks therefore, in agreement with policies established in advance of such actions by the Board of Directors. All disbursements more than Five Hundred (\$500) Dollars must have the approval of the President.
- d) Prepare and distribute a report at each regular meeting of the Board of Directors which presents for the month(s) immediately preceding the meeting the financial activity including individually listed receipts and disbursements, as well as a reconciliation of all such activity to the bank statements, the submittal of such bank statements will be included in the monthly report.
- e) The treasurer shall oversee and keep the board informed of the financial condition of the club and of audit or financial review results. **Financial reviews must be conducted twice per year with a non signer to SBLC accounts.**
- f) ~~Prepare an annual budget~~ **Assist the President in preparation of the annual budget, under the direction of the President,** for submission to the Board of Directors ~~at the annual meeting.~~
- g) Prepare an annual financial report, under the direction of the President, for submission to the membership and Board of Directors at the annual meeting.
- h) The treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer, **including, but not limited to, filing of the SBLC yearly taxes.**

Section 7. Registrar.

- a) The registrar shall be responsible for posting and monitoring all SBLC programs. The registrar will ensure boundary/insurance/age or grade requirements are met for each program based on USL, league and club rules/bylaws and shall have such other duties as from time to time may be assigned by the Board or by the President.
- b) Once approved, the registrar will **create and** open registration for **both in season and** out-of-season defined programs/events as appropriate.
- c) ~~The registrar will monitor NSCI background certification for board members and coaches.~~ **Vice President duties**
- d) The registrar will work with the treasurer to ensure the website payment information is up to date.
- e) The registrar will also be designated as the SBLC/USL program administrator.

ARTICLE V- previously Article VI

Board of Directors

Section 1. Composition.

The powers, business, and the property of SBLC shall be exercised, conducted, and controlled by a Board of Directors. The Board of Directors shall consist of two (2) classes, namely five (5) Class I Directors, who shall be those members who are the Principal Officers of SBLC from time to time, and six (6) Class II Directors, who shall be elected by SBLC members. Only voting members in good standing shall be eligible to be Directors of SBLC and a failure to maintain such standing shall constitute a resignation from the Board of Directors. The officers of SBLC shall be a

president, vice-president, secretary, treasurer, registrar, and such additional officers and/or directors as the club may provide). Coaches of teams shall not assume a position as a Director of SBLC while also registered as a coach of a team.

Section 2. Class II Director positions

Six Class II directors will be elected to At-Large positions to a term of two-years. At-Large positions and descriptions will be determined by Board Policy.

Section 3. Vacancies. - previously Section 2

In the event that there is a vacancy among Class II Directors, whether by resignation, death, or otherwise, such vacancy shall be filled by the Board of Directors on an interim basis until the end of the position's elected term. The fact that there are one or more vacancies on the Board of Directors at any time shall not affect the validity of any action taken during the period of such vacancy.

ARTICLE VI- previously Article VII

Nominations and Elections

Section 1. Nominations.

A Nominating Committee shall select at least one (1) candidate for each Principal Officer and for each position on the Board of Directors to be filled at such meeting and shall present the slate of candidates to the members not less than thirty (30) days prior to the meeting, either by first class mail, electronic mail, or by inclusion of such slate in a publication mailed to the members.

Section 2. Election.

- a) The Principal Officers, or Class I Directors, shall be elected by the members at the annual membership meeting. No more than 3 Class I Directors shall be elected in any given year. The term of each such Officer shall be for two (2) years and shall end at the second succeeding annual membership meeting after his/her election. In the event that there is a vacancy among Principal Officers, whether by resignation, death, or otherwise, such vacancy shall be filled by the Board of Directors on an interim basis until the end of the position's elected term.
- b) The Class II Directors shall be elected by the members at the annual membership meeting. No more than 3 Class II Directors shall be elected in any given year. The term of office for each Class II Director shall be for two (2) years and shall end at the second succeeding annual membership meeting after his/her election. In the event that there is a vacancy among Class II Directors, whether by resignation, death, or otherwise, such vacancy shall be filled by the Board of Directors on an interim basis until the end of the position's elected term. The fact that there are one or more vacancies on the Board of Directors at any time shall not affect the validity of any action taken during the period of such vacancy.
- c) The voting process for determining Class I and II Directors shall be determined by the Board of Directors and announced to the membership prior to the annual meeting.

[Article VIII labeled "Committees "has been extracted and moved to Board Policy]

ARTICLE VII - previously Article IX

Dues and Fees and Assessments

Section 1. Fiscal Year.

