

NORTH GWINNETT LACROSSE ASSOCIATION BYLAWS PREAMBLE

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

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

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

ARTICLE III – MEMBERSHIP

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

ARTICLE IV – COACHING

1. Size of Coaching Staffs shall conform to League Rules.
2. It is in the best interest of the youth in our area to have Head Coaches and Assistants of the highest character and qualifications. Anyone wishing to coach in the NGLA shall submit their credentials to the Girls or Boys Commissioner for consideration by the Board. Head Coaches must be approved by majority vote of the Board.
3. The Head Coach and/or Commissioner may recruit assistants and trainers. All selections for Assistant Coaches and Trainers must be submitted for approval by majority vote of the Board. All coaches, assistant coaches, trainers, and team managers are required by the NGLA Board to submit an application for a background check. These background checks are performed by a private service. All information obtained from background checks is held private and confidential with assigned executive board members. Background checks should be completed annually for all Head and Assistant Coaches over the age of 18.
4. The Head Coach of each team shall seek a volunteer parent, or appoint if necessary, to serve as Team Manager. The Team Manager shall assist the Head Coach by handling communication with the parents, drink/snack schedules, game day duties, fundraising, etc.
5. Head Coaches shall have a parent meeting within the first five (5) days of practice to get acquainted, answer parent questions, establish parameters for disciplinary actions and advise the

parents. Coaches and Team Managers can establish, within reason, their own rules for missing practices and games, use of profanity, fighting, disrespect, failure to follow instructions, etc.

6. Coaches, Trainers or Team Managers shall not use any form of tobacco when working with the teams on the practice field or during games on the playing field. All Board Members are responsible for monitoring and reporting to the Board any offenders. Violation of this rule may result in suspension of the guilty person for the remainder of the season.

7. Head Coaches shall be responsible for all phases of the operation of his or her team.

8. Head Coaches or Assistants may be forbidden by League Rules from recruiting players or Coaches from other Leagues or Associations.

9. Coaches, Trainers, and Team Managers serve at the pleasure of the Board and that they may be dismissed for any reason deemed appropriate by the Board.

ARTICLE V – PRACTICES

1. All players must attend all practices. Permission to miss a practice must be obtained in advance from the Head Coach or Team Manager except in the case of illness.

2. Players must be on time for all practice sessions and attend the entire practice. Head Coaches may set their own rules regarding practice times within the guidelines set by the League. Players and parents should be informed of the rules at the beginning of the season at the parent meeting.

3. Parents are urged to attend practices and give their player encouragement. Players should not be left unattended at practice. If a player must be dropped off alone at practice, it is mandatory that the Head Coach or Team Manager is made aware that the player's parent is not present. Players dropped off at practice are to be picked up promptly after practice.

4. Parents attending practice sessions are not to interfere with practice activities, unless specifically authorized by the Head Coach.

5. Coaches should establish guidelines for players missing practice sessions. If for any reason a player must miss two practices and/or is tardy two days in one week, the player maybe subject to not being allowed to participate in any activities for that week. If a player misses the practice preceding a game, except for medical reasons, he/she may be subject to not be allowed to participate in the game. Parents must be advised promptly if their player will not be allowed to participate.

6. Coaches must follow League Rules on practice hours and number of days per week.

7. Players are required to furnish their own equipment, shoes, and practice jerseys.

ARTICLE VI – GAMES

1. Each player must attend all games. Each player must advise the Head Coach or Team Manager if they will miss a game.

2. Players should plan to arrive at the designated location of the game at least thirty (30) minutes prior to game time. Parents are responsible for ensuring that their player arrives at the game site with the required equipment including helmet, mouthpiece, shoulder pads, arm pads, gloves, and proper uniform for boys; and helmet or goggles and mouthpiece for girls. Protective cups are highly recommended for boys.

3. The Head Coach, Team Manager or designated Assistant Coach will be present at every game to take charge of the team's activities.

4. Parents are urged to attend games and support the team. The Head Coach is totally responsible for the activities of the team during the game while on the field. Parents must not interfere with the activities during the game while they are spectators.

