

**North Carolina High School  
Women's Lacrosse Association  
(NCHSWLA)**

**Bylaws**

**Adopted:**

**October 26, 2003**

**Revision: January, 2008**

# North Carolina High School Women's Lacrosse Association

## Bylaws

### I. NAME

- A. The name of the Association is the North Carolina High School Women's Lacrosse Association.

### II. PURPOSE

- A. The purposes of the Association are to provide high school age girls in North Carolina with the skills and opportunity to play lacrosse, and to promote the spirit and sportsmanship of the game of lacrosse.

This includes:

- 1) Organizing and executing a league calendar of play days, games, and tournaments for its member teams,
- 2) Providing a framework of game regulation that will ensure a safe environment in which to conduct the games,
- 3) Creating a collaborative partnership between the various constituencies of the Association, governing Board, coaches, referees, parents and players so the Association maintains an atmosphere of learning, enjoyment and good sportsmanship, and
- 4) Educating coaches, parents and the community about lacrosse, and to promote the sport at all levels.

### III. MEMBERSHIP

#### A. Full Membership

Full Membership in the Association is limited to varsity and club teams that consist of players entirely from a single high school. All teams must adhere to the eligibility requirements of the North Carolina High School Athletic Association, the North Carolina Independent Schools Athletic Association, or their appropriate governing body.

#### B. Associate Membership

An Associate Membership is available to those teams/organizations who cannot meet the Full Membership requirements fully but generally agree to function by the rules of the Association. Such teams are not eligible for participation in the post-season tournament. Dues for such membership will be adjusted to reflect this non-participation.

#### IV. Membership Requirements

- A. All players **MUST** be covered by a comprehensive liability and personal injury policy, or be members of US Lacrosse (includes accident insurance, general liability insurance, and catastrophic accident insurance).
- B. All head coaches **MUST** be registered as a “Women’s Division Head Varsity Coach” with US Lacrosse Association. It is also highly recommended that all players be members of US Lacrosse as well.
- C. It is not necessary that a team’s school provide financial support, coaching, fields or other assistance to the team. However, if the team is not covered by the high school’s liability insurance, the team must certify that all team members will be current members of US Lacrosse.
- D. All member teams, regardless of level – full or associate – are assumed to be returning for the following season at the previous season’s membership level unless the Board is informed otherwise, via written communication to the Conference Representative and/or to a member of the Executive Committee.
- E. New prospective teams/members and teams wishing to change their status – from full to associate member or associate to full member – must complete and mail or fax the requisite Membership Application Form (Appendix B and also available on the organization web site at [www.nchswla.org](http://www.nchswla.org)) **no later than the third (3<sup>rd</sup>) Monday in September.** Upon review of eligibility, teams will be placed on the Association membership list.
- F. A member school must
  1. participate and promote the purposes of the Association.
  2. be prepared to play a schedule consisting of lacrosse games with member teams within their conference and share equally in travel with opposing teams.
  3. send a representative to annual meetings of the membership
  4. agree to provide visiting teams with adequate playing facilities – including a properly-marked field.
  5. agree to pay any dues or assessments as may be established from time to time.
  6. agree to abide by the rules of the Association as they are promulgated from time to time.
  7. agree to have its membership application approved by a majority vote of the Board of Directors.
  8. agree to promote the need for officials. Recruitment of officials should be considered a constant and ongoing effort by all teams.

9. notify the Association by December 1 (preceding the season as to how many teams they will have for the upcoming season (JV and Varsity).
10. notify the Association by the September Board meeting as to who their organizational representative will be for the coming year.
11. assist the Association in the development and execution of fund-raising activities.
12. be responsible for informing their individual players and coaches concerning league rules and regulations, and ensuring compliance.

**V. TERMINATION / EXPULSION**

- A. The Board may remove a director, either with or without cause, by a majority vote of the Board.
- B. A team member may be removed from the Association for failure to comply with Association requirements. This will require a majority vote of the Board members present.

**VI. DUES AND FEES**

- A. Each team shall pay an annual fee - Dues - as determined by the Association. These fees will be used to operate the Association, with some fees being used for the funding of the tournament.
- B. Each year the Board will establish a date by which dues for the year are due and payable (the "Cut-Off Date"). This will typically be on or about December 1.
- C. *[Adopted January 2007]*  
Teams that pay their stipulated dues after December 1 or the otherwise stipulated "Cut-Off Date" are subject to a \$50.00 surcharge (late fee). This applies to both Full Member and Associate Member teams. Additionally, neither Full nor Associate Member teams shall be required to play any team(s) in their conference who pay their annual dues after the Cut-Off Date. *[See Section XVII. A. 1)]*
- D. *[Adopted January 2007]*  
After the stipulated Cut-Off Date, any team joining the NCHSWLA shall be considered an Associate member for that season.
- E. *[Adopted January 2007]*  
The Executive Committee may waive the stipulations and penalties in paragraphs C and D above if there are extenuating circumstances.