The fiscal year shall be November 1 through October 31.

Section 2. Annual Dues and Fees.

- a) Club fees will be assessed to each member on a yearly basis. These fees are intended to cover the expenses of the Club, which may include, but are not limited to, equipment/uniform costs, referee, league, tournament and field fees, and other expenses incurred by the Club.
- b) The Board of Directors, prior to registration of each year, shall establish SBLC membership fees.
- c) Member fees are due from each member at the time of registration. If a member is not paid in full at time of registration, the Board of Directors will decide on an individual basis if the member may still participate.
- d) No fees shall be required of Honorary members or Player Members family.

ARTICLE VIII - previously Article XI
Affiliation

Section 1. Affiliations.

US Lacrosse. North Sound Youth Lacrosse League. Washington High School Boys Lacrosse Association.

Section 2. Rules and Regulations.

The Official Playing Rules and Regulations are provided by the US Lacrosse and shall be binding.

[Article X labeled “ Head Coaches and coach appointment” has been extracted to Board Policy]

ARTICLE IX -previously Article XII
Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall be the parliamentary authority for all matters not specifically covered in these bylaws, although strict adherence to those Rules shall not be required unless so requested by a majority vote of the members.

ARTICLE X -previously Article XIII
Amendments

The Bylaws may be amended or restated by a 60% vote of the members participating in a vote for such purposes at the annual membership meeting or at any special meeting called for that purpose. The voting process shall be determined by the Board of Directors and announced to the membership prior to such a vote taking place.

ARTICLE XI - previously Article XIV

Financial and Accounting

Section 1. Earnings

No part of the net earnings of SBLC shall inure to the benefit of, or be distributable to, its directors, officers, members, or other private persons, except that SBLC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes.

Section 2. Approvals.

The President must approve all purchases for SBLC of Five Hundred (\$500) Dollars or more and must provide his written approval for such purchases. The Board shall decide all matters pertaining to the finances of SBLC and it shall place all income in a treasury, directing expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 3. Transactions.

All monies received shall be deposited to the credit of SBLC in the bank designated by the Board and all disbursement shall be made ~~by check~~, **by appropriate means, including but not limited to check or e-commerce**. All checks shall be signed by the SBLC Treasurer or President.

Section 4. Distribution of Property Upon Dissolution.

Upon dissolution of SBLC and after all outstanding debts and claims have been satisfied, the Board shall direct the remaining property of SBLC to another non-profit entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501 (c)(3) of the Internal Revenue Code or any future corresponding provision. Any assets not so distributed shall be distributed by a court of competent jurisdiction in Snohomish County, WA. The use of any surplus funds for private inurement to any person in the event of a sale of the assets or dissolution of the corporation is expressly prohibited.

Section 5. E-Commerce

Online payment collection, such as, Venmo, must follow SBLC e-commerce policy. Reference Addendum A, Board Policy.

ARTICLE XII - previously Article XV

Special Regulations

Section 3. League Functions.

All SBLC functions will be approved by the Board and will be covered by SBLC insurance. All functions not approved by the Board will not be the responsibility of SBLC. Therefore, any such events need additional coverage not provided by the Club.

Section 4. Acts of God

SBLC shall not incur any liability for not performing any act or fulfilling any duty, obligation or responsibility hereunder by reason of any occurrence beyond the reasonable control of SBLC including, but not limited to, any act or provision of any present or future law or regulation or governmental authority, any act of God or war, civil unrest, local or national disturbance or disaster, any act of terrorism, any local, national, or global epidemic or pandemic, or the

unavailability of the Federal Reserve Bank wire or facsimile or other wire or communication facility.

Chapter 3: Board Policies of Snohomish Boys Lacrosse Club

In addition to bylaws, SBLC will also adhere to the following Board Policies, including, but not limited to more detailed references to bylaws and descriptions of Board of Directors.

ARTICLE II

Membership

- Admission to membership. A membership fee of \$25 will be assessed to Regular members who have no children participating. The fee will be collected at the first SBLC Board meeting of the Fiscal Year.
- Records requests submitted by members shall be satisfied within 7 days of the request
- Suspension or Termination of Club Membership:
 - Any player ejected from a game by a referee will receive an automatic one (1) game suspension for the next game. Any player ejected from a 2nd or more games during the season is subject to a longer suspension up to and including the remainder of the current season.

Any Coach ejected from a game by a referee will receive an automatic one (1) game suspension next game. Any Coach ejected from a 2nd or more games during the season is subject to a longer suspension up to and including the remainder of the current season.