5. Specific minimum play rules apply as mandated by League.

ARTICLE VII – EQUIPMENT

1. Players are expected to provide all of their lacrosse equipment needs.
 - a) Girls will need certified Lacrosse goggles or helmet, mouth guard, and a stick.
 - b) Boys will need a certified Lacrosse helmet, mouth guard that attaches to helmet, gloves, arm pads, shoulder pads, stick and protective cup (recommended). Football or hockey helmets are not certified for Lacrosse and will not be allowed.
 - c) Mouth guards must be of color (clear or white mouth guards will NOT be permitted).
 - d) All purpose (lacrosse, football, soccer) cleats are allowed. Baseball cleats and/or metal cleats are NOT allowed.
2. Uniforms (jersey, shorts or skirts) should be purchased by each player. Players may wear their game jerseys to school, on the day of, or prior to each game and to North Gwinnett High School lacrosse games. Uniforms are the property of the player.
3. Players are not allowed to wear jewelry during practice or games, with the exception of a Medical ID, which will be taped to the body.
4. Head Coaches are provided by the Equipment Director practice equipment (i.e. scoring nets, lacrosse balls, etc.) at the beginning of the season which must be returned at a designated time when the season is complete. Failure to return equipment will result in the invoicing of the Head Coach for the replacement costs of the equipment.
5. Proper uniforms must be worn at each game. Uniforms should be clean. Socks and shoelaces are required.

ARTICLE VIII – SPORTSMANSHIP

1. Upon arriving for a game, players must stay with a Coach or Team Manager. Proper conduct is required while interacting with the players of other Associations prior to, during and after games.
2. Good sportsmanship must be displayed by all players of the Association at all times.
3. Cheering will be positive and appropriate to the team. Booing is prohibited. Negative or “put down” cheers will not be allowed.

ARTICLE IX – CODE OF CONDUCT

1. It is strictly against the policy of NGLA for any person, either as a player, coach, parent or a spectator to engage in arguments, to use abusive language, to harass or make any threatening gestures towards umpires, coaches, players or league officials or to exhibit any behavior not in accordance with the general intention of this policy. Failure to abide by this policy will result in game suspensions and/or removal from the park.
2. Any player, coach, or parent caught fighting or found consuming any controlled substance will be suspended from league play for an amount of time to be determined by the Board.
3. Further incidents may result in permanent suspension from NGLA.
4. NGLA will report all permanent suspensions to Leagues as required.

ARTICLE X – DISCIPLINARY ACTION AND APPEALS PROCEDURE

1. Fighting or using foul language within a game or off the playing field as a player or spectator will not be tolerated.
2. Violation will be cause for disciplinary action and possible expulsion from NGLA.
3. Written notification of disciplinary action will be emailed within 3 days.
4. Players and spectators are entitled to appeal the disciplinary action, provided that a written request is delivered to a member of the Board of Directors within seven (7) business days following the date that the disciplinary action is taken. At the time of receipt of a written request of appeal, the disciplinary action taken shall be lifted until a final decision is made by the Board.

ARTICLE XI – BOARD OF DIRECTORS

The Association shall be represented by an Executive Board, hereinafter referred to as the “Board”, consisting of nine (9) elected voting officers. The elected offices shall be: President, Vice President, Treasurer, Boys Commissioner, Assistant Boys Commissioner, Girls Commissioner, Assistant Girls Commissioner, Community Growth Director, and Registration & Equipment Director. In addition to these elected voting officers, the Board will include key contributors, or non-voting board members, chosen by the Board to help fulfill the mission of NGLA.

ARTICLE XII - ELECTION OF OFFICERS

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

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

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

4. GENERAL RULES OF ORDER

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

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

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

7. Officers may hold a Head Coach, Assistant Coach, Trainer, or Team Manager position during his/her term of office if desired.

8. In addition to in-person voting at a duly called meeting, the Association may alternatively conduct elections by electronic ballot. In such cases, notice of the election, including a list of

candidates and voting instructions, shall be distributed via email to all eligible voting members. Eligible voting members shall be defined as parents or legal guardians of players currently registered and participating in the Association during the season in which the election is held. Each household with a registered player or players is allowed one vote. Electronic ballots shall be submitted through a secure online form designated by the Association. To ensure the integrity of the voting process, each ballot must include the name of the registered player associated with the voting member. The Association may verify voter eligibility by cross-referencing submitted ballots with current player registration records. The voting period shall remain open for a specified timeframe as communicated in the election notice. Upon the close of the voting period, all submitted ballots shall be tabulated. Election results shall be shared with and certified by the Gwinnett County Parks & Recreation Department prior to being finalized and announced to the Association membership.