## **VII. ORGANIZATION - EXECUTIVE COMMITTEE**

### **A. Composition**

- 1) The Executive Committee consists of four officers: two Senior Executive Committee Members and two Junior Executive Committee Members.

### **B. Eligibility**

- 1) To be eligible for the Executive Committee, a candidate must:
  - a. Be a head coach of a full or associate member team
  - b. Be an assistant coach of a full or associate member team
  - c. Be an athletic director at the school of a full or associate member team
  - d. Be a retiring head coach or assistant coach
- 2) All members of the Executive Committee shall be members of US Lacrosse.

### **C. Officers**

- 1) The officers of the Executive Committee shall decide among themselves which of them shall be responsible for the following functions:
  - a. Presiding Officer
  - b. Treasurer
  - c. Membership
  - d. Secretary
  - e. Communications
  - f. Tournament
  - g. Rules/Sanctions
  - h. Score reporting
  - i. Tournament seeding
  - j. Awards
  - k. All-American selection and Academic All-American selection
- 2) At least one Executive Committee member shall serve *ex officio* as a member of any/all committees appointed or selected to be responsible for the functions listed in VII.C.1) above.
- 3) Members of the Executive Committee may decide to function as the committee chairman of any/all committees appointed or selected to be responsible for the functions listed in VII.C.1) above; or they may choose to delegate the chairmanship of such committees while still retaining oversight and responsibility for them.

**D. Election of Executive Committee**

- 1) At the Annual (General Membership) Meeting, a majority of the members present shall elect two (2) Junior Members of the Executive Committee from among those eligible (see V. B. 1) – Eligibility above). The then-current Junior Members shall become Senior Members of the Executive Committee. The then-current Senior Members of the Executive Committee shall be considered Immediate Past Members of the Executive Committee and their term of office shall expire at the close of the Annual Meeting.
- 2) Immediate Past Members of the Executive Committee may run for one additional consecutive term, but they must run as a Junior Member.
- 3) The newly-elected officers of the Association shall assume their duties immediately upon the conclusion of the Annual Meeting.
- 4) In the event that there is a vacancy on the Executive Committee subsequent to the Annual Meeting, the Board of Directors (the remaining members of the Executive Committee and the Conference Representatives), by majority vote, may appoint an eligible replacement to serve until the next Annual Meeting, at which time a special election shall be held to elect a replacement to serve the balance of the unexpired term.

**E. Term of Office – Executive Committee**

- 1) Executive Committee members shall serve two-year terms.
- 2) Replacement Executive Committee Members, elected as per VII.D. 4) above, shall serve one-year terms.
- 3) Executive Committee Members may serve no more than two consecutive two-year terms (four years total). At the conclusion of their second two-year term, they must retire from the Executive Committee for a minimum of one (1) year before running for the Executive Committee again.
- 4) Former Executive Committee members who have “termed out” may run for and may serve as Conference Representative, if elected to that position by the members of their conference.

**F. Executive Committee - Duties and Powers**

- 1) The Executive Committee shall be responsible for the overall direction and operation of the Association. The Executive Committee may establish such committees as the Executive Committee deems appropriate. Each committee shall consist of at least one Executive Committee member serving *ex officio*. These committees may include other interested individuals not on the Board of Directors; and such interested individuals may serve as chairman of such committees if appointed to that position by the Executive Committee.

- 2) Actions by the Executive Committee may be taken without a formal face-to-face meeting. Decisions may be made via telephone conference call and/or e-mail "voting", provided that all members have been informed of the opportunity to participate. A minimum of three of the four members of the Executive Committee is required to constitute a quorum for a decision by the Executive Committee to be considered valid. If there is a vacancy on the Executive Committee, all three remaining members must participate in a given vote for it to be considered valid and binding on the Association.
- 3) The Executive Committee shall have and shall exercise all the powers and authority of the Board of Directors in the management of the business and affairs of the Association, except that the Executive Committee shall **not** have the authority or power to:
  - a. Adopt, amend or repeal the bylaws,
  - b. Amend or repeal any vote or resolution of the full Board
- 4) The Executive Committee will assign all member teams to conferences shortly before each Annual Meeting.

**G. Conflict of Interest**

- 1) No coach or officer of the Association shall vote on any issue in which he/she has a vested interest, financial or otherwise.

**VIII. ORGANIZATION - BOARD OF DIRECTORS**

**A. Composition**

- 1) The Board of Directors shall consist of the four members of the Executive Committee and one representative from each conference.

