

NORTH GWINNETT LACROSSE ASSOCIATION BY-LAWS PREAMBLE

IT IS OUR DESIRE THAT ALL COMPETITION BE CONDUCTED ON THE HIGHEST LEVEL AND THAT EVERY MEMBER ASSOCIATED WITH THE NORTH GWINNETT LACROSSE ASSOCIATION, INC. DISPLAY THE VIRTUES OF TEAM SPIRIT, HEALTHY COMPETITION, GOOD CITIZENSHIP AND SPORTSMANSHIP, AND POSITIVE BEHAVIOR AT ALL TIMES.

ARTICLE I – NAME

The name of the organization shall be “North Gwinnett Lacrosse Association, Inc.” (NGLA), hereinafter referred to as the “Association.”

ARTICLE II – PURPOSE

This organization is organized exclusively for charitable and educational purposes to foster amateur sports competition for youth of the North Gwinnett area, Gwinnett County, Georgia through the sport of Lacrosse and to encourage growth of lacrosse under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III – MEMBERSHIP

1. All athletes on lacrosse teams hereinafter referred to as “Player” or “Players.”
2. All players must live within the Gwinnett County School District to be eligible to register and/or try-out.
3. Lacrosse registration shall be governed by the rules and requirements of the league/s, hereinafter referred to as “League”.
4. Team sizes will be mandated by League Rules. Teams may be split at a lower number of players than mandated by League Rules if the NGLA Board of Directors feels that splitting the team will be in the best interest of the team. Splitting of a team in any age group may be accomplished by a simple vote of the Board of Directors.
5. All players will participate by age groups as mandated by League Rules.
6. Players and parents must display good citizenship, good sportsmanship and positive behavior at all times. 9

ARTICLE IV – COACHING

1. Size of Coaching Staffs shall conform to League Rules.
2. It is in the best interest of the youth in our area to have Head Coaches and Assistants of the highest character and qualifications. Anyone wishing to coach in the NGLA shall submit their credentials to the Vice President of Lacrosse for consideration by the Board. Head Coaches are nominated to the Board by the Vice President of Lacrosse or Lacrosse Commissioner and must be approved by majority vote of the Board.
3. The Head Coach or Commissioner may recruit assistants and trainers. All selections for Assistant Coaches and Trainers must be submitted for approval by majority vote of the Board. All coaches, assistant coaches, trainers, and team managers are required by the NGLA board to submit an application for a background check. These background checks are performed by a private service. All information obtained from background checks is held private and confidential with assigned executive board members.
4. The Head Coach of each team shall seek a volunteer parent, or appoint if necessary, to serve as Team Manager. The Team Manager shall assist the Head Coach by handling communication with the team parents, drink schedules, concession stand schedules, gate duty schedule, fundraising, banquets, etc.
5. Head Coaches shall have a parent meeting within the first five (5) days of practice to get acquainted, answer parent questions, establish parameters for disciplinary actions and advise the parents. Coaches and Team Managers can establish, within reason, their own rules for missing practices and games, use of profanity, fighting, disrespect, failure to follow instructions, etc.

6. Coaches, Trainers or Team Managers shall not use any form of tobacco when working with the teams on the practice field or during games on the playing field. All Board Members are responsible for monitoring and reporting to the Board any offenders. Violation of this rule may result in suspension of the guilty person for the remainder of the season.
7. Head Coaches shall be responsible for all phases of the operation of his or her team.
8. Head Coaches or Assistants may be forbidden by League Rules from recruiting players or Coaches from other Leagues or associations.
9. Coaches, trainers, managers serve at the pleasure of the board and that they may be dismissed for any reason deemed appropriate by the board. 1