Any Parent ejected from a game by a referee or other site official will receive an automatic one (1) game suspension next game. Any Parent ejected from a 2nd or more games during the season is subject to a longer suspension up to and including the remainder of the current season.

ARTICLE III

Meetings

- Annual meeting: The annual meeting of the Board of Directors of SBLC shall be held in the month of July of each year.
- Regular meetings: SBLC shall hold a minimum of one meeting each month except during regularly scheduled vacation periods of the organization. Agenda shall be published prior to each meeting.
- Quorum.
 - Business may be conducted, including the approval of actions required of the board, via electronic formats including web-based app platforms and or/email. All such actions shall have a permanent record of such actions kept within such platform.

ARTICLE IV

Officers

- President
 - With help of the Registrar, monitor the SBLC main email account, info@snolax.com
 - Upload new/current documents to the SBLC website
 - Approve and send out all club-wide communications, or designate another director to
- Vice-President
 - make sure snolax.com has up-to-date information and/or designate another Director to assist.
- Secretary
 - To assist the president and to be prepared to answer questions, the secretary should have the following materials available at every meeting.
 - Document notebook
 - (3-ring binder, tabbed as follows):
 - • Blank motion forms
 - • SBLC Bylaws
 - • Budget
 - • Board roster (current and previous year)
 - Minutes notebook
 - (3-ring binder, tabbed as follows):
 - This notebook should contain minutes from the past two years. Minutes older than two years may be kept in a separate binder.
 - • Executive committee meeting minutes
 - For all other guidance to secretary job duties refer to secretary cheat sheet under *Files* on Slack
- Treasurer Job Description
 - board liaison with company that prepares SBLC taxes
 - maintain SBLC 501c3 status
- Registrar Job Description
 - Create and monitor activities that require online registration like Harvey Cup, Fall Ball or skill clinics, in and out of season play, coach, and board members.
 - Roster athletes to appropriate teams through Sports Engine

- Monitor register@snolax.com to answer any immediate registration questions.
- Work with treasurer to make sure payment info is up-to-date
- Establish discount codes when necessary
- Provide refunds when necessary
- Assist other board members in running reports from Sports Engine to aid in their job duties.
- Monitor requests for financial aid
- Work with other board members to make sure prices for all things to purchase are accurate.

ARTICLE V

Board of Directors

SBLC has determined the following At-Large Board positions will make up the current Class II Directors. As with Officers, coaches of teams shall not assume a position on the board while also registered as a coach of a team.

- **Athletic Director**
 - The Athletic Director will be the board representative overseeing the men’s youth and HS programs. This person will work with the HS head coach and others as determined by needs of the club and shall have such other duties as from time to time may be assigned by the Board or by the President.
 - Attend all WSHBLA meetings with Varsity Head Coach and report to the Board a summary of matters discussed at such meetings.
 - Work with the field director to communicate specific coach requests for practices and other field needs.
 - Receive from the Player Agent all complaints of violations of the coaches, parents or players Code of Conduct related to SBLC teams and work with the Player Agent to investigate all such complaints
 - Receive from the Player Agent all complaints related to coaching activities, playing time and any general concerns of parents and guardians and work with the Player Agent to recommend courses of action to alleviate such complaints
 - Recommend to the Board all coaching candidates for SBLC.
 - Work with each Head Coach to ensure the proper skills and techniques are being taught.

- **Player Agent**
 - The Player Agent will assist the registrar in checking residence and age eligibility and help review registrations.
 - Conduct the player draft only when deemed necessary. Present to the Board specific rules related to any such player draft.
 - Receive **ALL** complaints from parents/guardians related to coaching activities, playing time and any general concerns, except in an instance where it involves the Player Agent’s

family member/s and work with the Athletic Director to recommend courses of action to alleviate such complaints.