ARTICLE XIII - OFFICER RESPONSIBILITIES

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

a. Secure all necessary contracts on facilities for registration and activities during the season. Oversee field scheduling and home venue coordination.

b. Preside over all Board Meetings. The President shall not vote on matters brought before the Board except in the case of a tie vote. The President must then vote as a tie breaker.

c. Coordinate annual Board elections and ensure that new Board members receive necessary training and understand their responsibilities. Support Board members in fulfilling their role responsibilities.

d. Support and enforce the bylaws and rules of NGLA and Leagues with which NGLA is participating at all functions of NGLA.

e. Manage insurance and non-coaching contracts.

f. Oversee seasonal registration and evaluations.

g. Serve as a NGLA representative and primary liaison to any Leagues with which NGLA is participating. Coordinate with Commissioners in scheduling of League games and formation of teams.

h. Serve as primary liaison to Gwinnett County departments. Ensure compliance with Gwinnett County requests such as paying light bills, completing participation forms, etc.

i. Serve as primary liaison with the North Gwinnett High School Lacrosse Booster Club, coordinating events such as NGLA Night, Rise Up, etc.

j. Support Commissioners and resolve escalations.

k. Coordinate weather-related decisions with Commissioners.

l. Survey parents and/or coaches for feedback at the end of each season as needed. Summarize findings and report to the board.

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

a. Serve as acting president when needed; support strategic planning.

- b. Manage brand stewardship and community outreach; serve as primary liaison between NGLA and North Gwinnett schools.
- c. Manage sponsorships.
- d. Manage NGLA scholarship program.
- e. Oversee NGLA events outside of practices and games: parades, camps/clinics, etc.
- f. Support the Treasurer in budget planning.
- g. Support the Communications and Marketing Director in advertising camps, clinics, and new season registration.
- g. Take and distribute meeting minutes.
- h. Assist the president with ancillary operational needs.

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

- a. Ensure all financial compliance (taxes, 1099s, filings, etc.)
- b. Manage annual budget: planning, allocations, and forecasting
- c. Provide ongoing financial analysis and reports to the Board. Provide guidance regarding any changes in registration fees.
- d. Oversee vendor contracts and coach contracts
- e. Deposit all cash and checks from registration, concession, fundraising, etc. and balance checking account
- f. Disburse funds as directed by the President, Commissioners, and Equipment Director for expenses such as referees, coaches, lacrosse equipment purchases, etc.
- g. Maintain sufficient records of all expenditures and income that would withstand scrutiny by independent auditors.
- h. Handle all sponsorship monies and distribution back to the teams
- i. Supervise management of concession stand, if applicable

4. LACROSSE COMMISSIONER – There will be a Boys Lacrosse Commissioner and a Girls Lacrosse Commissioner to oversee each branch of lacrosse.

- a. Acquire a Head Coach for each age group. Assist coaches in recruiting Assistant Coaches where needed. Manage paid coach contracts, coordinating with the Treasurer, where applicable.
- b. Ensure that coach background checks are updated annually. Acquire Board approval by vote for each Head and Assistant Coach over the age of 18.
- c. Keep all coaches informed as to practice dates, fields, and game schedules.
- d. Assist coaches with any problems that may occur with parents, players, etc.
- e. Set up and conduct pre-season coaches and trainers clinics where needed. Work with the Equipment Director to ensure that coaches have team equipment prior to the season starting. Hold a coaches meeting at the beginning of each season as needed
- f. Oversee rosters and team formation. Oversee bylaw-aligned evaluations for splitting teams and moving players up if needed
- g. Coordinate specialized training for players as needed, including draw/faceoff training, goalie training, speed and agility, etc. Coordinate with the Treasurer in determining feasibility of payment for specialized training.
- h. Manage program-wide communications, including a commissioner welcome to all players and coaches at the beginning of the season.
- i. Coordinate weather-related decisions with the President and Coaches.