**B. Eligibility**

- 1) To be eligible for the Board of Directors, a candidate must:
  - a. Be a head coach of a Full or Associate member team
  - b. Be an assistant coach of a Full or Associate member team
  - c. Be an athletic director at the school of a Full or Associate member team
  - d. Be a retiring head coach or assistant coach
- 2) All members of the Executive Committee shall be members of US Lacrosse.

**C. Elections**

- 1) Board members who are Conference Representatives shall be elected by the team members of each Conference. If a Conference Representative is elected to the Executive Committee, then a replacement Conference Representative must be selected by that conference's teams to fill the vacancy.

**D. Term of Office**

- 1) Conference Representatives shall serve a one-year term.
- 2) Conference Representatives shall be limited to two consecutive one-year terms.

**E. Duties and Powers**

- 1) The Board of Directors shall be responsible for the overall direction and operation of the Association. The Board is responsible for the establishment of committees.
- 2) Actions by the Board may be taken without a formal face-to-face meeting. Decisions may be made via telephone conference call and/or e-mail "voting", provided that all Board members have been informed of the opportunity to participate. A minimum of sixty percent (60%) of the then-serving Board members is required to constitute a quorum for a decision by the Board to be considered valid and binding.
- 3) The Board of Directors shall have and exercise all powers and authority to manage the business and affairs of the Association.

**F. Conflict of Interest**

- 1) No officer of the Association shall vote on any issue in which he/she has a vested interest, financial or otherwise.

**IX. OFFICIAL MEMBER REPRESENTATIVES & VOTING**

**A. Designated Voting Representative**

- 1) The head varsity girls' lacrosse coach is the default Designated Voting Representative for all Full and Associate members; and is authorized and empowered to vote on behalf of his/her school or team.
- 2) If the head coaching position is vacant at the time of the Annual Meeting or any special meeting, the athletic director for that Full or Associate member is the Designated Voting Representative.

**B. Delegation of Voting Representative Responsibility**

- 1) In the event the head coaching position is vacant, the athletic director may temporarily (for a particular meeting or a particular vote) delegate his/her responsibility as Designated Voting Representative to an assistant coach, an assistant athletic director, or, under exceptional circumstances, to the parent coordinator or parent liaison for that school/team.
- 2) The athletic director shall, prior to the applicable meeting or vote, inform the Conference Representative, in writing (via fax or e-mail), that he/she is delegating his/her responsibility to a particular individual and shall name the individual empowered to temporarily vote on behalf of that member ("Temporary Designated Voting Representative").
- 3) If the authority to vote on behalf of that member by the Temporary Designated Voting Representative is to be ongoing (until such time as the head coaching position is filled), that must be stipulated by the athletic director.

**C. Acceptance of Temporary Designated Voting Representative**

- 1) The Executive Committee has sole authority to decide whether or not to accept a given Temporary Designated Voting Representative. If the Executive Committee, in its judgment, has not been furnished the proper documentation and/or has any reason to believe that an individual does not have the authority to serve as Temporary Designated Voting Representative for a particular member, then the Executive Committee will disqualify that individual and the votes of that individual (and the school/team he/she is purportedly representing) shall not be counted.

**D. No "Double-Voting"**

- 1) All Full and Associate members shall be entitled to one vote, regardless of the number of individuals who may be attending a particular meeting to represent that Full or Associate member.
- 2) Since all Executive Committee and Board terms end at the CONCLUSION of the annual meeting, a retiring or non-returning head coach who is a member of the Executive Committee or Board of Directors is deemed to be the Designated Voting Representative for his/her former team/school, unless the conditions outlined in IX.B. above have been met.
- 3) If a new head coach has been hired and is present at the Annual Meeting, or any special meeting, to represent his/her school or

team, then the new head coach shall be considered the Designated Voting Representative for that member.

**X. SALARIES & EXPENSES**

- A. No officer, director, committee member or agent of the Association will receive a salary, bonus or other such payment above and beyond legitimate and documented approved expenses incurred on behalf of the Association.
  
- B. Members of the Board of Directors and Executive Committee shall be entitled to reimbursement for reasonable and customary expenses, including mileage, meals and, if appropriate, hotel costs in connection with their attendance at Board and/or Executive Committee meetings, except for the Annual Meeting, for which there shall be no expense reimbursement.

**XI. Indemnification of Officers, Directors and other Authorized Representatives**

- A. To the extent that a director, officer or other agent of the Association has been successful on the merits or otherwise in defense of any action, suit or proceeding in which such person was a party as a result of serving as a director, officer or agent of the Association, such person shall be indemnified against expenses actually and reasonably incurred by such person in connection herewith.
  