ARTICLE V – PRACTICES

1. All players must attend all practices. Permission to miss a practice must be obtained in advance from the Head Coach or Team Manager except in the case of illness.
2. Players must be on time for all practice sessions and attend the entire practice. Head Coaches may set their own rules regarding practice times within the guidelines set by the League. Players and parents should be informed of the rules at the beginning of the season at the parent meeting.
3. Parents are urged to attend practices and give their player encouragement. **Players should not be left unattended at practice.** If a player must be dropped off alone at practice, it is **mandatory** that the Head Coach or Team Manager is made aware that the player's parent is not present. Players dropped off at practice are to be picked up promptly after practice.
4. Parents attending practice sessions are not to interfere with practice activities, unless specifically authorized by the head coach.
5. Coaches should establish guidelines for players missing practice sessions. If for any reason a player must miss two practices and/or is tardy two days in one week, the player maybe subject to not being allowed to participate in any activities for that week. If a player misses the practice preceding a game, except for medical reasons, he/she may be subject to not be allowed to participate in the game. Parents must be advised promptly if their player will not be allowed to participate.
6. Coaches must follow League Rules on practice hours and number of days per week.
7. Players are required to furnish their own equipment, shoes and practice jerseys.

ARTICLE VI – GAMES

1. Each player must attend all games. Each player must advise the Head Coach or Team Manager if they will miss a game.
2. Players should plan to arrive at the designated location of the game at least thirty (30) minutes prior to game time. Parents are responsible for ensuring that their player arrives at the game site with the required equipment including helmet (boys) and optional for girls, mouthpiece, shoulder pads (boys), goggles (girls), arm pads (boys), gloves (boys), proper uniform, etc. Protective cups are highly recommended for boys.
3. The Head Coach, Team Manager or Designated Assistant will be present at every game to take charge of the Team's activities.
4. Parents are urged to attend games and support the team. The Head Coach is totally responsible for the activities of the Team during the game while on the field. Parents must not interfere with the activities during the game while they are spectators.
5. Specific minimum play rules apply as mandated by League.

ARTICLE VII – EQUIPMENT

1. Players are expected to provide all of their lacrosse equipment needs.
 - a) Girls will need a certified Lacrosse goggles, mouth guard, helmet is optional and a stick.

b) Boys will need a certified Lacrosse helmet, mouth guard that attaches to helmet, gloves, arm pads, shoulder pads, stick and protective cup (recommended). **Football or hockey helmets are not certified for Lacrosse and will not be allowed.**

c) Mouth guards must be of color (clear or white mouth guards will NOT be permitted).

d) All purpose (lacrosse, football, soccer) cleats are allowed. Baseball cleats and/or metal cleats are NOT allowed.

2. Uniforms (jersey, shorts or skirts) will be provided to each player. Players may wear their game jerseys to school, on the day of, or prior to each game and to a North Gwinnett High School lacrosse game. Uniforms are the property of the player once the season is over.

3. Players are not allowed to wear jewelry during practice or games, with the exception of a Medical ID, which will be taped to the body.

4. Head Coaches are provided with practice equipment (i.e. scoring nets, lacrosse balls, etc...) at the beginning of the season which must be returned to the equipment room at the designated time when the season is complete. Failure to return equipment will result in the invoicing of the Head Coach for the replacement costs of the equipment.

5. Proper uniforms must be worn at each game. Uniforms should be clean. Socks and shoelaces are required. 12

ARTICLE VIII – SPORTSMANSHIP

1. Upon arriving for a game, players must stay with a Coach or Team Manager. Proper conduct is required while interacting with the players of the other association prior to, during and after the games.

2. Good sportsmanship must be displayed by all players of the association at all times.

3. Cheering will be positive and appropriate to the team. Booring is prohibited! Negative or “put down” cheers will not be allowed.

ARTICLE IX – CODE OF CONDUCT

1. It is strictly against the policy of NGLA for any person, either as a player, coach, parent or a spectator to engage in arguments, to use abusive language, to harass or make any threatening gestures towards umpires, coaches, players or league officials or to exhibit any behavior not in accordance with the general intention of this policy. Failure to abide by this policy will result in game suspensions and/or removal from the park.

2. Any player, coach, or parent caught fighting or found consuming any controlled substance will be suspended from league play for an amount of time to be determined by the Board.

