

# *Operating Procedures and Bylaws*

## *US Lacrosse Women's Collegiate Lacrosse Associates*

**2016**



**University of Michigan  
2015 Division I Champions**



**Duke University  
2015 Division II Champions**



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## Changes for 2016

### Team Membership (Section 1d)

*Any university that has declared intent to move to NCAA status will be further reviewed by the WCLA Sub-Committee prior to participation in the National Tournament.*

### Player Eligibility

#### Section 3a

All WCLA players and coaches must be US Lacrosse Members

#### Section 3b(3)

Exception – If an eligible and participating player completes her graduation requirements at the end of a winter trimester or quarter (traditionally this academic period ends in March) but prior to a traditional Spring completion, she shall remain eligible to participate in all remaining Spring season games for her team, including post-season play.

### Deadlines (Section 4b)

January 15<sup>th</sup>

- (1) Tournaments seeking WCLA game compliance must be submitted to Competition Chair for approval. A tournament is defined as a minimum of 6 teams from 2 or more conferences.

### National Tournament

#### Section 5b(8c)

Within an established and eligible WCLA league (See section 4a), as approved by the WCLA Sub-Committee, an automatic qualification bid to the WCLA Division II National Tournament may be considered if it has:

- (a) A formalized Division I and/or Division II structure
- (b) A Division II Championship Tournament with a minimum of four DII teams
- (c) A minimum of **6** DII teams
- (d) The WCLA continues to give strong consideration to awarding additional DII AQ's to leagues who have a formalized DI/DII configuration that conforms to the above criteria. Consideration for awarding additional AQ's is based on tournament size, growth and additional factors reviewed annually.

#### Section 5d

Each league shall have their master schedule submitted to LaxPower and Competitions Chair by February 15<sup>th</sup> or the beginning of their league play, whichever comes first. All correspondence with LaxPower shall be wit

# Operating Procedures of the US Lacrosse Women's Collegiate Lacrosse Associates 2016

- 1) **Team Membership** - All WCLA member teams shall complete an application, submit a Team Roster Eligibility Verification Form, and pay membership dues. All WCLA members must be affiliated with a league.
  - a) The WCLA Sub-Committee shall determine all membership fees, requirements, and deadline dates. This information shall be provided to all member teams by their fall League meetings.
    - (1) Dues and the WCLA Team Application shall be paid and submitted by the deadline date or a late fee will be assessed to the team or league, whichever party is at fault.
    - (2) All requirements must be provided to US Lacrosse by **February 15<sup>th</sup>** to be eligible for the WCLA National Tournament
      - (a) After February 15<sup>th</sup>, teams may submit roster verification forms, however those players are not eligible for National Tournament.
      - (b) Teams submitting rosters after February 15<sup>th</sup> may run the risk of forfeits.
  - b) A Provisional membership at a reduced fee is available for up to 3 years to those lacrosse clubs, teams, or organizations affiliated with a college, university or similar institution that are new club teams or teams new to the WCLA.
    - (1) They may join at any time during the spring season.
    - (2) They may be ranked, but may not qualify for:
      - (a) The WCLA National Tournament
      - (b) Post Season WCLA awards or recognition, both team and individual
  - c) A team found to be giving lacrosse athletic scholarships shall not be eligible to be a member of the WCLA.
  - d) Any team that desires WCLA membership and has declared an intent to move to NCAA status must certify to the WCLA Chair and Eligibility Committee Chair by **December 1<sup>st</sup>** each year to the WCLA that:
    - (1) No players are receiving lacrosse scholarships
    - (2) Team coaches are not paid through the institution's Athletic Department.
      - (a) WCLA coaches in place prior to the announcement of a move to NCAA status shall be exempt from this rule.
      - (b) This certification shall be required until the NCAA team is established and competing.

*Any university that has declared intent to move to NCAA status will be further reviewed by the WCLA Sub-Committee prior to participation in the National Tournament.*