- B. The establishment of any committee of the Board does not relieve any member of the Board of Directors of his/her fiduciary duties to and on behalf of the Association.

**XII. COMMITTEES**

**A. Composition**

- 1) Each committee shall consist of at least one Board member serving *ex officio* and may include other interested individuals not on the Board.
- 2) Non-members of the Board of Directors may serve as committee chairmen if selected for that position by the Executive Committee.
- 3) Membership on committees of the NCHSWLA shall be limited to those who are eligible to serve on the Board, e.g. head coaches, assistant coaches, athletic directors or Immediate Past Members of the Executive Committee.

**B. Standing (Permanent) Committees**

- 1) The standing (permanent) committees are:
  - a. Tournament Committee

- b. Awards Committee
- 2) Each conference shall name to and shall maintain a representative on the standing committees.

**C. Ad Hoc Committees**

The Board may establish *ad hoc* committees from time to time at its pleasure. As with all committees, at least one member of the Board must be designated as a member *ex officio* and the Board retains both the responsibility and authority for oversight of any/all committees.

**D. Sanctions Committee [adopted January 2007]**

- 1) The goals of the Sanctions Committee are speed and fairness.
- 2) The Sanctions Committee shall be appointed *ad hoc* (on a case-by-case basis), with a member of the Executive Committee as chairman.
- 3) Incidents are to be reported to the conference rep but may also be reported to any member of the Executive Committee.
- 4) Upon receiving notification of an incident, the Executive Committee will caucus by phone and/or e-mail and appoint one rep, one member of the executive committee and three non-involved conference reps to dispose of the issue. The Sanctions Committee will review the issue and make a recommendation to the Executive Committee – ideally within one week of receiving the complaint.
- 5) The Executive Committee may modify the proposed penalty, but may not overrule the Sanctions Committee as to the issue of guilt or innocence.

**XIII. MEETINGS**

- A. The Executive Committee will meet a minimum of two times each year: Fall and Winter. Additional meetings shall be held as necessary.
- B. The Board of Directors will meet a minimum of two times each year: Fall and Winter.
- C. The Annual Meeting of the entire membership will be held at a designated location on or about the first Saturday in October, or at such other time as designated by the Board. The Board will make every effort to rotate the location of the meeting throughout the state from year to year.
- D. Notice of meetings will be made well in advance by e-mail and/or telephone.
- E. [Adopted January 2007] A proposed agenda will be sent out in advance of the Annual Meeting. At any time within 24 hours of the Annual Meeting,

any member may request that an issue be added to the agenda and it will be put on the agenda and brought up for discussion.

- F. *[Adopted January 2007]* At the Annual Meeting, a motion to discuss an issue that has NOT been requested to be put on the agenda by a Member within 24 hours of the annual meeting may be added to the agenda for discussion provided that two-thirds of the members present and voting indicate that they wish the matter to be brought up and discussed.
- G. Conferences and Committees shall schedule meetings as they deem necessary.
- H. Any member of the Board who is absent from two consecutive meetings without notice and without valid excuse shall be deemed to have resigned. The Board of Directors will then appoint someone to complete the unexpired portion of the term, as per Section VII.D.4 and Section VIII.C.1 above.

#### **XIV. GRIEVANCE PROCEDURES**

- A. All *bona fide* grievances from individual members shall be directed first to the appropriate Conference Representative. If the Conference Rep is unable to resolve the issue satisfactorily, he/she shall bring the grievance to the Executive Committee for discussion, handling, and resolution. The Executive Committee may choose to handle the matter themselves or they may choose to appoint an *ad hoc* Sanctions Committee, as per XII. D. above.
- B. The decisions of game officials (judgment calls or their interpretation of the rules) are final and are not subject to these grievance procedures. The Executive Committee will forward such grievances to the Head of Officials, as appropriate.

#### **XV. CALENDAR**

- A. The Membership Year shall run from approximately October 1 OR the date of the Annual Meeting, whichever is earlier, through the end of the Annual Meeting the following year .
- B. In general, the organization shall function in accordance with the following tentative calendar:

- |                    |   |
|--------------------|---|
| September/October: | 1) Placement of teams in conferences by the Executive Committee |
|                    | 2) Exec Comm/Board of Directors Meeting                         |

3) Annual Meeting & Elections

4) Scheduling of games

|           |  |
|-----------|--|
| December  | Dues payments due & official Cut-Off Date      |
| January:  | Winter Board of Directors & Exec Comm meetings |
| February: | Team practices start                           |
| March:    | Games begin                                    |
| May:      | End-of-Year Tournament                         |