3. Further incidents may result in permanent suspension from the NGLA.

4. The NGLA will report all permanent suspensions to the League as required.

ARTICLE X – DISCIPLINARY ACTION AND APPEALS PROCEDURE

1. Fighting or using foul language within a game or off the playing field as a spectator will not be tolerated.

2. Violation will be cause for disciplinary action and possible expulsion from the NGLA.

3. Written notification of disciplinary action will be mailed within 3 days.

4. Players and spectators are entitled to appeal the disciplinary action, provided that a written request is delivered to a member of the Board of Directors within seven (7) business days following the date that the disciplinary action is taken. At the time of receipt of a written request of appeal, the disciplinary action taken shall be lifted until a final decision is made by the Board.

ARTICLE XI – BOARD OF DIRECTORS

1. The Association shall be represented by an Executive Board, hereinafter referred to as the "Board", consisting of eleven elected officers (11 up to 13 with assistant commissioners) elected officers, lacrosse representatives, and the head coach of each of the boys and girls" teams. The elected offices shall be: President, Vice President, Secretary, Treasurer, Director of Communications, Technology Coordinator, Boys' Lacrosse Commissioner, Girls' Lacrosse Commissioner, Boys' Assistant Lacrosse Commissioner, and Girls' Assistant Lacrosse Commissioners, Uniform/ Spirit wear Chair,

ARTICLE XII - ELECTION OF OFFICERS

1. The election of New Officers shall be completed by the second Sunday in March of each calendar year. Officers shall serve for a term of one (1) year from April 1- March 31st of the following year.

2. The President shall arrange for a meeting place capable of holding the expected (or average) crowd. The Secretary will provide the ballot listing only the names nominated for each office. Only parents of players of the current year and Officers are permitted to vote. The Secretary will check off the names of parents as they enter the meeting and hand out ballots. The number of votes counted shall not exceed the number of ballots handed out. Extra lines shall be provided on the ballot so nominations may be made from the floor.

3. Prior to the Election of Officers, the Board shall select and appoint an Election Chairperson from the General Membership to oversee the election of Officers. This Chairperson shall appoint two (2) assistants from Boys' Lacrosse and two (2) assistants from Girls' Lacrosse to help count ballots and verify. No Officer shall be allowed to assist unless there aren't any assistants available.

4. GENERAL RULES OF ORDER

a. The President shall bring the meeting to order, introduce the Election Chairperson and then turn the meeting over to the Chairperson. If no Election Chairperson is available then the President shall conduct the meeting. The Chairperson or President will conduct the Election of Officers in the following manner. b. Starting with the office of President, give the name or names of the nominees and then ask for nominations from the floor. Any nominees from the floor must be present and must be willing to serve in the position for which nominated. Any nominations from the floor will be written in by the ballot holders on the line provided. If only one name is offered for an office, voting shall be by a show of hands. If more than one nominee, then voting shall be by secret ballot. The name of the elected officer shall be announced upon completion of the counting of the ballots. This will be done after office has been voted on. Officer's names will not be withheld until the end of the election.

5. After all Officers have been elected the Election Chairperson or President shall turn the meeting over to the current President who will address any new business. The secretary should obtain the telephone numbers and addresses of any new officers so they can be notified of the next meeting date. A motion shall be made to allow the adjournment of the meeting.

6. Newly elected Officers shall attend the next Board Meeting to acquaint themselves with the procedures. Outgoing Board Members shall finish any and all outstanding business prior to March 31st. Replacement Board Members should be brought up to date on any unfinished business so new Members can carry on with the minimum of transitional problems. Newly elected Board Members shall have no voting right until they assume office on April 1st.

ARTICLE XIII - OFFICER RESPONSIBILITIES

1. **PRESIDENT** - The President shall oversee all functions of the North Gwinnett Lacrosse Association. Responsibilities include the smooth functioning of everything from Board Meetings, to sign-ups, to handling conflicts.

a. Secure all necessary contracts on facilities for registration and activities during the season. b. Preside over all Board Meetings. The President shall not vote on matters brought before the Board except in the case of a tie vote. The President must then vote as a tie breaker. c. Support and enforce the By-Laws and Rules of the League at all functions of the NGLA. d. Oversee Lacrosse registration and evaluations. e. Serve as a NGLA representative at League meetings. f. The President may hold a Head Coaching, Assistant Coach, Trainer or Team Manager position during his/her term in office if so desired. 14