- 2) **Division Classification** – Each year, the WCLA Sub-Committee shall review all schools to determine the Division classification to be used for National Tournament Selection for the current season. (See Classification Document)
- a) The following criteria shall be used:
    - (1) League structure
    - (2) Participation in prior WCLA National Tournaments
    - (3) School size
    - (4) Length of time program has been established
  - b) Teams wishing to change designated Division classification must petition the WCLA Chair by **December 1<sup>st</sup>**.
  - c) Division I and Division II designation is utilized by the WCLA for Nationals Tournament Selection, AQ's and recognition.
  - d) This classification does not dictate any change in league organization, structure, or league tournament play (i.e. DI and DII may be in the same division/league and count together for league Automatic Qualification status)
  - e) “B” teams (the second team for a school) are not eligible for the National Tournament in either division.
  - f) NAIA teams may not affiliate with any structured league or organization outside the WCLA and be a member of the WCLA in the same season.
- 3) **Player Eligibility** - For all WCLA contests, only WCLA eligible students of the member team organization shall be entitled to play.
- a) **All WCLA players and coaches must be US Lacrosse Members**
  - b) Players must be enrolled as an undergraduate or graduate student at the college, university, or similar institution with which her team is affiliated.
    - (1) Each player must be a full-time student at her university and in good standing as defined by each institution.
    - (2) Exception - Final Term: A player with eligibility remaining may participate in organized practice sessions and play with her team while enrolled in less than a minimum full-time program of studies, provided the student is:
      - 1. Enrolled in the term, and;
      - 2. She is taking the credits necessary for graduation at the end of the term.

*Note: Players using this exemption should be listed on the roster verification form within the special player exemption section provided.*
    - (3) **Exception – If an eligible and participating player completes her graduation requirements at the end of a winter trimester or quarter (traditionally this academic period ends in March) but prior to a traditional Spring completion, she shall remain eligible to participate in**

all remaining Spring season games for her team, including post-season play.

- c) The WCLA reserves the right to verify eligibility and academic standing at any time during the US Lacrosse WCLA season.
- d) Students in bridge programs, sister schools, consortiums, or other such affiliated programs shall **NOT** be eligible to participate.
- e) A player that has played in any NCAA/NJCAA regular season regulation lacrosse game may not play in any WCLA level game in the same spring season.
- f) After **February 15<sup>th</sup>**, any player currently receiving a lacrosse scholarship from her institution and/or is practicing/participating with the NCAA team is ineligible for WCLA play.
- g) After **February 15<sup>th</sup>** or by your first game, whichever is earlier, rostered players of a WCLA member team cannot practice with, scrimmage with or play with any organized or affiliated college level lacrosse team. This includes but is not limited to NCAA varsity level programs and programs with B/C/JV teams or other. Rostered WCLA players should be participating with the WCLA member **ONLY** during the regular season. (Exception: See Rule 3.g.1 for programs with A/B/C/JV teams).
- h) To be eligible to play in any WCLA game, players must appear on their team's WCLA Team Roster Eligibility Verification Form.
  - (1) The school registrar shall certify that all roster members are full time students at that school.
  - (2) If a player's name does not appear on this form, she is not eligible to play in any WCLA game, including WCLA Nationals.
    - (a) Consequences for use of an ineligible player will be determined by the WCLA Sub-Committee and may result in game forfeits or other penalties.
  - (3) The Team Roster Eligibility Verification Form must be postmarked to USL by **February 15<sup>th</sup>**.
    - (a) Teams playing games prior to **February 15<sup>th</sup>** are responsible for adhering to all player eligibility rules.
    - (b) After **February 15<sup>th</sup>**, teams may submit roster verification forms, however those players are not eligible for National Tournament.
- i) A player may play for only one member team during the year in games that are taken into account for national rankings or league standings. This rule is not intended to prevent a player from playing for another team during "fall ball" or other off-season events.
  - (1) For institutions that have multiple teams (A, B, C, JV, etc.), each institution shall have the opportunity to move 3 players to another team at that member at any time during the season. Otherwise, all members of an institution's A/B/C/JV teams must remain members of that team only.
    - (a) Prior approval is required from the WCLA Eligibility Chair.

- (b) Once a player is moved, she is a permanent member on the new team for the remainder of the season.
  - (c) All such players must have been listed on the WCLA Team Roster Eligibility Verification Form
- j) A player may only play four regular seasons of college lacrosse at the WCLA (A and/or B), NCAA, NJCAA, NAIA, or similar level combined.
  - (1) There is no clock. A player may have as many years as she desires to complete her four years of college play.
  - (2) There is no "transfer rule" that forces a student-athlete to sit out a year if she transfers institutions.
- k) Waiver - A student-athlete may be granted an additional year of competition by the WCLA Sub-Committee for reasons of injury, illness or travel/study abroad.
  - (1) The student-athlete shall not have participated in more than two contests or dates of competition or 20 percent (whichever number is greater) of the institution's scheduled or completed contests or dates of competition.
    - (a) Only scheduled or completed regular season games (Between January 1 and the submission of the Automatic Qualifiers) shall count under this limitation. (Fall Ball shall not count)
  - (2) Written requests for a waiver are due to the Eligibility Chair by **February 15<sup>th</sup>**. The Eligibility Chair will require proof and possibly documentation for the waiver to be considered.
- l) Accommodations - Reasonable accommodations shall be provided for veterans and participants with disabilities and/or special needs. Written requests shall be directed to the Eligibility Chair.
- m) Conferences and/or teams may have additional eligibility rules/requirements that are more restrictive, as long as those rules do not conflict with WCLA rules.
- n) For good cause, and after notice to the WCLA Sub-Committee, the Committee may grant exceptions to these rules (Deadline: See Rule 4.b.4).