**XVI. SEASON DURATION**

- A. Practices shall officially begin on or about February 1 each year; the specific beginning date for practices shall be determined by vote of the Board of Directors at or shortly before the Annual Meeting and shall be announced at the Annual Meeting.
- B. Teams may choose to adopt a later (not earlier) date for beginning practice as determined by their own school guidelines and/or the NCHSAA or the NCISAA.
- C. Conditioning may begin one week prior to the first official practice date.
- D. Games shall begin on or about March 1 each year and end on or about the last Saturday in April; the specific dates shall be determined by vote of the Board of Directors at or shortly before the Annual Meeting and shall be announced at the Annual Meeting.
- E. At its discretion the Executive Committee may, at the end of April, designate one to three days as “official make-up days” and may extend the season accordingly to allow teams to complete their “Full Season” requirements, as stipulated below. However, teams should not assume that this will occur in a given season and should set aside a few open dates in their schedules to allow for make-up games to be played.
- F. It is the intent of the Association that its members follow off-season rules similar to those outlined by the NCHSAA and NCISAA including but not limited to:

- a. Practices/skill-development sessions are restricted to 11 players (1 less than full team) on any day during the off season
- b. Practices/sessions may not be required as a measure of continued participation on a team (i.e., mandatory).

## XVII. GAMES & SCHEDULES

### A. Minimum Game Requirements

- 1) Full Member teams are required to play all other teams in their conference, including Associate Member teams, with their varsity or “first” team at least once during the season.

*EXCEPTION [adopted April 2007; amended January 2008]:*

*A Full Member will be deemed to have satisfied this requirement if the Associate Member team requests or agrees to play the Full Member’s JV team and the Full Member’s JV team or “second team” has played an Associate Member team at least once during the regular season; additionally, this bylaw requirement does not apply to teams that join NCHSWLA after the official date for the submission of dues for that season (the “Cut-Off Date”), as stipulated elsewhere in these bylaws. [See Section VI.C.]*

- 2) *[Adopted January 2007]*  
Conference games take precedence over non-conference games. If there is a schedule conflict, teams must drop a game versus a non-conference opponent in favor of scheduling a game versus a conference opponent. Notwithstanding any other sections of these bylaws, such a schedule change shall NOT be considered a forfeit by either team.
- 3) Scores of all games versus both Full and Associate member teams count and are to be reported.

*EXCEPTION [adopted April 2007]:*

*JV or “second team” games versus Associate Member teams will NOT count in the rankings and/or conference standings for purposes of determining playoff eligibility or seeding in the post-season tournament and are not to be reported. Only games which involve a Full Member’s varsity squad and an Associate Member’s varsity squad or “first team” are to count.*

- 3) Teams are required to play a **minimum of 12 games** versus other Full Member teams, including games versus at least **8 different Full Member opponents** (this constitutes a “Full Season”).

- 4) Teams that do not play a “Full Season” are NOT eligible for the end-of-season tournament.
- 5) If a team feels another team is being unreasonable or overly uncooperative about scheduling a regular or make-up game, that matter may be referred to the Executive Committee for investigation and resolution. The penalty may include, but is not limited to, game forfeiture on the part of the recalcitrant team.

**B. Maximum games per week**

- 1) Teams may play no more than four (4) NCHSWLA games in one week as long as two of those games are played on Saturday. Otherwise, teams are limited to three (3) NCHSWLA games in one week.  
*(Example: A team can play 1 game Tues., 1 game Thurs. and 2 games on Sat. A team could play 1 game each on Mon., Wed. and Fri. But a team could not play one game each on Tues., Wed., Thurs. and Fri. Two of the 4 games must be on Saturday. These rules also apply to make-up games.)*
- 2) *[Adopted April 2007]*  
During the final week of the season ONLY, the Executive Committee *may* waive the maximum-number-of-games-per-week rule to enable a team or teams to complete their season(s) and qualify for post-season play if, in the Executive Committee’s judgment, the team(s) has/have made a good faith effort to play a “Full Season” as defined herein. This will be decided on a season-by-season and case-by-case basis.

**C. Penalties for violation *[adopted January 2007]***

- 1) After determining that a team has violated the maximum-number-of-games-per-week rule above, the Executive Committee shall notify the violating team that it has forfeited its right to play in the end-of-season tournament.
- 2) The violating team may request a hearing by the Sanctions Committee if it believes there are extenuating circumstances. Under this scenario, the Executive Committee will appoint a Sanctions Committee to investigate further.
- 3) If the Sanctions Committee feels there are extenuating circumstances, it may recommend that the Executive Committee reconsider its previous decision. However, the Executive Committee retains the responsibility for determining the final penalty, which may include, but not be limited to, forfeiture of one or more games, a lower seeding position in the tournament, or forfeiture of the right to play in the end-of-season tournament altogether.

