

Lakeland Jr Lacrosse INC, By-Laws and Policies

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Lakeland Jr. Lacrosse Club (formerly Ringwood Lacrosse Club)

Lakeland Jr. Lacrosse Club ("LLJL") Organization, By-Laws and Policies

1. **Mission Statement:** The LLJL is a non-profit volunteer run organization which exists to develop, sponsor and promote a recreational lacrosse program for boys and girls in grades K-8 from the towns of Ringwood, Wanaque and Haskell. It is our goal to provide an enjoyable environment for our children. We develop lacrosse related programs, fundraisers and social activities for team members, their families and the coaches. Through our training, we aim to promote the great tradition of lacrosse by teaching our children the skills, self-confidence and values that will help them throughout their lives.

2. **Membership:** The LLJL membership will consist of all registered players in the LLJL and their parents.

3. **Meetings:** At a minimum, the LLJL will hold one meeting each quarter with the date, time and location posted on the website. Additional meetings may be held regarding specific topics such as fund raising and schedule planning. The quarterly meetings will be open to all LLJL members and will allow time for questions and comments by LLJL members.

4. **Organization:** The LLJL is established as a non-profit organization. The elected Board of Directors of the organization will make all decisions regarding the operation of the LLJL program. The following LLJL officers will be elected to a term of two years* at the third quarterly meeting of the calendar year. The officer terms will have a staggered election process.

- President
- Vice President
- Treasurer
- Program Development Director (US Lacrosse/ PCA/High School)
- Boys Director
- Girls Director
- Honorary Trustee* (Not elected)

The Board of Directors will recruit and select the following standing committee Chairpersons annually:

- Fund Raising
- Jamboree Planning
- Snack Stand
- Publicity
- Social Media Coordinator

Committees may be appointed or dissolved as deemed necessary by the Board of Directors. All committees shall be accountable to the Board of Directors.

5. Nomination of officers: At least three months prior to the expiration of the officers' two year term, the President will appoint three members of the LLJL to recruit members willing to fulfill the duties of the officer positions for the next two years. This Nominating Committee will present the slate of nominees at the election meeting referred to in section 4 above. Members of the LLJL may present additional nominees for election at the same meeting. After publicly agreeing to fulfill the duties of the office for the two-year term the nominee will be included in the vote for the office. A majority vote by the existing Board of Directors will be required to win the election. If needed, a runoff vote of the two candidates receiving the most votes will be held to determine the majority vote winner.

6. Trustee Position: All Presidents' upon the completion of their term, that still have a child or children within the LLJL program will automatically become an Honorary Trustee and maintain full voting rights of an elected director until such a time that he/she has no remaining children in the LLJL program.

7. Fund Raising: All fundraising conducted on behalf of the LLJL will be approved by the Board of Directors prior to implementation. All funds will be raised on behalf of the entire program.

8. Disbursements: All commitments of funds over \$250 must be approved by at least two Board of Directors consisting of the President or Vice President plus one additional member in writing or email form prior to commitment being made. All checks for disbursement will require a board member's signature, other than those approving the commitment.

Program Policies

1. Eligibility: The LLJL program will be open to all boys and girls in grades K-8 residing in Ringwood, Wanaque and Haskell. If additional positions are available, children from other towns will be admitted in accordance with NJJLL and NJJGLL rules, and based upon approval from the Ringwood Recreation Dept.

To be eligible for play on a team and membership in the LLJL, the proper registration forms including parental release and insurance information must be completed and submitted with appropriate fees. Late registrants will be accepted if the team size can accommodate additional players. Late registration fees will apply. Every effort will be made to accept all eligible players. All players in grades 3-8 must be enrolled in the US Lacrosse Association and will have secondary health insurance as a benefit of this membership.

2. Coaches: All head and assistant coaches must have completed the USA Lacrosse Level One certification and the Ringwood Recreation coaching requirements. Coaches must demonstrate proof of having current certifications. The Boys and Girls Directors will recruit and select all coaches for approval by the LLJL Board of Directors. All coaches must be members of the USA Lacrosse Association.

3. **Team size:** Team Size: The desirable team size will be 20 players for all boys teams and girls teams with the exception of 3/4 girls, which will be 12 players. This is due to the limited amount of coaches, coaching certification process, and in order to increase playing time for those who register. In the event that more than 20 (12 for 3/4Girls) players register, they will be added to a waitlist. If we are able to accommodate more than the allotted players, they will be taken off the waitlist, on an individual basis, in the order in which they registered. (1e: first come, first served)

4. **Playing time:** Since the LLJL is essentially a traveling recreational program that plays against teams from other towns, it is the goal of the LLJL that all players who attend practice regularly, have a good attitude, and demonstrate the basic fundamental skills of lacrosse, will play approximately one quarter of the game. This may vary depending on the squad size and playing conditions. In order to meet this goal, flexibility regarding positions played is required on the part of the players. Players that do not meet these requirements are not guaranteed playing time.

5. **Code of Conduct Policy:** The LLJL has the goal of educating its participating youth in the ideals of good sportsmanship, honesty, leadership and teamwork through the teaching and supervision of the game of lacrosse. In doing so the LLJL will contribute to the development of character, citizenship and physical fitness of the youth in Ringwood, Wanaque and Haskell. In order to carry out the goals of the LLJL and to keep all participants focused on the recreational and educational nature of the organization, the LLJL has adopted the following policy:

Players and Parents are expected to conduct themselves in a sportsmanlike manner at all times.