4) **Deadlines -**

- a) **December 1st**
  - (1) Member team dues and WCLA Team Application must be postmarked to USL.
    - (a) After this date, a late fee will be assessed to the responsible party.
  - (2) Leagues shall name a representative to the Rankings Committee and Recognition Committee to meet the criteria for an Automatic Qualification
  - (3) Team petitions to change Division I or Division II designation.
  - (4) Teams moving towards NCAA status fulfill requirements of Section 1d.
- b) **January 15<sup>th</sup>**

- (1) Tournaments seeking WCLA game compliance must be submitted to Competition Chair for approval. A tournament is defined as a minimum of 6 teams from 2 or more conferences.

c) February 15<sup>th</sup>

- (1) To be eligible for the WCLA National Tournament, teams must complete these requirements by this date:
  - (a) Application on file
  - (b) Dues and/or Late Fee Paid
  - (c) League Presidents must submit league master schedules to LaxPower by this date. Any team playing prior to this date must submit its schedule to its League President for submission prior to its first game
  - (d) USL must have received Team Roster Eligibility Verification Form from the League President
  - (e) It is recommended that WCLA Team Roster Eligibility Verification Forms be submitted to the League Presidents by **February 1<sup>st</sup>** so that US Lacrosse may receive them by February 15<sup>th</sup>.
- (2) To be eligible for regular season games, players must be listed on their Team Roster Eligibility Verification Form by this date.
  - (a) After **February 15<sup>th</sup>**, teams may submit roster verification forms, however those players are not eligible for National Tournament.
  - (b) Member teams playing games prior to **February 15<sup>th</sup>** are responsible for adhering to all player eligibility rules and submitting their schedule to LaxPower prior to the start of play.
- (3) This is the last date to drop/add a game.
- (4) Request for player and/or team exceptions or hardship waivers must be submitted by this date.

d) Sun. April 17, 2016 by 9PM PDT

- (1) Each League that has an Automatic Qualification bid to the WCLA National Tournament must submit their representative(s) to the Rankings Committee Chair and the of Competitions Chair by this time and date.

5) **National Tournament Selection -**

- a) The tournament field shall consist of Automatic qualifiers and At-Large teams.
- b) An eligible WCLA league, as approved by the WCLA Sub-Committee shall receive Automatic Qualification bid(s) to the WCLA National Championship Tournament. Each league shall designate their representative(s) provided that they meet the Automatic Qualification requirements listed below:
  - (1) There shall be a minimum of **10** separate member institutions that are in good standing as outlined in Team Membership. Provisional teams count towards the total.



- (2) Each of the institutions must play a minimum number of games against WCLA teams:
    - (a) Division I teams must play 9 games
    - (b) Division II teams must play 7 games
  - (3) No more than two games against the same opponent shall count towards this minimum game total.
  - (4) Any game(s) against previously scheduled teams canceled due to weather, field conditions, or natural disasters, may be rescheduled and count towards Automatic Qualification bid requirements. These games should remain on the Laxpower and/or League website with appropriate notation for eligibility purposes.
  - (5) No game played before January 1<sup>st</sup> or after the submission of the Automatic Qualifiers shall count towards this total.
  - (6) A WCLA Division I League must have a minimum of four DI teams **and** hold a Championship Tournament with a minimum of four teams.
  - (7) A WCLA Division II League must have a minimum of four DII teams **and** hold a Championship Tournament with a minimum of four teams.
  - (8) Within an established and eligible WCLA league (See section 4a), as approved by the WCLA Sub-Committee, an automatic qualification bid to the WCLA Division II National Tournament may be considered if it has:
    - (a) A formalized Division I and/or Division II structure
    - (b) A Division II Championship Tournament with a minimum of four DII teams
    - (c) A minimum of **6** DII teams
    - (d) The WCLA continues to give strong consideration to awarding additional DII AQ's to leagues who have a formalized DI/DII configuration that conforms to the above criteria. Consideration for awarding additional AQ's is based on tournament size, growth and additional factors reviewed annually.
- c) Each member team shall have their applications, Team Roster Eligibility Verification Form, and dues/late fees paid by **February 15<sup>th</sup>**.
- d) Each league shall have their master schedule submitted to LaxPower **and Competitions Chair** by **February 15<sup>th</sup>** or the beginning of their league play, whichever comes first. All correspondence with LaxPower shall be with the League Presidents or designated WCLA sub-committee members.
- e) Schedules must include any tournament, play day, or shootout dates with the event name at this time even though exact opponents or may not be known.
- f) Any games added after the schedules are due to LaxPower will not count towards league Automatic Qualification bid or ranking.
- g) Any team or tournament director (on behalf of a team) wishing to add a game after its first game has been played and prior to February 15<sup>th</sup> will need to submit a request in writing to the WCLA Competitions Chair for approval by the WCLA Committee.