**D. Sunday Activities**

- 1) No games, practices or team meetings, etc., may be held on Sundays. Social events (such as a team awards ceremony) may be held on Sundays.

**XVIII. End-of-Season Tournament & All-Star Game**

**A. Eligibility**

- 1) The end-of-season tournament will be held in early- to mid-May or at such other time as the Board may from time to time determine. The top 16 teams in the state shall be eligible for post-season play, provided they have met all of the criteria established by the Board. The final list of 16 teams and their relative seedings will be determined by the Tournament Committee with information provided by the seeding/scorekeeping process or system that has been selected by the Board for that year. *[See Section XXI of the bylaws for further information on Score Reporting.]* The Tournament Committee may consider both objective and qualitative factors, such as head-to-head competition, overall team records, and strength of schedule, to seed the teams for the tournament.
- 2) Conference winners are automatically awarded a playoff spot. The other teams selected for the tournament will be selected based on the factors outlined above.

**B. Format – Final Four**

- 1) The first two rounds of the tournament shall be held at the home field of the higher seeded team. Dates by which the first two rounds of games must be played shall be established and publicized before the commencement of the tournament and may vary from year to year.
- 2) The Final Four shall be held at a neutral site as selected by the Tournament Committee with the concurrence of the Board. The Tournament Committee shall propose a budget for the Final Four (and the accompanying All-Star Game), which shall be approved by the Executive Committee in advance of the event(s).
- 3) The Final Four games (the semi-finals and finals of the post-season tournament) may take place on a single day or may take place over two or three days, as determined by the Tournament Committee each year, with the concurrence of the Executive Committee.

**C. Format – All-Star Game** *[adopted January 2007]*

- 1) The NCHSWLA All-Stars shall consist of one representative from each Full and Associate member team in the NCHSWLA; the conference-winning teams for that season may each select two All-Star representatives.
- 2) The conferences in the NCHSWLA will be divided into East and West teams for purposes of the All-Star Game.
- 3) All-Stars shall be selected by the head coaches of their teams and their names shall be transmitted to the Tournament Committee representative for each conference in the manner stipulated each year by the Association.
- 4) To the extent possible, coaches will be encouraged to select seniors as their team's All-Star representatives.
- 5) The Coaches of the Year for each conference, as selected by their peers in end-of-season conference meetings, shall serve as coaches for the East and West All-Star teams.

**XIX. AWARDS**

The NCHSWLA sponsors or cooperates in the following awards:

**A. All-Conference**

Fifteen players from each conference including a minimum of 1 goalie, 3 defenders, 5 midfielders, 3 attack players and 3 additional players of any position are selected by the coaches from their respective conferences as All-Conference players at meetings held toward the end of the season by a date established by the Executive Committee. These meetings shall be scheduled by the Conference Rep with sufficient time allowed to transmit the information to the chairman of the Awards Committee so that players' names can be put on certificates in time for presentation at the Final Four & All-Star Game.

**B. All-State – First Team & Second Team**

From the entire pool of All-Conference players, 12 First Team All-State (1 goalie, three defenders, 5 midfielders and 3 attack players) and 12 Second Team All-State (1 goalie, three defenders, 5 midfielders and 3 attack players) are selected by a committee comprised of one representative from each conference and chaired by the head of the Awards Committee, or such other person as the Executive Committee shall designate. The meeting of this committee shall take place at any time leading up to or including the day of the Final Four & All-Star game so that the All-State players can be recognized. First Team All-State players receive a plaque and Second Team All-State players receive a slightly smaller plaque.

**C. All-Stars**

Players selected to represent their teams in the statewide All-Star Game, as described above, receive a medal or trophy and also are allowed to keep their All-Star team uniform shirt.

**D. Conference Coach of the Year**

One coach from each conference is selected as Conference Coach of the Year by their peers at a face-to-face meeting called by the Conference Rep and scheduled near the end of the season by a date established by the Executive Committee. Conference Coach of the Year honorees receive a certificate and also serve as coaches for the East and West All-Star teams.

**E. Conference Official of the Year**

One official who has regularly officiated in each conference is selected by vote of the coaches in each conference. The Conference Officials of the Year receive a certificate from the NCHSWLA.

**F. Joyce Bailey NCHSWLA Coach of the Year**

The statewide Coach of the Year award is given to one of the coaches who has previously been selected as Conference Coach of the Year. The selection is made by the same committee that is selected to make the First and Second Team All-State selections, as described in XIX.B above. The Coach of the Year receives a trophy inscribed with his/her name on it.