- Receive **ALL** complaints of violations of the coaches, parents or players Code of Conduct related, investigate all such complaints, except in an instance where it involves the Player Agent's family member/s and work with the Athletic Director to recommend courses of action to alleviate such complaints. The Player Agent will submit a written report of his / her findings to the President.
 - Ensure that everyone is following the Code of Conduct Policy set forth for all players, coaches, parents and board members. Field complaints in regards to such policy and work with the AD to find a resolution.
 - Annually review coach, player (youth and high school) and parent codes of conduct for relevance and submit written suggestions for modifications to the board for approval.
 - Make sure that the code of conduct policies for SBLC are current and still apply. Offer suggestions for changes for board approval.
 - Maintain high school player's sports physical paperwork and strictly enforce no play before current physical.
 - Run high school grade checks according to Code of Conduct and enforce violations when necessary. Maintain grade checks yearly.
 - Back up Registrar if position becomes vacant until Board approves a replacement.
- **Equipment/Uniform Director**
 - The Equipment/Uniform Director is the board person responsible for overseeing and approving equipment purchases and needs and shall have such other duties as from time to time may be assigned by the Board or by the President.
 - Be responsible for the proper issuance of lacrosse supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.
 - Issue all necessary equipment to each team by way of an outfitted coaches' bag.
 - Be responsible for the care and maintenance of all equipment, including goals, goalie equipment, coaches' bags, game uniforms, balls, timers, scoreboards and all other such equipment necessary for lacrosse.
 - Operate within the amount appropriated in the approved budget for that purpose.
 - Be responsible for the distribution of all uniforms to all players within SBLC, as well as ensure the collection of all such uniforms at the conclusion of each season.
 - Act as the primary liaison between the uniform vendor and the treasurer. This includes all pieces of the uniform and pinnies for both high school and youth players.
 - Set up home games with the necessary equipment for a lacrosse game goals, tents, tables, chairs, time clock, rules, sanitizer, ect.
 - Managing and organizing the storage units for Snohomish Lacrosse.
 - The Equipment/Uniform Director may appoint members to assist in performance of these duties
- **Field Director**
 - The Field Director will be the board representative overseeing assignment of practice/games fields/times to all SBLC teams and will be the primary contact with SSD for facility and field use. *The Field Director will be the primary contact for Harvey Fields and between the local lacrosse clubs to coordinate use of field and facility use.* This

person will work with the athletic director and others as determined by needs of the club and shall have such other duties as from time to time may be assigned by the Board or by the President.

- Utilize the SBLC website master schedule for practice/game schedules. The athletic director will work with the field director to communicate regarding specific coach, *board and High School and Youth* schedule requests.
 - Oversee all field needs on the *multiple turf and grass fields used by the club*. Coordinate with the equipment director on goal and porta potty placement for all fields.
 - Coordinate line painting (school fields and other practice fields), managing temporary lights, ensure field plan is adequate for club needs, and track/order field paint, chalk or tape for non-lined fields.
 - Secure bids on needed supplies and equipment to maintain the fields and make recommendations for their purchase to the Board.
 - Complete and send written requests (online or paper), Certificates of Insurance and updated applications in a timely manner for facility use and rental. Coordinate the training and use of portable scoreboard, AV equipment, PA systems and unlocking of gates and restrooms as needed for all facilities.
 - Operate within the amount appropriated in the approved budget for that purpose. Review all invoices submitted to SBLC for facility payment for accuracy and work with Treasurer to coordinate payment.
 - The Field Director may appoint members to assist in performance of these duties.
- **Fundraising Director**
 - The Fundraising Director will oversee and manage all Fundraising activities of SBLC including the fundraising during season and out of season and shall have such other duties as from time to time may be assigned by the Board or by the President.
 - Prepare an annual plan of proposed fundraising activities that support the annual budget.
 - Direct all fundraising events and coordinate with the volunteer coordinator to ensure success and club wide volunteer support.
 - The Fundraising Director may appoint members to assist in performance of these duties.
 - The fundraising director will work closely with the volunteer coordinator to assess the needs of SBLC as a whole and prioritize fundraising efforts and present the annual fundraising plan that will meet majority of the club needs
 - The fundraising director will be involved in the presentation of importance of fundraising to the club, coaches and youth/high school parents, including, but not limited to verbally and digitally through email , snolax.com, social media
 - Ensure Gambling license and other required licenses needed for fundraising are updated and current.
 - Work with Volunteer coordinator to participate on the Harvey Cup Committee
- **Volunteer Director**
 - The Volunteer Director is the board person responsible for overseeing the volunteer program and shall have such other duties as from time to time may be assigned by the Board or by the President.

- Communicate with club families and establish the required volunteer duties/credits/hours as well as oversee the tracking process for these duties/credits/hours.
- Communicate with the registrar and treasurer to ensure accurate financial volunteer status of members at the end of season.
- The Volunteer Director may appoint members to assist in performance of these duties.
- Work with Fundraising coordinator to participate on the Harvey Cup Committee
- Maintain SBLC social media presence and communication
- Help prepare team moms at the beginning of the season and communicate with them regularly on matters pertaining to SBLC that require their assistance.