5. ASSISTANT LACROSSE COMMISSIONER – There will be a Boys Assistant Lacrosse Commissioner and a Girls Assistant Lacrosse Commissioner.

- a. Serve as acting Lacrosse Commissioner when needed.
- b. Assist the Lacrosse Commissioner in all areas of responsibility to help ensure smooth operation of all NGLA functions. Perform tasks as assigned by the Commissioner.
- c. Maintain knowledge of League rules and updates.
- d. Assist Coaches and the Commissioner with any problems that may occur with parents, players, etc.
- e. Assist with coach training and player development initiatives
- f. Work with the Equipment Director in getting rental equipment to players and team equipment to coaches.

6. COMMUNITY GROWTH DIRECTOR - The Communications and Marketing Director supports recruitment and registration marketing and outward facing communications. These responsibilities may be fulfilled by the Community Growth Director, or by non-voting members of a Community Growth Committee, which may include a School Outreach Manager, Fundraising Manager, Website Manager, Social Media Manager, Scholarship Committee Members, and Uniform & Spirit Wear Director.

- a. Maintain all digital and online tools used by NGLA to manage the organization, including but not limited to posting to social media, the NGLA website, email, etc.
- b. Coordinate team and individual photography.
- c. Produce promotional content for advertising registration, clinics, camps, special events, etc.
- d. Create flyers and coordinate with the President to obtain Gwinnett County Board of Education approval for distribution in schools. Organize these efforts well in advance to give ample time for Gwinnett County approval.
- e. Work with the Vice President to distribute flyers to North Gwinnett cluster schools, both physical (i.e., Friday folders) and digital (i.e., school newsletters, PTA websites, etc.)
- f. Supervise the design, ordering, and distribution of all team uniforms. Communicate the uniform ordering process and deadlines to all players, and ensure that new players have ordered uniforms.
- g. Work with the President and Treasurer to provide uniforms to Coaches and Board Members each season as needed.

7. REGISTRATION & EQUIPMENT DIRECTOR – The Registration & Equipment Director is responsible for maintaining the registration process and working closely with the Marketing and Communications Director in distributing information to membership. The coordinator is responsible for the registration software administration and set up for each season. Additionally, he/she is responsible for all phases of lacrosse equipment including maintenance and distribution.

- a. Proactively review technology needs and costs associated with technology used by NGLA.
- b. Manage TeamSnap registration and system set up each season, including equipment rental registration. Include scholarship program language and alignment.
- e. Oversee equipment rental program: inventory, payments, and communication. Cancel pending payments once equipment is returned at season's end.
- c. Assist the Commissioners in roster creation.
- d. Coordinate with the Treasurer to order all necessary equipment required to keep the program functioning. Maintain equipment inventory and records.
- e. Prepare coaches bags, ball buckets, and first aid kits. Coordinate with the Commissioners in distributing equipment to coaches.
- f. Assure game field is lined, yard markers are in place, corners are marked, and the field is ready to play. Manage field paint inventory, ordering, and lining schedule.

- g. Support clinics and other events with all equipment needs, including mouthguards for non-NGLA players.
- h. Oversee shed organization and access.
- i. Have an up-to-date knowledge of all NGLA and League rules and activities, especially as pertaining to equipment.

ARTICLE XIV - GENERAL BOARD RULES

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

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

3. APPOINTMENTS a. The President shall have the authority to appoint Committees or Individuals from either the Board or General Membership to handle services or perform functions that are of benefit to, or for, NGLA, for example a Scholarship Review Committee, Community Liaison, or Concessions Director. c. Any Board Members shall have the authority to seek assistants, from the General Membership to help with the Board Members' assigned responsibilities. However, the Board Member still carries the major responsibility of his or her position within NGLA.

4. CHANGES a. Changes, additions or deletions to the Bylaws of NGLA must be submitted to the President for presentation to the Board. Action must be taken at the next regularly scheduled Board Meeting. The person requesting the changes in the Bylaws shall be promptly notified by the President as to the outcome of the request. b. Changes, additions or deletions must be submitted, reviewed and voted on during the final Board meeting of the season. Bylaw amendments will be adopted by majority vote of the Board of Directors.