**G. Tournament Most Valuable Player**

The Tournament Most Valuable Player award is given at the end of the Final Four to the player who has most distinguished herself during the entire course of the tournament, with particular emphasis placed on her contributions in the semi-finals and finals. The selection is made by the Executive Committee and other Board members who are present at the Final Four. The winner receives a large trophy.

**H. Tournament Winners & Runners-Up**

Each member of the team that wins the state championship (including coaches) receives a trophy. The runners-up receive a slightly smaller trophy.

**I. US Lacrosse All-American**

The NCHSWLA cooperates with the chair of the Lower Atlantic Region of US Lacrosse in putting together a committee to evaluate players in North Carolina who have been nominated for All-American honors. At the discretion of the Executive Committee, this committee may either be an *ad hoc* group of volunteers named by the Executive Committee; or the responsibility may be given to the Awards Committee. This will be decided on a year-to-year basis.

**J. US Lacrosse Academic All-American**

NCHSWLA involvement with this award is simply to make sure information about it and the deadlines for submitting paperwork are transmitted to all coaches and athletic directors in the state on a timely basis.

**XX. RULES**

The US Lacrosse Rules for Girls' and Women's Lacrosse will govern the games. The referees are in charge of the games, and their decisions are final.

**A. Field**

The field shall be properly lined as detailed in the current rulebook for women's lacrosse.

Coaches are expected to stay in the coaches' area in front of their respective benches. Coaches shall not stand on the field of play nor coach from an area beyond their team bench. Spectators are not permitted to view the game from the end zone areas.

**B. Team Make-up [paragraphs 1 and 2 below adopted February 2007]**

- 1) Varsity and JV players shall be students from a single school whose eligibility shall be governed by the rules and regulations of either the North Carolina High School Athletic Association (in the case of public schools) or the North Carolina Independent Schools Athletic Association (in the case of private schools).
- 2) Associate Member teams may have players from more than one school and players from 7th through 12th grades shall be allowed to participate on Associate Member teams.
- 3) A player may play for only one Full Member or Associate Member team during a particular season.
- 4) All players must conform to the eligibility rules set forth herein or established by their school. The penalty for use of any ineligible player is the forfeiture of any game in which that player participated, and any other penalty determined by the Executive Committee.
- 5) The head coach (or his/her designated representative) must be present at each NCHSWLA game. If the coach must leave or is ejected from the contest, he must appoint another qualified person to assume the role of coach. In the absence of that condition, the team shall forfeit the contest.
- 6) A team may choose to play with 9 or 10 field players. However, a team that has fewer than 9 field players available to play at the start of the game shall forfeit the game.

**C. Player Participation Limits**

A player may play on either a Varsity or a JV team on any given day against a given opponent. If a player dresses out for a game with her team, joins them in the team area and appears on the team's roster, this counts as participation. A player may play in no more than four games in any one week. In the case that a team plays two separate opponents on a given day, a player may play for either the Varsity or the JV team against either opponent, but she may not play for both the Varsity team and the JV team against the same opponent.

**D. Home Team Responsibilities**

The home team will provide:

- 1) Official referees - No games are to be played without at least one officially-sanctioned referee. It is expected there will be two referees. However, if this is not possible, the home team will notify the visiting team as far in advance as possible.
- 2) Lined field - The field will be lined according to US Lacrosse rules. Orange cones will be available to help identify restraining lines, substitution box, etc.
- 3) Scoring/timing - A table with an official score keeper and an official timekeeper will be provided. At the request of the home team, the visiting team can provide one or more of these. Some method of making the score visible to spectators shall be provided. If there is no visible time clock, the home team will provide a timekeeper who will notify the officials and both coaches when 2 minutes is left in each half and who will count down the final 10 seconds of each half. Each team will provide the other with a roster at least 15 minutes prior to the start of the game.
- 4) Substitution area - The area around the scoring table will be designated the substitution area.
- 5) Uniforms - The home team is responsible for changing shirt colors to avoid a conflict, if so directed by the officials.
- 6) Balls - Yellow balls are used for all women's lacrosse games.
- 7) First Aid Kit and Ice
- 8) Cups and water

**E. Equipment**

Teams shall use only regulation equipment. Teams are responsible for ensuring that all equipment meets requirements. Referees will perform an equipment (mouthpieces, eye protection) and stick check at game time.

**F. Uniforms**

All field players are expected to wear a standard uniform: Kilt and jersey. Player numbers are required on both the front and back of each player's jersey (except goalie jerseys). The sizes of the numbers are to conform to the then-current US Lacrosse rulebook. Each team is responsible for having appropriate uniforms and equipment. The teams shall coordinate their choice of colors so as to avoid any conflict. In the event of such a conflict, the home team is responsible for changing shirts or by wearing pinnies to avoid the conflict.