A player may be benched or suspended from play, at the discretion of an LLJL coach or official, for any unsportsmanlike conduct, including, but not limited to, the following behavior:

- A. Using obscene or foul language in a boisterous manner to anyone, especially opposing players, coaches and officials.
- B. Openly disputing or arguing about any decision by an official.
- C. Using excessive physical force on or off the playing field (modern lacrosse is primarily a game of skill, not brute force).
- D. Trash talking or baiting other players
- E. Defacing or damaging the buildings, grounds or equipment at any playing or practice field, home or away.

The LLJL encourages parents to support their players and teams. Parents are expected to refrain from "coaching" from the sidelines. This includes engaging in discussion or argument with any coaches or officials during practices and/or games. Should there be concerns about the way a game is being coached; parents are to talk to the coach privately off the field. If parents are not satisfied with the coach's response to concerns, contact an official of the LLJL to discuss concerns. Remember the coaches are unpaid volunteers. It is the goal of the LLJL that

every player's exposure to lacrosse in the LLJL program be safe, educational and most of all fun!

If an LLJL participant (parent or player) is viewed as having breached the Code of Conduct based on the judgment of other LLJL participants, a 3 member committee (LLJL President, Vice President, Girls/Boys Director) will consider the situation and provide a ruling that could include up to a suspension of the LLJL participant from LLJL events for the remainder of the season.

6. Scheduling: In accordance with league recommendations, the LLJL will attempt to schedule at least ten games during the season. This may vary depending on field, opponent or referee availability.

7. **Parent/Player issues:** LLJL has three levels intended to address any parental/player issues or concerns that may arise. These are:

1. Coaches should receive all related issues concerning practice and game issues. This is generally the fastest resolution medium. We ask that conflict issues be brought to the coaches' attention after a 24-hour waiting period.
2. Any concerns not resolved by the Coach may be brought to the Boys or Girls Directors for dispute resolution.
3. The LLJL President is the last resort for appeals. Should the President be used, he/she will appoint three non-involved board members to handle the concern. The three-man committee will investigate the issue, and report back to the full board with a recommendation. The issue will be resolved by a final vote of the full board. All issues resolutions at this level will be final.
4. Any or all of the above methods for concern resolution may be used in the order as shown, however, once the board vote is taken, no other avenues for resolution will remain open.

LLJL Board of Director Position Responsibilities

President

- Conduct quarterly meetings
- Coordinate LLJL functions and ensure assignments are completed
- Jointly with VP participate in attending town and league athletic commission meetings
- Two-year term starts in even year (2022, 2024, 2026, 2028 etc)

Vice President

- Conduct meetings in absence of President
- Lead special projects
- Record minutes of the meetings and manage the LLJL Gmail account.
- Snack Stand Management
- Uniform Management
- Two-year term starts in even year (2022, 2024, 2026, 2028 etc)

Treasurer

- Collect and record all receipts from fundraising and registration Control and record disbursements for LLJL business
- Submit annual report to the audit committee for review
- Submit annual financial statements to tax accountant
- Prepare and submit the season budget
- Two-year term starts in odd year (2022, 2024, 2026, 2028 etc)

Program Development Director

- Coordinate all activities with US Lacrosse
- Disperse upcoming clinics, camps, and club team information to all LLJL members
- Organize introductory clinics for new and future members
- Enrollment & Enforcement of US Lax & PCA memberships.
- Conduct LLJL correspondence and mailings to the membership including roster spreadsheets
- Coordinate "End of Year" Surveys
- Liaison to Lakeland HS Lacrosse Program
- Two-year term starts in odd year (2022, 2024, 2026, 2028 etc)

Boys Director

- Attend league meetings and represent LLJL
- Coordinate schedule of all games with the league and referees Confirm all games with opposing teams prior to game day.
- Set up home field for games (opening the shed, setting up the scoring table.)
- Pay referees for home games
- Hand out equipment to all coaches prior to the season
- Two-year term starts in even year (2022, 2024, 2026, 2028 etc)

Girls Director

- Attend league meetings and represent LLJL
- Coordinate schedule of all games with the league and referees Confirm all games with opposing teams prior to game day.
- Set up home field for games (opening the shed, setting up the scoring table.)
- Pay referees for home games
- Hand out equipment to all coaches prior to the season
- Two-year term starts in even year (2022, 2024, 2026, 2028 etc)

Honorary Trustee

- Act as a historian of the LLJL
- Help support the current Board of Directors as needed
- LLJL Committee Position Responsibilities
- Fund Raising
- Schedule major fund raising activities
- Recruit volunteers and ensure execution

LLJL Committee Position Responsibilities

Snack Stand

- Manage the snack stand operations to include ordering supplies, organizing workers and tracking the financial gains/losses.

Publicity

- Coordinate with teams to submit a brief weekly summary of game results to the local papers and to publicize registration and other LLJL activities.
- Send all info to the Webmaster

Equipment

- Record and log all equipment owned by LLJL
- Conduct equipment distribution and collection
- Order new equipment as needed
- Purchase balls and equipment for the teams as needed

Social Media Coordinator

- Establish and maintain LLJL website to include news, rosters, game results, field directions, etc
- Share content on the LLJL Facebook and Instagram pages

Nominating

- As needed, recruit a slate of candidates to stand for election for the officer and staff positions

All committees are appointed for a one-year term as needed.