2. VICE PRESIDENT - The Vice President of Lacrosse is responsible for the smooth functioning of all Lacrosse Activities and will perform in the same capacity as the President in the absence of the President at any function of the NGLA.

a. Acquire for Board Approval a Head Coach for each age group. The President shall always be advised immediately of any physical fighting that has occurred (i.e., Coaches, Parents, and Children). Prepare written discipline actions. c. Keep all Coaches informed as to practice dates, fields, and game schedules, etc. d. Assist Coaches with any problems that may occur with parents, players, etc. e. Set up and Conduct pre-season coaches and trainers' clinic for lacrosse. f. Serve as a NGLA representative at League meetings. g. Preside at all Coaches meetings. h. The Vice President of Lacrosse may hold a Head Coaching, Assistant Coach, Trainer, or Team Manager position during his/her term in office if so desired. i. Complete any other duties assigned by the President. j. Organize and publish a handbook for all members of the Association with general information concerning all members.

3. SECRETARY - The Secretary shall be responsible for the minutes, record keeping and all publications of the NGLA.

a. Record minutes of all Board Meetings. Distribute minutes for the Boards approval at the beginning of the next meeting. b. Maintain all pertinent documents concerning the NGLA (i.e., contracts, insurance policies, bylaws, etc.), release these to interested parties only if a receipt is placed in the file showing who, what, why and when the item was released. c. The Secretary may hold a Head Coaching, Assistant Coach, Trainer or Team Manager position during his/her term in office if so desired. d. Complete any other duties assigned by the President.

4. TREASURER - The Treasurer is responsible for all Financial Records of the NGLA.

a. Deposit all cash and checks from registration, concession, fundraising, etc. b. Provide status of checking account activities to all Board Meetings. c. Balance checking account. d. Provide details of Board Expenditures at the Annual Parents' Meeting. e. Disburse Funds as directed by the President for expenses such as referees, lacrosse equipment purchases, etc. and concession stand supplies. .f. Maintain sufficient records of all expenditures and income that would withstand scrutiny by independent auditors.. g. Handle all sponsorship monies and distribution back to the teams. h. Supervise management of concession stand. . i. The Treasurer may hold a Head Coaching, Assistant Coach, Trainer, or Team Manager position during his/her term in office if so desired. j. Complete any other duties assigned by the President. 15

5. DIRECTOR OF COMMUNICATIONS- The Director of Communications shall be responsible for supplying information and literature to all Board Members, Parents and Team Members. Responsible for scheduling and publishing of all functions and activities for all Team members, board members and membership, team manager coordinator.

a. Responsible for contacting all Board Members to advise of meeting times and dates. Responsible for maintaining digital/online tools used by NGLA Board to manage the organization, including but not limited to posting to social media, email, texting. Flyer announcements to school, camp announcements, to memberships.

b. Complete any other duties assigned by the President. c. The Director of Communications may hold a Head Coaching, Assistant Coach, Trainer, or Team Manager position during his/her term in office if so desired.

6. Technology Coordinator – is responsible for maintaining the registration process and work closely with the Director of Communications for distributing information to membership. The coordinator is responsible for the registration software administration and set up for each season.

- a. Proactively review technology needs and costs associated with technology used by organization.
- b. Provide and update 1-3-year technology plan.
- c. Oversee digital, social, and online distribution of communications by the organization.
- d. The Technology Coordinator may hold a Head Coaching, Assistant Coach, Trainer, or Team Manager position during his/her term in office if so desired.
- e. Complete any other duties assigned by the President.

7. LACROSSE COMMISSIONER – There will be a Boy Lacrosse Commissioner and a Girl's Lacrosse Commissioner to oversee each branch of lacrosse. The Lacrosse Commissioner will assist the Vice President of Lacrosse and shall act in the same capacity as the Vice President of Lacrosse in the absence of the Vice President at any function of the NGLA.