- h) Any games canceled after the first scheduled game or by the February 15<sup>th</sup> deadline shall be a forfeit and will not be removed from Laxpower (see B4 for exceptions). Teams may submit appeals to the WCLA Competitions Chair for consideration by the WCLA committee.
- i) Each league shall provide a representative to the Rankings Committee and Recognition Committee by **December 1<sup>st</sup>** to qualify for an Automatic Qualification bid.
- j) Leagues with DI and DII divisions must provide a DI and DII representative for each committee.
  - (1) It is recommended that different people be on each committee.
  - (2) These representatives must maintain good standing by active and appropriate participation in all committee activities for the duration of the season
  - (3) Failure to fulfill committee expectations may disqualify a league from an Automatic Qualifier.
- k) The league must have a representative in attendance at the annual WCLA meeting. Exceptions shall be submitted to the WCLA Chair for approval.
- l) The President of each league must be a member of US Lacrosse.
- m) Each league shall have been established and met all requirements for 2 consecutive seasons to be considered for an Automatic Qualification bid.
- n) The remainder of the Tournament field(s) shall be populated by the WCLA Rankings Committee. (See Rankings document)
  - (1) To be eligible for an At-Large bid, DI member teams must play a minimum of **9** DI WCLA games
  - (2) To be eligible for an At-Large bid, DII member teams must play a minimum of **7** DI and/or DII WCLA games
- o) "B" teams (the second team for a school) are not eligible for the National Tournament, but may be included in their League's Division II alignment provided that they are full WCLA members.
- p) League status shall be pending verification by the Competition Chair as of the date for submission of the Automatic Qualifiers.
- q) The Committee reserves the right to place each member team into the Divisional Tournaments according to divisional alignment.
- r) If a league chooses not to send its Automatic Qualifier representative(s) by the deadline to the WCLA National Tournament, the WCLA Sub-Committee will determine the process by which a substitute team will be determined.
- s) Any team that declines its League's AQ after meeting the qualifications set by that league is no longer eligible for the National Tournament as an At-Large bid for either division.

- t) Consequences for forfeiting a bid after indicating acceptance will be determined by the WCLA Sub-Committee and may result in sanctions and/or other penalties.
- u) This policy shall be reviewed annually.
- v) For good cause, and after notice to the WCLA Sub-Committee, the leadership may grant exceptions to these rules.

6) **Playing Rules** -

- a) All contests between WCLA member teams shall be played under the Official Rules for Women's Lacrosse approved, or promulgated, by the Women's Game of US Lacrosse.
- b) All contests between WCLA member teams shall be officiated by umpires certified by US Lacrosse and assigned by the assignor for the home team, league, or WCLA.
- c) Games with two DI teams are required to play 30-minute stop clock to qualify as a WCLA game. For Division II or mixed Divisions, there may be 30-minute running clock halves with a stop clock on whistles in the last two minutes of each half.
- d) The suspension, termination or interruption of any game shall be determined as outlined in the US Lacrosse rulebook.
- e) Each team must be allowed three (3) times out per game and one (1) in overtime.
- f) All tie games at the end of regulation game play shall be resolved. USL overtime procedures will be used in the event of a tie.
  - (1) The only unresolved tie in a team's record may be due to a suspended game.
  - (2) The WCLA National Tournaments will be played with 30 minute stopped clock.

