

# HICKMAN LACROSSE CLUB BYLAWS

## Article I: NAME

NAME: The name of the organization is the Hickman Lacrosse Club (HLC).

## Article II: PURPOSE

PURPOSE: In accordance with and subject to the bylaws, the primary purpose of the club is to provide management, organization, and support to boys interested in participating in high school level lacrosse.

## Article III: MEMBERS

MEMBERS: The club will consist of boys in grades 9-12, or age appropriate as determined by the Missouri State Lacrosse Association (MSLA) or (ADD) Missouri State High School Activities Association (MSHSAA) who live in the Columbia Public School District or surrounding district that does not offer lacrosse, and choose to play high school level lacrosse and their parents, guardians and /or primary caregiver. Members of the club agree to be an active participant and volunteer and support the club in its purpose.

## Article IV: GOVERNMENT

GOVERNMENT: The HLC Board will govern the Club. The Board will be made up of:

- A. four (4) elected officers (President, Vice-President, Treasurer, and Secretary),
- B. the nine (9) committee chairs (in case of co-chairs, if only one is present their vote shall count as one vote; if both are present, each co-chair shall have ½ vote but be counted as one person for purposes of determining a quorum; members who hold more than one position as committee chair shall be limited to one vote),
- C. and one parent at large for each grade 9 through 12

The terms of the elected officers and parents at large shall be one year beginning at the end of each school year banquet. Election of officers will be determined at the team banquet each Spring. Officers and parents at large shall not be term limited. The Committee Chairs term shall be one year beginning at the end of each school year banquet. Committee Chairs shall not be term limited.

The intent of HLC is to have at least one parent at large for each team, with a total vote of 1 for each grade level. If a team has more than one parent at large, they will act as co-chairs of the parent at large position for that team. If after teams are set at the beginning of each season, a team is without a parent at large, the board will follow the procedure in Article V (under "Nominating Committee") to create an additional parent at large position.

The Board may remove any elected officer with proper notice after a hearing and a majority vote of the Board.

When a vacancy on the Board exists during the term for any reason, the secretary must receive nominations for new members from the HLC parents. These nominations shall be sent to the Board and voted on by the Board at the next Board meeting. These vacancies will be filled only to the end of the term. If there are no nominees, the secretary shall convene a Nominating Committee.

The HLC Board shall be authorized to name any standing committee, sub-committee or special committee as deemed necessary. The HLC Board may adopt rules and regulations for the supervision of the organization. A quorum of at least one half of the Board shall act on issues and action requires a majority vote of the Board. In the event of a tied vote on any issue or action requiring a majority vote of the Board, the President shall decide the outcome of the vote.

#### Article V: DUTIES

DUTIES: The duties of the HLC Board Officers and Committees are as follows:

**President:** The President shall preside over all Board and parent meetings, represent the club at all Missouri Scholastic Lacrosse Association (MSLA) meetings, and coordinate the efforts of all committees. The President may call a special Board meeting or declare that a decision is made by an e-mail vote of Board members if the issue is emergent or otherwise time sensitive and therefore can not wait until the next scheduled Board meeting. In addition, the President secures the location and time of all Board and parent meetings, organizes informational meetings for new players, parents and current players. The President shall be the liaison for the head coach to discuss all matters including but not limited to personnel issues, scheduling and player issues. Nominees for the president must have at least one year prior experience as a HLC board member in order to be considered for the position. The

**Vice President:** The Vice President will preside over any meetings that the President is unable to attend, represent the club at MSLA meetings in the President's absence and be a representative on a committee. If the President cannot fulfill the term, the Vice President will become President for the remainder of the term. The VP will be responsible for organizing volunteers to assure that the field is properly lined and the alternate field is prepared to play. The VP will review all requests for scholarships and recommend overall funding levels to the Board. The VP will maintain player/parent confidentially regarding specifics of scholarships, giving the identity and dollar amount only to the Treasurer and the President.

**Treasurer:** The Treasurer will monitor and maintain the HLC bank account, and attend the MSLA meetings the President or Vice President are unable to attend. The Treasurer shall accept/collect funds and pay bills as required, pay referees, and manage tuition and scholarship funding (the Ken Watkins Memorial Fund), and prepare the annual written report regarding the use of and remaining balance in the Ken Watkins Memorial Fund.

**Secretary:** The Secretary will keep minutes of the Board and parent meetings, maintain a current and correct roster and maintain a file of important information for each successive year. The Secretary will receive nominations to fill Board vacancies. If there are no nominees for Board positions, the Secretary will convene a Nominating Committee.

**Nine Committee Chairs:** The nine chairs of the following committees will also be on the Board: Scorekeeper/Timer Committee, Home Committee, Equipment Committee, Awards/Banquet Committee, First Aid Committee, Fundraising Committee, Communications Committee, Recruitment, and Legal Committee.