ARTICLE VI

Committees

- **Nominating Committee**
 - A nominating Committee comprised of five (5) club members shall be selected by the Board of Directors not less than ninety (90) days prior to the annual membership meeting. The Committee shall select at least one (1) candidate for each Principal Office and for each position on the Board of Directors to be filled at such meeting and shall present the slate of candidates to the members not less than thirty (30) days prior to the meeting, either by first class mail, electronic mail, or by inclusion of such slate in a publication mailed to the members.
- **Other Committees**
 - The Board of Directors may appoint standing or temporary committees and invest such committees with such powers as it may see fit, with power to sub delegate such powers if deemed desirable by the Board of Directors; but no such committee shall have the power or authority of the Board of Directors to adopt, amend, or repeal bylaw or policy or approve, adopt, or recommend to the members any action or approval.

ARTICLE VII

Dues and Fees and Assessments

- **Annual Dues, Fees, and Refund Policy**
 - The refund policy for registration fees is a full refund of registration fee if requested prior to first practice of the season, minus a \$25 administrative fee.
 - In the event that a person is a member of SBLC for a partial year, such as in the event of injury, resignation, or expulsion, the fees for that period may be adjusted, at the discretion of the Board of Directors.
 - Other fees, including but not limited to out of town registration costs and US lacrosse membership may not be refunded.
 - Board members will receive 1 free player registration per club year

ARTICLE XIII

Special Regulations

- **Equipment**
 - All helmets and chest guards must be in compliance with current standards approved by the National Operation Committee on Standards for Athletic Equipment (NOCSAE). Participants shall be required to wear a helmet, mouthpiece, shoulder pads, elbow pads, gloves & protective cup.
- **Parent / Guardian Conduct and Participation**
 - All parents and guardians are encouraged to be involved in their child's endeavors with SBLC. Each parent or guardian will sign the Parent's Code of Conduct before their child is permitted to participate in SBLC.

ARTICLE XIV

Head Coaches and Coaches Appointment, Duties and Responsibilities

- **Head Coach Selection**
 - The Board of Directors shall appoint Head Coaches to their respective teams for a period of one season. The Board of Directors will determine the process for appointing coaches.
 - Head Coaches shall have the right to appoint up to two (2) Assistant Coaches to help in his or her coaching duties, pending approval of the Board of Directors.
 - All Head Coaches, and their Assistants, must pass a criminal background check and be registered members of US Lacrosse prior to their first practice.
- **Duties and Responsibilities**
 - Head Coaches will be responsible for following any and all policies approved by US Lacrosse, NSYL, WHSBLA, and the Board of Directors.
 - Head coaches and their Assistants will be responsible to develop the skills and encourage each of their players in a positive manner.
 - Head Coaches shall play all members of their team with fair playing time each game, regardless of ability, in order to foster the development of the players; discrepancies to playing time may exist from game to game due to situational play.
 - Head Coaches shall have the option to not play, or to limit playing time of team members who do not attend practice, are discipline problems, or most importantly, are in game/practice situations where the safety and well-being of a player is at risk. If a Head Coach exercises this option then they **MUST** speak to the player and parents explaining the basis for the decision and how it can be resolved to the player's benefit. This discussion shall be prior to the game in question whenever possible, or as soon thereafter as possible. If this decision is made for more than one (1) game in a season, the Head Coach must notify the Board of Directors as to why more than one (1) game is necessary.
 - The Head Coach shall be responsible to supervise their players until picked up by a parent or guardian after a practice or game. Assistant Coaches may be delegated this authority, but the responsibility remains with the Head Coach. Failure to follow this

directive may result in immediate dismissal of the Coach by the Board of Directors. The safety of the players is paramount.

- Head Coaches are responsible for the safekeeping of all equipment assigned to them each season and returning same to the Club.
- ~~Head Coaches shall promote sportsmanship among their Assistants, parents of their team members and their players. All Coaches are required to treat all players, referees, and other attendees of games in a respectful manner and to counsel players exhibiting unsportsmanlike behavior. Said counseling can be verbal or written, and can include removing the player from the game when appropriate.~~ **redundant to code of conduct**
- Every Head Coach and Assistant Coach will abide by the Coaches Code of Conduct that is on the SBLC website. If a Coach violates any portion of the Coaches Code of Conduct, the Player Agent will handle it accordingly.

Addendum A

REVISIONS

July, 16 2021: Amended and Restated to include separate sections for Code of Conduct, By-Laws, and Board Policy