

Rocky Mountain High School Boys Lacrosse Club By-Laws

(original approved: July 12, 2012, revised 091613, updated related entities 07/2017, revised and updated 11/15/2018, revised 2/21/19, revised 02/18/2025)

Mission Statement:

The Rocky Mountain High School Boys Lacrosse Club (“RMHSLC”) is committed to being an outstanding student-athlete organization that promotes:

- 1. An environment dedicated to high expectations and success for all student athletes.*
- 2. Championing the mission and vision of Rocky Mountain High School.*
- 3. Individual and team development through the sport of lacrosse, where striving to win is pursued in concert with self-discipline, loyalty to teammates and school, and striving for self-improvement as a player, a person and as a teammate.*
- 4. Every player is an important and integral component to a successful program.*
- 5. Continual improvement in physical, mental, strategic, and sportsmanship aspects of the game.*
- 6. A coaching philosophy that clearly demonstrates a willingness to help each player understand and achieve excellence.*
- 7. Support, fairness, encouragement, and continuing education (e.g. U.S. Lacrosse Level 1 Certification) to coaches who are critically important to a successful program.*

Core Values:

- 1. Team Success: Where the focus is on the success of the whole team, and every player feels like a valued member of the team regardless of individual performance.*
- 2. Individual Player Improvement: Where the focus is on coaching that stresses the fundamentals and ability to communicate expectations for individual player development and advancement.*
- 3. Sportsmanship: Honoring the game, upholding the spirit, as well as the letter of the rules, respecting opponents and officials, and demonstrating integrity and respect in behavior.*
- 4. Positive Culture: RMHSLC will provide a culture where players, coaches, and parents demonstrate support for the team and club. Where every player, coach, parent, official, and fan look at their involvement as a privilege to be honored.*
- 5. Conduct & Performance: Focus on continuous improvement as an individual, a team and a club. Using positive motivation and truthful and specific feedback that enables individuals to grow, learn, develop and improve.*
- 6. Club Support: Executive Board and general members commit to providing administrative, financial, logistical, and overall club support that promotes excellence.*

Rocky Mountain High School Lacrosse Club:

- 1. Members of the Rocky Mountain High School Lacrosse Club will consist of the Executive Board members, coaches, and currently registered parents and players.*

2. The RMHSLC will distribute player and parent contact information to all board members and coaches. Contact information is strictly to be used for club planning and communication purposes. The RMHSLC does not condone the distribution or solicitation of materials not related to this high school lacrosse club.
3. Recommendations for by-law changes may be made by any adult member of the RMHSLC. The Executive Board members shall have power to alter, amend, repeal or adopt these by-laws, and shall be made only at a meeting open to the entire club membership. A simple majority among board votes will be required for changes.
4. As a member of the Southwest Idaho Lacrosse Association (SWILA), RMHSLC shall abide by all policies and procedures of SWILA.

Executive Board

1. For liability reasons and the protection of the board and RMHSLC, the Executive Board of RMHSLC is designated as the program director. The Executive Board shall consist of the President, Vice-President/President Elect, Secretary, Treasurer, Chief of Staff, (6) General Member Representatives At Large (1 representative per class, 1 representative for Middle School, 1 position will be determined in the Spring to include a representative from the JV team). Each position shall hold one voting right in situations where a vote by the board is necessary. The president will hold the deciding vote in a tie-vote. A quorum shall consist of a majority of the board members then serving and must be present for a board vote.
2. Executive Board positions are strictly volunteer status and may not receive any form of financial remuneration, including gifts and services purchased with club funds.
3. The Executive Board may hold any special meetings they deem necessary. The board may conduct any special meeting or other business of the board by telephone, polling, email, or other means not requiring their physical presence. Board meetings shall be open to the full RMHSLC membership except in instances where matters concerning individual members players, or volunteer coaches are being addressed. The president may convene the board in closed session whenever such confidential matters are to be discussed.
4. Minimum length of service for Executive Board positions will be as follows and will normally be from July through June. Exceptions to the minimum length of service may be altered, however, the Executive Board will need to approve by a majority vote. Any Executive Board member who would like to continue to serve may submit their name during the nomination process:
 - a. President – 2 years (serves one year as VP and one as President)
 - b. Vice-President/President Elect – 1 year (1st year -VP 2nd Year- President)
 - c. Treasurer – 1 year
 - d. Secretary – 1 year
 - e. General Members at Large – 1 year
5. Nominations for Executive Board and volunteer positions will be accepted from the adult RMHSLC membership during the annual General Session meeting. The General Session meeting will generally occur during the summer annually. Election of all Board positions will occur prior to the spring high school lacrosse season. After elections the incoming Executive Board members will work with existing encumbered Executive Board members to facilitate a smooth transition. In the event of a mid-term vacancy, the Executive Board shall convene a special meeting to solicit nominations and elect board positions.