2) **Game Management** -

- a) It shall be the home team's responsibility to:
  - (1) Timely and appropriately notify the assignor to ensure that assigned officials are available to officiate all games.
  - (2) Pay all of the agreed fees and costs of the officials unless other arrangements are made.
  - (3) Provide and continue to provide visiting teams with adequate playing facilities and endeavor to provide appropriate dressing and shower facilities.
- b) In the event a member team is unable to appear and play a scheduled contest, it shall notify the other team as soon as possible.
  - (1) Each member team must play each scheduled contest and the failure to do so or the failure to appropriately notify the opposing team of cancellation shall be referred to the members' leagues authorities for play within one league or the WCLA Sub-Committee for inter-league play.

- (a) The involved league shall review and determine appropriate action for intra-league play.
  - (b) Review and appropriate action for inter-league play includes, but is not limited to, declaring a forfeit by the WCLA Sub-Committee.
- (2) If possible, notify the assignor and the assigned officials at least twenty-four hours prior to the scheduled time of the contest.
  - (a) In the event any home team fails to give proper information to the appointing authority and/or fails to appropriately notify the assigned officials of the time, location or cancellation of a game with sufficient time to avoid travel by the officials, the officials shall be paid for the contest by the home team.
    - 1. In the event the problem is due to an offending team's failure to appear and/or appropriately notify the home team, the visiting team shall be responsible for such costs in addition to any other action deemed appropriate by the WCLA Sub-Committee.
    - 2. For games that are canceled or postponed due to inclement weather, as long as the umpires are properly notified with sufficient time to avoid travel, there shall be no penalties.
  - (b) All WCLA teams, coaches, officials, spectators, and administrators will abide by the US Lacrosse Code of Conduct both in and out of the regular season.
  - (c) Forfeits, suspensions, and no contests shall be determined as necessary by the WCLA Sub-Committee.
  - (d) In the event any player, team or person associated with a member organization shall commit any act considered excessively unsportsmanlike or otherwise detrimental to the purposes of the WCLA or US Lacrosse, such may be reported by any member team or official to the WCLA Sub-Committee for investigation and appropriate action.
- 3) **Uniforms** - Each team is responsible to have appropriate uniforms and equipment in accordance with the Official Rules for Women's Lacrosse approved, or promulgated, by US Lacrosse.
- 4) **Coaches** - Each team shall make every effort to have an adult non-playing coach for each game.
- 5) **Recruitment of Official** - Each year, all WCLA teams are encouraged to recruit at least one person from their respective communities who will attend training for certification as an official. Contact the US Lacrosse Manager of Officials Training for information about the process and opportunities available for training and advancement.

# US LACROSSE WOMEN'S COLLEGIATE LACROSSE ASSOCIATES BYLAWS

(USL Ratified 2013)

## **ARTICLE 1 - Introduction**

A - These are the Bylaws of the US Lacrosse Women's Collegiate Lacrosse Associates (hereinafter sometimes referred to as " WCLA " or " WCLA Sub-Committee "), which serve to govern the operations of this committee only.

B - These Bylaws are to be interpreted consistent with the Bylaws of US Lacrosse, Inc. and the Women's Game. All definitions are incorporated herein.

C - For the purpose of these bylaws the WCLA Sub-Committee is defined as the officers selected according to the USL bylaws.

## **ARTICLE 2 - WCLA Team Membership**

A - To gain team membership (hereinafter sometimes referred to as "team" or membership or member) in the US Lacrosse Women's Collegiate Lacrosse Associates a candidate team must:

- 1 - Be a lacrosse club, team or organization, other than NCAA/NCJAA varsity or junior varsity teams, affiliated with a college, university or similar institution in the United States.
- 2 - Desire to apply for membership and indicate their desire to participate and promote the purposes of the WCLA and US Lacrosse.
- 3- Be affiliated with a WCLA league.
- 4 - Be prepared to play a schedule consisting of a minimum number of lacrosse games with member teams within the WCLA as determined by Committee, with no more than two games against the same opponent counting towards this required game total. (See Operating Procedures for required number of games.)
- 5 - Designate a representative who agrees to serve as a liaison between the WCLA and the full member team. This representative must be a member of US Lacrosse.
- 6 - Agree to pay any dues or assessments as may be from time to time established by the WCLA Sub-Committee.
- 7 - Agree to abide by the Operating Procedures of the WCLA as they are promulgated from time to time.
- 8 - Have an understanding that the approval of membership application is subject to review by the WCLA Sub-Committee.

B - A Provisional membership may be available for up to 3 years to those lacrosse clubs, teams, or organizations affiliated with a college, university or similar institution that are new clubs or new to the WCLA. Those lacrosse clubs, teams or organizations desiring to obtain Provisional membership must apply for such membership. To be accepted as a Provisional member, the application may be subject to approval by the WCLA Sub-Committee.