- a. Responsible for ordering of necessary equipment required to keep the programs functioning.
- b. Assure game field is lined, yard markers are in place, corners are marked and the field is ready to play.
- c. Secure all equipment after the last home game of the day.
- d. Have an up-to-date knowledge of all NGLA and League Rules and Activities.
- e. Be in attendance at all Home Games (or designate Alternate Representative or other Board Member to be there).
- f. Attend League Meetings to obtain information and promptly report to the President and the Board.
- g. Represent the NGLA Board at the League meetings. Personal likes and dislikes will not be presented at League meetings, but rather the presentation of only the consensus vote of the Board Members.
- h. Form teams based upon skill and age group, recommend coaches and assistant coaches for each age division, then to be presented and confirmed by the board.
- i. The Lacrosse Commissioner may hold a Head Coaching, Assistant Coach, Trainer or Team Manager position during his/her term in office.
- j. Complete any other duties assigned by the President.

8. ASSISTANT LACROSSE COMMISSIONER - The Assistant Lacrosse Commissioner is responsible for all phases of lacrosse equipment including maintenance and distribution.

- 1. a. Shall maintain a complete inventory of all equipment.
- b. Maintain records of equipment as well as the players' coaches to which the equipment is assigned.
- c. Obtain, at the end of the season, from each Head Coach all lacrosse equipment assigned to the team trainer's kits, special equipment, etc.
- d. Assist the Lacrosse Commissioner and Alternate Representatives in securing all equipment after the last home game of the day.
- e. Maintain First Aid Kits and supplies for each team.
- f. Maintain equipment and equipment storage room in a serviceable condition.
- g. Assist Trainers and Coaches with any equipment problems they may encounter.
- h. The Assistant Lacrosse Commissioner may hold a Head Coaching, Assistant Coach, Trainer, Team Manager position during his/her term in office if so desired.
- i. Complete any other duties assigned by the President.

- 2. a. Shall attend all League Meetings in order to function in the absence of the Lacrosse Commissioner. Assist the Lacrosse Commissioner in all areas of responsibility to help ensure smooth operation of all NGLA functions.
- c. Arrange for an announcer for every home game.
- d. Oversee use of the press box during home games.
- e. Assist with concession stand supplies during home games.
- f. The Lacrosse Representatives may hold a Head Coaching, Assistant Coach, Trainer or Team Manager position during his/her term in office if so desired.
- g. Complete any other duties assigned by the President.

9. UNIFORM AND SPIRIT WEAR COORDINATOR: The uniform and spirit wear coordinator are responsible for all phases of spirit wear and team uniforms.

1. a. Shall supervise the design, ordering and distribution of all team uniforms and maintain oversight of any inventory. c. The uniform and spirit wear coordinator may hold a Head Coaching, Assistant Coach, Trainer, or Team Manager position during his/her term in office if so desired. d. Complete any other duties assigned by the President.

10. LACROSSE REPRESENTATIVES - The Lacrosse Representatives (reps) will assist the Lacrosse Executive Board as needed deemed by the board. Projects assigned by the executive board.

ARTICLE XIV - GENERAL BOARD RULES

1. MEETINGS a. Board Meetings shall be held at least once at the earliest possible date of the new year to plan for the upcoming season. Other Board Meetings during the year will be called, as necessary, by the President. At least one meeting shall be conducted immediately prior to early registration to organize a plan for handling registrations. Meetings shall be held as often as necessary to ensure the smooth operation and success of the program. b. An Officer who is absent for three consecutive Official Board Meetings may be suspended and removed from office by a majority vote of the other Board Members. A replacement may be nominated and installed by a majority vote of the remaining Board Members.

2. VACANCIES a. Any vacancy created by resignation, moving, change of job, expulsion, withdrawal, etc., may be filled by appointment from the President. A majority vote of the Board is required to confirm a nomination. b. Vacancies on the Board that are not filled at the General Election, for whatever reason, may be filled by appointment by the President with confirmation by a majority vote of the Board Members.