6. To maintain continuity, no more than 3 Executive Board members positions should be filled with new members annually. In cases where there is interest in filling more than 3 positions in one year, the following priority order for retaining existing board members will be as follows: President, Vice President/President-Elect, Treasurer, Secretary, General Members At Large.
7. Executive board members may be removed from office if they resign, consistently fail to appear for required meetings, or are removed from office by majority of the votes cast at a special recall meeting where a majority of the voting memberships present.
8. The Executive Board shall exercise the authority in accordance with the RMHSLC, Southwest Idaho Lacrosse Association (SWILA), and USA Lacrosse policies and procedures to investigate and make decisions on the conduct of members, players, and coaches and levy sanctions as deemed appropriate.
9. As a member of the SWILA and USA Lacrosse, the RMHSLC will follow the respective policies of those organizations.
10. The Executive Board will meet as necessary, but not less than quarterly during the year.
11. The Executive Board is responsible for negotiating annual coach stipend amount, and allocation among individual coaches with input from the Varsity Head Coach.
12. Coach stipends shall be provided such that 50% of the total stipend is provided before the first practice and 50% provided at the conclusion of the last regular season game. In cases, where the replacement cost of coaching apparel is greater than 25% of the stipend, the Executive Board may elect to retain a percentage of the stipend equal to the amount of necessary to replace coaching apparel
13. It is the policy of the Executive Board that coaching stipends can only be reduced for extraordinary and emergency club financial reasons.
14. To avoid issues with conflict of interest, family members related by blood or marriage may not serve simultaneously on the Executive Board and/or coaching staff. However, the Executive Board may vote to change this policy under special circumstances.

Program Coordinators

1. Program Coordinators are volunteer positions that are critical to the success of the program and take on significant leadership responsibilities by actively supporting the club.
2. The Program Coordinator positions include (but not limited to): Score Keeping/Timing (volunteer coordinator), Field Maintenance, Senior Event Planner, Community Service/Fundraising and Web page administrator.
3. The President shall have authority to appoint Program Coordinator positions as needed.

Player Registration & Eligibility

1. Registration fees will be evaluated on an annual basis by the board prior to registration.
2. All players must meet SWILA eligibility requirements. Participation in lacrosse during a player's grades 8 through 12 shall be limited to ten continuous semesters. No player is eligible after his regular senior year, absent express approval of the Board of Directors of SWILA.
3. RMHSLC will provide a roster of players to the Rocky Mountain High School Staff Advisor and/or Athletic Director, upon his/her request, for eligibility verification prior to the start of the season. Eligibility status information will be communicated to the President and Coach. Ineligible players will not be allowed to participate in RMHSLC activities.

4. All players must abide by elements of the West Ada School District Code of Conduct for Student Participation in Extracurricular and Co-Curricular Activities (West Ada HIGH SCHOOL STUDENT-PARENT HANDBOOK)

Refunds

1. Parents, or players 18 years of age or older, may request a refund up until the eve of the first official day of the season (First Scheduled Season Practice/Player-Coach Meeting)
2. Requests after the season has begun will be denied.
3. Refund requests in advance of the first day of the season will be evaluated by the Executive Board on a case-by-case basis. Unless there are extenuating circumstances, refunds will be granted minus a 20% fee.