### **ARTICLE 3 - Dues and Fees**

All member teams and Provisional teams shall pay such annual dues or other fees as agreed upon by the WCLA Sub-Committee. Annual dues or other fees shall be paid to US Lacrosse no later than date established by the WCLA Sub-Committee.

### **ARTICLE 4 - WCLA Sub-Committee**

A - The WCLA Sub-Committee, as defined by USL Bylaws, shall have full power to conduct, manage, and direct the business and affairs of the WCLA membership. The Committee shall consist of the number of members denoted in the USL Bylaws. They shall be selected, removed, and/or replaced as established by the USL Bylaws. They shall act for the WCLA Membership and shall also act as an Arbitration Committee, if necessary.

B - The WCLA Sub-Committee shall consist of the:

WCLA Chair

[At Large Chair](#)

Umpire Representative

Governance Chair

Eligibility Committee Chair

Communications & Social Media Committee Chair

Development & Outreach Committee Chair

DI Rankings Committee Chair

DII Rankings Committee Chair

DI Recognition Committee Chair

DII Recognition Committee Chair

Competition, National Tournament & Sponsorship Committee Chair

Secretary – non-voting

Treasurer – non-voting

D - Such officers may, but need not be, affiliated with any member or Provisional team member. WCLA Sub-Committee members and Chairs must also be members of US Lacrosse. No member may hold more than one committee or chair position.

### **ARTICLE 5 - Duties and Powers**

A - The affairs of the WCLA shall be managed by its Committee and US Lacrosse. The Committee may adopt such bylaws, rules and regulations that are deemed necessary to conduct its affairs, in accordance with US Lacrosse policy and Bylaws. Additional duties may be assigned to Committee

B - The WCLA Sub-Committee shall have the authority of the WCLA membership to transact routine

business of the WCLA, carry out the objectives of the WCLA considering the opinions and goals of WCLA general membership.

**C - The WCLA Chair** - The chief executive officer of the WCLA and shall preside over all meetings of the Committee, may appoint additional non-Committee members as needed, have general supervision of the WCLA, provide guidance to the other WCLA officers, and ensure that the WCLA policies, bylaws and rules are enforced, and are consistent with US Lacrosse and US Lacrosse Women's game policy and spirit. The WCLA Chair shall prepare any reports requested by US Lacrosse.

**D – Umpire Representative** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Umpire Representative shall be responsible for ensuring proper communication between the WCLA and umpire associations, be well versed in the workings of the umpire organization(s), and be knowledgeable of current game rules.

**E – Governance Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Governance Chair shall be responsible for timely and accurate maintenance of the Bylaws and Operating Procedures of the WCLA.

**F – Eligibility Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Eligibility Committee Chair shall be responsible for timely and accurate maintenance and dissemination of the Eligibility Procedures of the WCLA.

**G – Communications & Social Media Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Communications & Social Media Committee Chair shall endeavor to develop resources and information deemed necessary or helpful to WCLA member teams, including website(s), social media extensions, public relations outreach, LaxPower coordination, etc.

**H – Development & Outreach Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Development & Outreach Committee Chair shall be responsible for coordinating development and growth of the WCLA membership and assisting newer teams as needed.

**I – D1 Rankings Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The D1 Rankings Committee Chair shall be responsible for establishing the structure, rules, expectations, procedures, policies, and functioning of the committee that disseminates national rankings for WCLA D1 member teams and selection for the D1 National Tournament. Confirming which leagues and teams have met AQ / At Large requirements prior to Nationals selection each spring (review # of games, record of D1 teams vs. D1 opponents, etc.)

**J – DII Rankings Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The D2 Rankings Committee Chair shall be responsible for establishing the structure, rules, expectations, procedures, policies, and functioning of the committee that disseminates national rankings for WCLA D2 member teams and selection for the D2 National Tournament. Confirming which leagues and teams

have met AQ / At Large requirements prior to Nationals selection each spring (review # of games, record of D2 teams vs. D1 and or D2 opponents, etc.)

**K – DI Recognition Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The D1 Recognition Committee Chair is responsible for establishing the structure, rules, expectations, procedures, policies, and functioning of the committee that shall set policies, procedures, and awards for recognition of exceptional members of the WCLA D1 teams.

**L – DII Recognition Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The D2 Recognition Committee Chair is responsible for establishing the structure, rules, expectations, procedures, policies, and functioning of the committee that shall set policies, procedures, and awards for recognition of exceptional members of the WCLA D2 teams.