If any committee has co-chairs each co-chair shall have ½ vote but be counted as one person for purposes of determining a quorum. If a new committee is formed, that chairperson will not be a voting member of the Board until the bylaws are amended and approved to recognize the change. Members who hold more than one position on the Board shall be limited to one vote. If a member of the Board is not present or will not be present, proxy voting and voting by e-mail will not be allowed.

**Scorekeeper/Timer Committee:**

- Learn the game, rules, scoring and timing, and any other procedures for Scorekeeper/Timer duties
- Assure that home game personnel (scorers and timers) are present
- Scorekeepers – maintain scorebooks, horns, clocks, batteries, extra balls and keep stats
- Timekeepers – operate the game clock
- Have table ready for game start
- Maintain blood jerseys and extra mouth guards for each team
- Pregame field set-up, to include setting cones, checking nets and setting end balls
- Post game stats
- Report game scores to webmaster and local media (as needed)
- All other duties as directed by the Board

**Home Committee:**

- Coordinate concessions and t-shirt sales
- Coordinate and help design and order t-shirts, sweatshirts and sweats
- Assure that park is cleaned up after the games (boys need to do as public services for HLC requirement of school sport)
- Organize the Fall Recruiting Event in coordination with the Recruitment and Communication /Publicity Committees
- Display banners at home games
- Organize Senior Night events
- All other duties as directed by the Board

### **Equipment Committee**

- Works with coaches to assure that all players are properly equipped
- Acquire equipment from retiring senior players
- Provide/purchase spare equipment
- Assures that each team has two good nets and two orange goals
- Assign and distribute uniforms at the beginning of the season
- Secure all uniforms at the end of the season
- Organize a list of players who are wanting to get rid of equipment and have available to new players
- All other duties as directed by the Board

### **Awards/Banquet Committee**

- Arrange date and location of banquet
- Arrange for awards, gifts for seniors and coaches
- Order letters and pins (need a minimum of three months)
- Coordinate banquet
- All other duties as directed by the Board

### **First Aid Committee**

- Provide and coordinate nursing/athletic trainer for all home and away games
- Maintain first aid supplies
- Maintain a medical notebook of health information on all players, including copy of health insurance cards
- All other duties as directed by the Board

### **Fundraising Committee**

- Organize fundraising
- Seek community and corporate support
- Order and maintain an inventory of supplies needed for fundraising activities
- All other duties as directed by the Board

### **Communication/Publicity-Committee**

- Promote the club and all games
- Maintain website
- Arrange publicity for team
- Organize the Fall Recruiting Event in coordination with the Recruitment and Home Committees
- All other duties as directed by the Board

### **Recruitment Committee**

- Organize and lead recruitment activities throughout the year.
- Maintain contact with Junior High Schools and Middle Schools for recruitment of new players
- Organize the Fall Recruiting Event in coordination with the Home and Communications/Publicity Committees
- All other duties as directed by the Board

### **Legal Committee**

- Review all contracts, legal documents, and bylaws
- Obtain Background Checks on Coaching Staff
- All other duties as directed by the Board

### **Parents at Large**

- Act as liaisons between the Board, the coaching staff and parents.
- Regularly attend Board meetings, home and away games, fund raising events and recruiting events
- Maintain and track HLC equipment assigned to their team (e.g. tent, water jugs, banners)
- Recruit parent volunteers to bring water jugs and other items as needed to games
- Organize travel and hotel for away games
- Distribute and collect coach evaluation forms at the middle and end of the season
- Obtain cards/gifts for coaches at the end of the season
- All other duties as directed by the Board or as described in the by-laws

### **Nominating Committee**

The Nominating Committee is a sub-committee of the Board, comprised of the Vice-President, the Secretary and the Parents at Large. It shall be convened by the Secretary if there are no nominees for

- Any Board position within the two weeks prior to election of officers at the team banquet each Spring
- Any parent at large position within the 48 hours after the teams are set by coaching staff if any team is unrepresented by the current slate of parents at large
- Any Board position that is vacated during the term

### **Hiring/Evaluation Committee**

The Hiring/Evaluation committee is a sub-committee of the Board. It shall be comprised of the President, Vice President and the Parents at Large. The committee will meet annually, and when the need arises, to evaluate the coaching staff and to discuss hiring. In the event of a tied vote on any issue or action requiring a majority vote of the Hiring/Evaluation Committee, the President shall decide the outcome of the vote.