Coaches

1. A coach selection committee will be established in the event of hiring a new Varsity Head Coach. The committee will consist of the Executive Board President, Executive Board Vice President, a representative from the general membership, and 1 or 2 members at-large appointed by the President. Nominations will be accepted from any RMHSLC player, parent, or existing coaching staff member.
2. The Varsity Head Coach will be selected first and the JV coach(es) will be selected in partnership between the Executive Board and Varsity Head Coach, with the Executive Board retaining the right to make the final decision.
3. All Coaches will be selected based on consideration of the following:
 - a. History with the team, including team success;
 - b. Resume;
 - c. Background check;
 - d. Input from parents, other coaches and players, and;
 - e. Commitment to RMHSLC mission and core values.
4. Responsibilities of the Varsity Head Coach are provided in Appendix A.
5. The Varsity Head Coach will recruit and recommend appointment of his assistant coaching staff with the Executive Board retaining power to approve or reject an assistant coach if the Executive Board decides that retaining a certain coach is not in the best interest of the RMHSLC.
6. The Executive Board and the Varsity Head Coach will coordinate on budget decisions, with the Board retaining final authority on spending requests.
7. Coaches will undergo board-provided training on an as-needed basis.
8. Coaches will undergo a year-end review and evaluation at the end of each season.
9. Coaches shall only be dismissed by majority vote of the Executive Board after consultation with Committee board members. If egregious actions by a coach are determined to bring harm or negatively impact players, coaches, officials or the RMHSLC, the coach can be dismissed by a majority vote of the Executive Board without consultation from members at large or committee members. A coach shall retain the right to appeal an Executive Board dismissal decision and request a vote from a majority (>50%) of the currently registered adult members of the club. The Executive Board will abide by simple majority results of the club vote.

Player Development

1. It is the intention of the RMHSLC to provide great experiences for student-athletes in both the Varsity and JV programs. RMHSLC will promote consistency with the best practices of US Lacrosse and the Positive Coaching Alliance. The following areas will be promoted:
 - a. Coach training and development with costs supported by the Club.
 - b. Parent/player handbooks will be provided during registration events that define parents'/players' expectations.
 - c. Continuous education for parents and players will be provided by coaches and board members through general membership meetings.
 - d. Player development is an on-going process where coaches will consistently evaluate and teach players on an individual basis providing appropriate, but challenging, practice and game experiences that produce opportunities for individual player skill and game awareness (lacrosse IQ) success.
 - e. Positive participation is foundational for player success. Players must commit to the team (practices, games, meetings, activities) for the duration of the season.
 - f. Individual playing time and playing position are at the discretion of the coaches; decisions will be made to enhance and best serve the team and for program success.

Varsity Letter Requirements

1. Must perform a minimum of four (4) hours of club service.
2. Hold and maintain a 2.5 GPA or higher.
3. Must complete team required fundraisers.
4. Player must play/participate in at least 1 regular season game.
5. Player must not have more than 3 unexcused absences from practices.
6. Abide by all policies of West Ada School District and tenants of the annual player's contract completed during registration.

Appendix A: Executive Board and Program Coordinator Roles & Responsibilities

President (elected position)

Supervises and controls all of the business and affairs of the Club: presiding at all meetings when present. Oversees the placement of coaching positions after ratification by the Board. Serve as the Board's representative to the Varsity Head coach and the Rocky Mountain High School Athletic Director. Leads disciplinary action process leveraging SWILA, USA Lacrosse, and Rocky Mountain High School policies. Represent RMHSLC at SWILA meetings. Assists the Vice President/President Elect with learning the roles and responsibilities of the President's position. Oversees Varsity and JV Head Coach end-of-season evaluation and reviews. The President, consistent with Executive Board decisions, shall have authority to approve expenditure of club funds and, in absence of the Treasurer, will have access to the club's bank accounts and funds. A key responsibility of the President's position is to organize, coordinate, and assist with fundraising events.