3. APPOINTMENTS a. The position of Concession Manager may be appointed by the President. In order to share responsibilities and working time, a Concession Supervisor may also be appointed. b. The President shall have the authority to appoint Committees or Individuals from either the Board of General Membership to handle services or perform functions that are of benefit to, or for, the NGLA. c. Any Board Members shall have the authority to seek assistants, from the General Membership to help with the Board Members assigned responsibilities. However, the Board Member still carries the major responsibility of his or her position within the NGLA.

4. CHANGES a. Changes, additions or deletions to the By-Laws of NGLA must be submitted to the President for presentation to the Board. Action must be taken at the next regularly scheduled Board Meeting. The person requesting the changes in the By-Laws shall be promptly notified by the President as to the outcome of the request. b. Changes, additions or deletions may also be presented at the annual Parents' Meeting. The new Board will be responsible for acting on the request by either voting or tabling it at the first scheduled Board Meeting of the new year after the request is received.

c. Any changes to the By-laws will only permitted one time per year and only during the last Board of Directors meeting of the fiscal year. Any and all changes must be submitted, reviewed and voted on during the final Board meeting of the season.

5. ATTENDANCE OF BOARD MEMBERS All members of the Board are expected to be in attendance at all Board of Director meetings, whether it is a regularly scheduled meeting or a meeting called by the President. If a Board Member cannot attend a meeting, he/she must notify the President, the Vice President or Secretary. Failure to notify and failure to attend the meetings, will be handled by the President as follows: (This is per year) a. First Offense: The member must submit in writing to the Board of Directors the reason for his/her absence and intentions on where he/she stands with serving as a Board of Directors Member. b. Second Offense: The member must state his/her reason for absence to the Board of Directors in person at the next scheduled Board meeting and request permission to remain on the Board. c. Third Offense: The member, a vote will be obtained on whether the position should be replaced with a new board member.

6. REMOVAL OF OFFICERS a. An officer may be removed from the office by a majority vote of the Board upon being served written notice of the action. b. Any elected officer so removed may, by submitting a written request to the Board within two (2) weeks after being served notice, appeal the decision of the Board in a hearing before the general membership. c. The Board shall hold an appeal before the general membership at a meeting within two (2) weeks after being served the request for appeal. d. A simple majority of the general membership shall confirm the action of the Board.

7. COMPENSATION All Board Officers shall serve without compensation or financial remuneration in any regard. Each Board Officer is prohibited specifically from profiting personally in any transaction with the Association. In order to avoid any appearance of impropriety, any member of the Executive Board or Sport Board Officer family, including but not limited to spouse, parents, children, step children, siblings, in-laws, aunts, uncles, and cousins to the third degree are specifically prohibited from being employed by the Association in any capacity where that employment results in the payment of any compensation in whatever form or substance payable by the Association or its respective committee to such Executive Board Officer or member of his immediate family as defined herein.

ARTICLE XV – PARLIAMENTARY PROCEDURES

The rules contained the current edition of Robert's Rules of Order (Newly Revised) shall govern the Association in all cases to which they are applicable.

ARTICLE XVI – LIABILITY

1. The NGLA Board of Directors, Representatives, Coaches, Trainers, and Officials of other supervisory or participating personnel are not responsible for personal injuries or damage to property at any or NGLA sanctioned event.

2. All participating individuals such as lacrosse players, coaches, trainers, officials, parents, spectators, etc., participates at their own risk and shall not hold NGLA or any of its members responsible for any personal injury or damage to property.

ARTICLE XVII – DISSOLUTION OF THE ASSOCIATION

Upon formal dissolution, the net assets of the Organization shall be distributed to the North Gwinnett High School Booster Club, with equal split to go to girls and boys program 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.

ARTICLE XVIII – REFUND POLICY

It is the policy is that NO REFUNDS will be given. The only exceptions to this policy are for a season ending injury or a company transfer outside of the Atlanta Metropolitan Area. All requests for consideration **must** be made in writing. The request must state the reason for the refund and provide proof of payment (online confirmation or cancelled check). A \$50.00 processing fee shall be deducted from refunds that are granted by the Board to cover costs already incurred.

All refund requests should be mailed to:
North Gwinnett Lacrosse Association, Inc
320 Town Center Avenue, Suite C-11 #293
Suwanee, GA 30024

Approved – April 2020