**M – Competition, National Tournament & Sponsorship Committee Chair** - Shall assist the Chair upon request, and shall perform such duties or functions as the Chair or the Committee may from time to time assign. The Competition, National Tournament & Sponsorship Committee Chair shall be responsible for reaching out to WCLA member teams & leagues regarding game play, and developing recommendations for WCLA game play including game length, forfeits, WCLA-specific playing rules, etc. In charge of confirming and researching legality of games, getting schedules to Laxpower & providing leagues proper forms for scheduling use. Chair shall also work with USL to select the site for Nationals and ensure the Nationals experience is excellent for those participating, and work with USL to develop sponsorship opportunities for the WCLA.

**N – Secretary** – Shall ensure that notices of each WCLA Committee and general membership meetings are properly sent to the appropriate members, ensure that a record is kept of all meetings of the WCLA Committee, ensure that the WCLA records are preserved, ensure that accurate records of membership in the Committee are maintained, and perform such other duties as may be assigned by the Chair or the WCLA Committee.

**O – Treasurer** – Shall have charge of the funds of the WCLA and shall keep correct and complete books and records of the account of such funds. In cooperation with the WCLA Committee, the Treasurer shall receive and deposit the funds of the WCLA in such bank or banks as shall be designated by or under the authority of the WCLA Committee. The Treasurer shall disburse such funds in the manner designated by or under the authority of the WCLA Committee. The Treasurer shall cause independently audited financial reports of the WCLA to be prepared annually and such special reports as may from time to time be called for by or under the authority of the WCLA Committee. The Treasurer shall discharge such other duties as may be assigned by majority vote of the WCLA Committee.

## **ARTICLE 6 - Voting and Proxy**

A - During WCLA Sub-Committee meetings, every established/appointed member shall be entitled to one vote. [Two-thirds majority vote by the WCLA Sub-Committee is required to pass a motion.](#)

B - For any WCLA Sub-Committee meeting, any member who is unable to attend the meeting may elect to grant a proxy to another US Lacrosse member. The Secretary should be notified 48 hours in



advance. The proxy will have speaking and voting rights on all issues during the meeting for which he/she is designated a proxy.

## **ARTICLE 7- Conflict of Interest and Ethical Practices**

No member of any WCLA Sub-Committee may vote on any matter in which he or she has a financial interest, or in which any member of the person's immediate family has a financial interest. If a member of any other WCLA Sub-Committee becomes aware of any other matter that could be considered a conflict of interest or raise the appearance of a conflict of interest, the members shall immediately disclose that conflict to the WCLA Sub-Committee and/or US Lacrosse. Members are annually required to sign a US Lacrosse Conflict of Interest Policy for Volunteers and Staff.

## **ARTICLE-8- Standing Committees**

A - The WCLA Sub-Committee shall have the following standing Chairs: Eligibility, Communications & Social Media, Development & Outreach, Competition, National Tournament & Sponsorship, DI Rankings, DII Rankings, DI Recognition, DII Recognition, and Competition. The WCLA may establish other positions, as it deems appropriate.

B- The members of each committee shall be chosen by each Chair and shall be presented to the WCLA Sub-Committee for approval.

C - Any Chair or member may be removed upon the request of the Committee Chair by an affirmative vote of the majority of the WCLA Sub-Committee, with or without cause, but only after notice and an opportunity to be heard by the WCLA Sub-Committee members prior to a vote.

D – **The Rankings Committees** shall be responsible for establishing, reviewing, maintaining, and disseminating national rankings for WCLA member teams for the purpose of choosing the field for the National Tournament (Automatic Qualifiers and At-Large) and providing weekly and year-end WCLA rankings.

E – **The Recognition Committees** shall set policies, procedures, and awards (which must be approved by the WCLA Sub-Committee and US Lacrosse) for recognition of exceptional members of the WCLA and WCLA teams. The committee shall assist with the implementation and dissemination of policies and information including, but not limited to, all-WCLA players, the WCLA Coach of the Year, the Jenn Eames Award, and other national awards at the WCLA level.

F - **The Communications Committee** shall endeavor to develop resources and information deemed necessary or helpful to WCLA member teams and other college club level women's lacrosse as a whole. In addition, the committee will endeavor to disseminate those resources or information to college club level women's lacrosse teams; college, university, or similar organization recreation directors or the equivalent; or other appropriate persons or organizations.