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

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

7. COMPENSATION All Board Officers shall receive a 50% reduction in their child(ren)'s registration fee each season they serve, starting with the fall season after they are elected. Board members who do not attend at least 75% of board meetings do not qualify for this or any reduction. If a Board Member's child is playing for a Select team, they will receive a reduction totaling not more than 50% of rec team registration for players in the same age group. Other than this registration reduction, Board Members serve without compensation or financial remuneration in any regard. Each Board Officer is prohibited specifically from profiting personally in any transaction with the Association. In order to avoid any appearance of impropriety, any member of the Executive Board or their family--including but not limited to spouse, parents, children, step children, siblings, in-laws, aunts, uncles, and cousins to the third degree--are specifically prohibited from being employed by the Association in any capacity where that employment results in the payment of any compensation in whatever form or substance payable by the Association or its respective committee to such Executive Board Officer or member of his immediate family as defined herein. An exception to this is the hiring of a Board Member or family member as a paid Head Coach, trainer, or referee. In these circumstances, the hiring and payment must be approved by majority vote of the Board.

ARTICLE XV – PARLIAMENTARY PROCEDURES

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

ARTICLE XVI – LIABILITY

1. The NGLA Board of Directors, Representatives, Coaches, Trainers, and Officials of other supervisory or participating personnel are not responsible for personal injuries or damage to property at any or NGLA sanctioned event.
2. All participating individuals such as lacrosse players, coaches, trainers, officials, parents, spectators, etc., participates at their own risk and shall not hold NGLA or any of its members responsible for any personal injury or damage to property.
3. NGLA shall maintain liability and officers insurance at all times.

ARTICLE XVII – DISSOLUTION OF THE ASSOCIATION

Upon formal dissolution, the net assets of the Organization shall be distributed to the North Gwinnett High School Booster Club, with equal split to go to girls and boys program for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE XVIII – REFUND POLICY

It is the policy is that NO REFUNDS will be given. The only exceptions to this policy are for a season ending injury or a company transfer outside of the Atlanta Metropolitan Area. All requests for

consideration must be made in writing. The request must state the reason for the refund and provide proof of payment (online confirmation or cancelled check). A \$50.00 processing fee shall be deducted from refunds that are granted by the Board to cover costs already incurred.

ARTICLE XIX - PLAYER DRAFT GUIDELINES FOR REC TEAMS

The guidelines use an example based on three teams with 15 players on each team:

- Determine the number of teams in an age group (3 teams for example)
- If there are fifteen (15) players per team therefore the rounds are separated into 15 rounds with three (3) players being selected in each round.
- To start the draft. The coaches each draw a number. The coaches with the smallest number (one) will begin by selecting a player within the 1st draft round. Each coach, in turn, will select a player within this draft level according to the number they have drawn. Then, the next round begins in reverse order of the first round. The coach with the highest first round selection number (3 in this example) begins the second round selection process. The second round proceeds from the highest number to the lowest. New numbers would be drawn to begin the 3rd round of draft as well as the 5th and 7th.

Middle School drafts will work the same way for 6th graders on the 6/7th grade team and 8th graders on the 7/8th grade team. The 7th graders will be split based on the number of open spaces available on the remaining teams. The 7th graders will be ranked by the coaches and commissioners and the most skilled 7th graders will be placed on the 7/8th grade team and the rest will be placed on the 6/7th grade team.

Assistant Coach Selection Prior to the Draft

An Assistant Coach/Player may be considered prior to the boys/girls draft with review and approval by the boys/girls Commissioner and oversight of the Board. The goal of these guidelines is to allow coaches to work together while still maintaining a competitive balance. If at any time a coach feels this is in any way being used to create a competitive advantage, coaches or parents should notify the Commissioner or Executive Board Member immediately.