Vice President/President Elect (elected position)

In the absence of the President the Vice President/President Elect shall perform the duties of the President. The Vice-President/President Elect will ascend to the presidency when the President either resigns or is recalled following a general membership vote. Responsible for planning and coordinating the end-of-season awards celebration. A key responsibility of the Vice-President/President Elect position is to organize, coordinate, and assist with fundraising events. The vice President will have authority to view bank statements and accounts to verify expenditures and activity but will not have authority to access club funds

Secretary (elected position)

The Secretary shall record the minutes of all RMHSLC meetings: maintain a current roster of general membership; document attendance at RMHSLC meetings; be custodian of club records; and perform other delegated duties as assigned by the President. Provide digital copies of meeting minutes as requested. Give prepared meeting minutes to the President in order for the President to create the next Board Meeting Agenda items. Accumulate emails from board members, parents, and others concerned with issues, and retain copies for board meetings as necessary. Communicate via email to parents and players on all upcoming events, meetings, and training as requested by Executive Board Members and coaches. Respond to all board member and coach emails within 24-48 hours, especially when a vote is being called for on an issue prior to a scheduled meeting. A key responsibility of the Secretary's position is to organize, coordinate, and assist with fundraising events.

Treasurer (elected position)

The Treasurer shall have custody of all RMHSLC funds, maintaining a full and accurate financial account of receipts and expenditures by the club; and making disbursements as authorized by the President in a timely manner; and report the financial condition of the club at every meeting or as requested by the board. To ensure effectiveness and efficiency, an annual audit may be performed prior to the General Session meeting to ensure that the RMHSL funds have been appropriately managed during each successive school year. The Treasurer will work closely with the President as

a dual partner as a means of sharing all financial responsibilities in the event of an absence from the Treasurer. The Treasurer shall have access to club bank accounts, but may not distribute funds, or authorize disbursement, without the approval of the President or Executive Board vote. A key responsibility of the Treasurer's position is to organize, coordinate, and assist with fundraising events.

General Members at Large (elected positions)

The General Members at Large shall have full voting privileges as Executive Board members and are expected to attend all Executive Board meetings. A primary responsibility of the General Members at Large position is to be a voice for general membership at Executive Board meetings. The 6 General members at Large positions are expected to be comprised of 1 representative per class year (Freshman through Senior), 1 JV team representative, and 1 Middle School representative. This position is also expected to organize, coordinate, and assist with fundraising and volunteering events. (positions may be added and filled in the Spring season after Teams are selected to ensure representation from all teams)

Chief of Staff (elected position)

The Chief of Staff shall have full voting privileges as an Executive Board member and is expected to attend all Executive Board meetings. A primary responsibility for the Chief of Staff position is to manage and coordinate volunteer positions assigned to tasks on the master calendar. This position is expected to coordinate dibs assignments, ensuring our parent volunteers understand what is required, e.g. field setup, scorekeeping, etc... This position is also expected to help organize, coordinate, and assist with fundraising events.

Program Coordinator – Score Keeping/Timing (volunteer position)

This position will be responsible for coordinating, scheduling, training, and administration of scorekeepers and timers at games. This position will be responsible for overall coordination with the President, scheduling scorers and timekeepers, and reporting of scores and player statistics to SWILA, coaches, and local news media.

Program Coordinator – Field Maintenance (volunteer position)

This position shall be responsible for maintaining practice fields at Rocky Mountain High School and coordinating the playing condition of "home" fields away from Rocky Mountain High School. A primary responsibility of this position is to ensure field lines are painted regularly.

Program Coordinator – Senior Event Planner (volunteer position)

This position shall be responsible for organizing, coordinating, and leading senior events and/or activities including:

1. Senior poster for display at Rocky Mountain High School
2. Senior Game Day
3. Senior gifts for the end-of –season awards ceremony

Program Coordinator – Community Service (volunteer position)

This position shall be responsible for coordinating and implementing a minimum of 1 community service project necessary for player letter requirements.

Program Coordinator – Communications Coordinator (volunteer position)

Responsible for maintaining and updating social media (website, facebook, Remind App).

Program Coordinator – Fundraising Coordinator (volunteer position)

Responsible for coordinating and organizing, with the assistance of the Board as a whole, fundraising events to raise funds for the club as a whole.