G - **The Development & Outreach Committee** shall be responsible for coordinating development and growth of the WCLA membership. The committee shall assist with the implementation and dissemination of policies and information including, but not limited to: multiple levels within the WCLA, support in starting new WCLA teams, coaches mentoring program, or helping WCLA teams progress to the NCAA level.

H - **The Eligibility Committee** is responsible for reviewing eligibility status for individual players and WCLA member teams. Timely and accurate reviews, dissemination, and documentation of the eligibility rulings shall be maintained.

I - **The Competitions Committee** is responsible for reaching out to WCLA member teams & leagues regarding game play, and developing recommendations for WCLA game play including game length, forfeits, WCLA-specific playing rules, etc. As well as working with USL to select the site for Nationals and ensure the Nationals experience is excellent for those participating, and work with USL to develop sponsorship opportunities for the WCLA.

J - Each Committee Chair shall establish rules of conduct for its own operation, policies, and procedures, which shall be presented to the WCLA Sub-Committee for approval.

### **ARTICLE 9 - Vacancies**

Vacancy or vacancies in the Committee or Sub-Committee may be filled in accordance with USL Procedures.

### **ARTICLE 10- Meetings**

A - Meetings of the WCLA Sub-Committee or Sub-Committees may be held at such a time and such place or manner as the WCLA Sub-Committee shall designate.

B - Meetings are called according to these bylaws for the purpose of transacting business that benefits the WCLA or WCLA member teams.

C - In the absence of or incapacity of the Chair, the WCLA Chair or the Women's Game Committee Chair shall designate a replacement and that person shall be vested with all the powers of the Chair.

### **ARTICLE 11 - Quorum**

A quorum for the transaction of business at a meeting of the WCLA Sub-Committee shall exist when a majority (80%) of the Committee members are represented either in person, by telephone or by proxy at such meeting. If a quorum is present, a vote of the majority of the WCLA Sub-Committee members present in person or by proxy shall be the act of the Committee unless a greater number is required by law or these bylaws.

### **ARTICLE 12- Amendments**

The WCLA Sub-Committee shall have the power to alter, amend, repeal or adopt bylaws. Such altering, amending, repealing or adopting of bylaws shall be made only at a meeting of the WCLA Sub-Committee after the Committee members have received at least a one week notice of such meeting giving notice of the alterations, amendments, repeals or adoption of new bylaws to be considered at the meeting. Such action shall require a vote of two-thirds majority of those members attending such a meeting at which a quorum is present.

### **ARTICLE 13- Grievance Procedure**

In the event any coach or team representative has any bona fide dispute with another member or

provisional member due to an act or inaction of that organization involving the WCLA, US Lacrosse, sportsmanship or other problem, he/she may request that the dispute be resolved by the WCLA. Such dispute shall be referred to the WCLA Sub-Committee for investigation and resolution. In the event a member or members of the WCLA Sub-Committee are associated with one of the affected or involved organizations, such Committee member shall recuse him/herself and the remaining Committee member or members may appoint a replacement or replacements for the purpose of this arbitration.

#### **ARTICLE 14- Probation**

In the event a member shall fail to comply or continue to comply with the Articles, Bylaws, or the Rules of the WCLA, or otherwise act in a manner detrimental to the WCLA or US Lacrosse, the member membership may be placed on probationary status by two-thirds majority vote by the WCLA Sub-Committee. [The WCLA Sub-committee will notify league Executive Board of declared probationary status.](#) A member placed on probationary status shall continue to have rights and responsibilities of the member as the case may be except shall not normally be eligible to participate in post-season play of the WCLA. The member who is placed on probationary status shall be advised of the cause of the probationary status, its terms and what actions should be taken by the member to regain its status as a full member. The probationary status of a member shall be reviewed annually to determine if the probationary status should be continued or discontinued by the WCLA. A decision to continue probationary status or restore full membership to a member may be determined by a majority vote of the WCLA Sub-Committee.

#### **ARTICLE 15 - Termination and Expulsion**

The membership of a member may be terminated and the member expelled from the WCLA only by a two-thirds majority vote of the WCLA Sub-Committee after giving notice to the [member, its league Executive Board](#) and giving the member an opportunity to be heard on the merits or appropriateness of such action. The termination of a member and expulsion of a member may be taken for act or acts significantly detrimental to the WCLA or US Lacrosse or for continued failure to comply with the articles, bylaws, rules, [or code of conduct](#) of the WCLA and should be taken, except in extraordinary circumstances, only after the member has been placed on probationary status and allowed a reasonable opportunity to cure or correct its actions.