The following guidelines will be adhered to:

1. Assistant Coach requests must be submitted to your boys/girls Commissioner prior to player assessments in order to be considered during the draft. A coach is not required to request an assistant and may wait until after the draft to select an assistant coach if he/she so chooses.
2. If an Assistant Coach is approved prior to the draft, their children will be drafted in their current position the same way Head Coach's children are selected (see coaches' children below). For example, if your assistant coach's player is a 3rd round pick you will be given your son in that round.
3. If a Head Coach and Assistant Coach both have players in the first round they will NOT be allowed to coach together under any circumstances.
4. If a coach and his/her assistant have a player in the first round and the second round, the coach will draft the players with his/her first two picks and then draw as normal for his/her 3rd round pick. The exception would be if a coaching team has a top 25% 1st round player and a top 25% 2nd round player. If this occurs the Coach will receive the last pick of the 3rd round.

Hat Picks

If a player does not attend assessment the boys/girls Commissioner is responsible for determining a draft position for that player based on past player assessments along with coach feedback. If a

draft position cannot be determined by the boys/girls Commissioner for any player/s said player/s will be considered Hat Picks:

- Hat Picks can only be picked in the final round of the draft. No moving down to add a hat pick player.
- If a coach chooses to draft a hat pick player in the final round of the draft he/she must randomly draw from a group of all remaining hat pick players.
- No Coach may draft a hat pick player by name.

Coaches' Children

Draft rounds are reviewed prior to drawing draft numbers to identify any coach's children that have been placed within the next two rounds. When a coaches' child has been placed within the next two rounds, the coach will get 'assigned' or given the number corresponding to the position his child has fallen. For Example: In a 6 team draft, if a coach's child is placed in the 2nd position of round one, he will have the 5th pick in round 2. In the event of a tie, a coin flip will determine who takes the lower number.

Post Draft Trading

Once the draft is complete and each coach has all their players, coaches are allowed to trade players with the full knowledge of all coaches involved with the draft before the draft is officially closed. The boys/girls Commissioner must document all trades. The Board Member supervising the draft will officially close the draft. No further trades are allowed.

Adding Players

If there is a need to add players after the draft, the player will be added to the team with the lowest number of players. If both teams have the same amount of players, the team that took the last player in the draft will take the extra player.

Exceptions

Exceptions can be made to the above draft procedures by majority decision of the Board of Directors. This might include creating teams of varying skill levels (an "A" team and a "B" team) or dividing by grade. All considerations must be fully discussed by the Board before voting on whether to divide teams in a way other than that detailed above in "Player Draft Guidelines" section.

ARTICLE XX: MOVING UP AGE GROUPS

1. Players can only move up age groups. No players should play in games for age groups younger than themselves.
2. Guidelines for moving players up for an entire season:
 - a. Permanent move ups will be dictated both by the need to balance numbers on each team and the need to provide more challenging opportunities to highly skilled players. Commissioners should counsel together when considering move ups, then bring a plan to the Board to be voted on.
 - b. All players should be invited to be assessed for moving up, with the assessment date and time clearly communicated in advance.
 - c. Coaches may provide input for move ups, but assessments should be administered by a neutral party that is neither coach nor parent of the players involved.
 - d. The number of players that will be moving up should be determined before an assessment takes place.
 - e. If players move up to a team that has a higher registration fee, families should pay the fee difference.

f. Families of players moved up should acknowledge the added safety concerns involved in playing at a higher level.

g. Once a player has moved up, he/she should no longer play as a permanent member of a younger team. He/she should practice and play only with his/her new team.

3. Guidelines for seasons where players are not moved up the entire season, but are used occasionally in older player games:

a. Occasional move ups will be dictated by the need for subs on an older team due to small team numbers and/or absences, the need to provide more challenging opportunities to highly skilled players, and the need to provide growing opportunities for emerging players.

b. All players should be considered for moving up, with an assessment made by coaches and/or a neutral party at practice. Parents should be informed beforehand that the assessment is taking place.

c. Families of players moved up should acknowledge the added safety concerns involved in playing at a higher level.

d. Players helping with an older team should not be considered part of that team and should continue to practice with their younger team.

All refund requests should be mailed to:

North Gwinnett Lacrosse Association, Inc
320 Town Center Avenue, Suite C-11 #293
Suwanee, GA 30024

Approved – April 2020

Added Article XIX January 2023

Various changes adopted and Article XX added March 2026