Program Coordinator – Spirit Wear Coordinator (volunteer position)

Responsible for organizing and coordinating spirit wear apparel, coaching apparel and items. Communicates with local vendors, in accord, with the executive board for player equipment and uniform orders.

Varsity Head Coach (appointed position)

Leads the Varsity program and develops overall program strategy alignment and team formation with the JV Coach; Represents the RMHSLC in collaboration with the President by attending SWILA meetings on a monthly or “as-required” basis. Leads the selection process for assistant coaching staff and recommends candidates to the Board for approval; Completes annual training and ensures all assistant coaches do as well; Fulfills the Double-Goal Coach Job Description requirements; To ensure that each player has an opportunity to learn skills, improve as a player, develop an awareness of their capabilities and optimize their contribution; the Head Coach will oversee a pre-season and end-of-season ‘scorecard’ review for each player.

JV Head Coach(es) (appointed position)

Leads the JV program and creates overall program strategy alignment with the Head Coach. Works with the Head Coach to select JV coaching staff and recommends candidates to the Board for approval. Completes annual training and ensures all assistant coaches do as well. Fulfills the Double-Goal Coach Job Description requirements. The JV Coach(es) will assist the Head Coach to ensure that each player has an opportunity to learn skills, improve as a player, and develop an awareness of their capabilities and optimize their contribution. The JV Coach(es) will provide a pre-season and end-of-season ‘scorecard’ review for each player to the Head Coach.

Assistant Coaches (appointed position)

Supports their respective coach for the roles specified; Completes annual training; Fulfills the Double-Goal Coach Job Description requirements. Assistant Coaches will assist their head coaches to ensure that each player has an opportunity to learn skills, improve as a player, and develop an awareness of their capabilities and optimize their contribution. Assistant Coaches will

assist their head coaches in providing comment during a preseason and end-of season ‘scorecard’ review for each player.

Middle School Head Coach (appointed position)

Leads the Middle school program and creates overall program strategy alignment with the Head Coach. Completes annual training and ensures all assistant coaches do as well. Fulfills the Double-Goal Coach Job Description requirements. The Middle School Head Coach ensures that each player has an opportunity to learn skills, improve as a player, and develop an awareness of their capabilities and optimize their contribution. The Middle School head coach will provide an end-of-season ‘scorecard’ review for each player.

Appendix B: Board Operations

Meetings

RMHSLC Board of Directors Meeting

The affairs of the Association shall be conducted at meetings of the executive board. These shall be regularly scheduled meetings of the Association Board.

Special Meetings

Special meetings of the Executive Board shall be held as the President, or any two Board Members shall call. The conduct of all meetings shall resemble Robert's Rule of Order. No less than twenty-four-hour notice shall be given for special meetings called as a result of a perceived emergency and seven-day notice shall be given for special meetings called for non-emergency purposes

Annual Meeting

The regularly scheduled Board of Directors meeting each June shall be designated the Annual Meeting. The primary purpose of this meeting shall be the installment of Association officers. Additionally, all association business and financial records shall be transferred in a timely manner consistent with the efficient operation of association business.

Board Meeting Rules

Meetings will follow an agenda format supplied by the Club President and distributed by the Club Secretary prior to the Call of Order (when possible the agenda will be emailed to the Board members prior to the meeting).

Meetings will be orderly and follow resemble Robert's Rules of Order

1. discussion new business
2. motion
3. affirmation (second) of motion
4. discussion/debate of motion
5. call for vote
6. vote tally

Attendance by the executive board is highly recommended and a majority of The Executive Board and President must be in attendance. Executive Board members may proxy their vote in the event their attendance is not possible. Failure to attend Board meetings on a regular basis may be cause for removal from The Executive Board.

Approved by:

President

Printed Name

Signature

Date

Vice President/President Elect

Printed Name

Signature

Date

Treasurer

Printed Name

Signature

Date

Secretary

Printed Name

Signature

Date

General Member at Large

Printed Name

Signature

Date

General Member at Large

Printed Name

Signature

Date

General Member at Large (JV A Team Representative)

Printed Name

Signature

Date

General Member at Large (JV B Team Representative)

Printed Name

Signature

Date