- 1- Hiring- The committee shall have the opportunity to determine how to recruit and advertise for the open positions. The committee will determine what is required to be submitted for its consideration. The committee shall interview the candidates, make recommendations, and discuss the results of the interviews with the Board. The Board will then vote on the applicants. All coaches will submit to a criminal background check before they can coach the team. In addition, and on a going forward basis for any new hire after the effective date of the by-law amendments, all head coaches shall

complete the Level 1 online course or higher through US Lacrosse prior to the first coaching day. The Varsity head coach shall complete the Level 2 online course through US Lacrosse prior to the first coaching day.

- 2- Evaluations- This committee will facilitate a formal review process at mid-season and season's end for all coaches including a written evaluation. The committee shall prepare the evaluation form and the parent at large for each designated team shall work with the parents to allow all parents to have input. The head coach of each team (Freshman/Developmental, Junior Varsity and Varsity) shall also be allowed to provide input on his assistant coaches. Once complete, the committee\* shall meet with each coach and review the evaluations. (\*The members of this committee shall be the individuals who held the offices of President, Vice President and Parents at Large during the playing season).

## **Article VI: COACHES**

### **REQUIREMENTS FOR COACHES:**

- Current member of US Lacrosse (dues paid by HLC)
- Current CPR & First Aid Certification (training paid by HLC)
- Completion of US Lacrosse Level 1 online course through US Lacrosse for all Head Coaches (Freshman/J.V./Varsity) (fees paid by HLC)
- Completion of US Lacrosse Level 2 online course through US Lacrosse for Varsity Head Coach (fees paid by HLC)
- Completion of "Positive Coaching Alliance" Double Goal Coaching online course or workshop (fees paid by HLC)
- Adhere to the principles in US Lacrosse "Role of the Coach"
- Completion of HLC Coaches Orientation
- Completion of & satisfactory outcome of criminal background check (fees paid by HLC)

### **DUTIES OF HEAD VARSITY COACH:**

- Oversee all other HLC coaching staff
- Set up league games with MSLA
- Communicate with HLC President on regular basis regarding status of team, accomplishments, and problems
- Recruit qualified candidates for available coaching positions
- Provide HLC President with name and contact information for any prospective coach
- Notify players' parent/guardian and HLC President of any suspected non-emergent injury or medical condition
- Call EMS immediately for any known or suspected injury or medical condition that appears to warrant emergent medical attention

- Cancel practice or remove players from field in event of unsafe weather conditions
- Be punctual in beginning and ending practices
- If unable to attend a practice at a designated starting time or if leaving prior to designated ending time, designate another HLC coach to supervise and direct practice
- Communicate expectations and goals to players
- Provide feedback to players as a team following each practice and game and on an individual basis at mid and end of season
- Maintain discipline by structured activities and consequences
- Promote team unity, bonding and camaraderie through mandatory team group activities as appropriate
- Be a positive role model for players when representing HLC in any club or coaching capacity

### **Article VII: MEETINGS**

MEETINGS: The HLC Board Meetings will meet at least once a month during the school year and have additional meetings as needed.

### **Article VIII: DISTRIBUTION OF FUNDS**

DISTRIBUTION OF FUNDS: Distribution and use of funds will be determined by a majority vote of the HLC Board. Certification through US Lacrosse for all head coaches selected by the HLC Board shall be paid by the Club.

### **Article IX: MISCELLANEOUS PROVISIONS**

FISCAL YEAR: The fiscal year of the club will be from July 1 to June 30.

EXECUTION OF CONTRACTS: The President and the Treasurer shall be authorized to sign all legal and financial agreements, contracts, or statements as authorized by the Board.

OWNERSHIP OF EQUIPMENT/ASSET: The title to any property or equipment hereafter acquired shall be owned by the HLC.

EARNINGS: No part of the earnings of the club shall insure to the benefit of, or be distributed to officers or other persons except that the club shall be authorized and empowered to pay reasonable compensation for services and costs.

COSTS/ DUES: Costs including dues will be determined by the HLC Board on an annual basis and announced by the end of October each year.

DISSOLUTION OF THE CLUB: Upon dissolution of the club, the Officers shall, after paying all of the liabilities of the club, dispose of all assets exclusively for the purpose for which the club was organized, as determined by and voted on by the Board.

CONFLICT OF INTEREST: If a member of the Board has a spouse, relative and/or "significant other" who is a Candidate/Applicant for hire by the Club, and/or if a member of the Board has a business interest in a business for hire by the Club, that Board member shall recuse himself/herself from the discussion and vote on that particular matter due to a Conflict of Interest.

RETIRED JERSEY NUMBERS: The following number(s) shall not be issued by HLC to any future player:

Number 43, In Honor of former player and coach, Ken Watkins.

KEN WATKINS MEMORIAL FUND: The main intent of the Ken Watkins Memorial Fund is to provide a means for individuals to play lacrosse for HLC who could not afford to do so without financial assistance. *Refer to Ken Watkins Memorial Fund document for details of this fund.*

By-laws  
Board Revision  
December 8, 2010