Goalies are required to wear jerseys of a color that matches that of their teammates. They are also required to wear a mouthpiece, helmet with face guard, throat protector, chest protector, shin guards and gloves.

**G. Safety**

Field players **MUST** wear mouthpieces and eye protection for all games. Eye protection must meet the ASTM F803 Requirement. It is recommended that players also wear mouthpieces and eye protection at practice whenever appropriate.

**H. Game Duration**

Varsity games will be 25-minute halves with a running clock. The clock will be stopped after every goal. If at any time during the game one team is 10 or more points ahead of the other, the clock will not be stopped after a goal is scored until the score differential is less than 10. The clock will stop on each whistle during the last two minutes of each half.

JV games will be 20-minute halves with a running clock. The clock will only be stopped on each whistle during the last two minutes of each half. The clock will not stop after each goal.

Referees may stop the clock at any time at their discretion (e.g., an injury, ball out of bounds).

Each team is allotted one time-out per half. There are no time-outs permitted during overtime play. Time-outs may only be called after a goal is scored and shall last 2 minutes.

Halftime will be 10 minutes in duration unless otherwise set by the captains at the referees' meeting (5 or 7 minutes).

Games may be interrupted or suspended due to dangerous weather or field conditions either by the referees or by the appropriate official of the home team (e.g., athletic director). The referee's decision is final.

If a game must be interrupted or suspended and it cannot be continued on the same day, it is legal and complete if 80% of playing time (40 min. of the 50-minute regulation time) has elapsed. If less than 80% of playing time has elapsed and the game is replayed on another day, it must be played from the beginning. If a game is continued on the same day, it is re-started from the point of interruption.

**I. Substitutions**

Substituting Players must report to the scorer's table before substituting for a player on the field. If a substitution is made during play, no substitute may enter the field of play until the player for whom she is substituting has left the field.

**J. Overtime Procedures**

For varsity games, when the score is tied at the end of regulation time, the teams receive a 5-minute rest. A coin toss determines choice of ends. Six minutes (two 3-minute periods) of stop-clock overtime will be played. That is, the clock is stopped on every whistle. The clock will be stopped after 3 minutes of play for teams to change ends with no delay for coaching. The game will be restarted by a center draw. The team that is ahead at the end of the six minutes wins the game.

If the teams are still tied after 6 minutes, the teams will have a 3-minute rest and change ends. The winner will be decided on a "sudden victory" stop-clock overtime of no more than 6 minutes with the teams changing ends after 3 minutes. Again, the game will be restarted by a center draw. The team scoring the first goal wins the game.

If the teams are still tied after the second 6 minutes, the game ends in a tie.

In the state play-offs, however, play will continue with "sudden victory" stop-clock overtime periods of six minutes with 3 minutes in between and change of ends until a goal is scored.

There is no overtime for JV games. A game that is tied at the end of regulation time is a tie game.

**K. Cautions / Ejections**

If a referee issues a yellow card, the player receiving it must leave the field for 3 minutes of elapsed playing time. A substitute may take her

place. The timer will be responsible for timing the 3 minutes and indicating to the scorer when the player may return.

If a player receives a second yellow card, she is suspended from further participation in that game.

If a player receives a red card, she is suspended from further participation in that game and the team's next league game.

## **XXI. REPORTING OF SCORES** *[Adopted January 2007]*

### **A. Score Reporting System**

- 1) The Board of NCHSWLA has sole responsibility for determining how game scores will be reported and how standings will be maintained. The Board may choose to use an outside service, such as Laxpower.com or TheArbiter; and/or it may choose to design and maintain its own score reporting system and process.
- 2) Regardless of the system selected, which shall be announced at the Annual Meeting or as soon thereafter as possible, the Board has the responsibility for communicating clearly to the membership how scores are to be reported.
- 3) For purposes of redundancy, the official NCHSWLA Game Report Form must be kept at the Scorer's Table during the game and filled out by the official scorer at the end of each game; the game officials must sign the Game Report Form at the end of the game; and both head coaches must also sign this form.
- 4) Home team head coaches are responsible for keeping the original signed copy of the Game Report Form until the end of the season. When the coaches convene at the end of the season to determine All-Conference awards, the originals of the Game Report Forms will be brought to that meeting and turned in to the conference rep. If a particular coach will not attend the all-conference meeting, he/she can give the forms to his/her assistant coach or mail them to the Conference Rep. The Conference Reps will retain these Game Report Forms until the next meeting of the Board, at which time they will be turned in to a designated member of the Executive Committee.
- 5) If a home team head coach does not maintain these records and turn them in properly, the matter may be referred to the Sanctions Committee.
- 6) For standings and tournament seeding purposes, only games versus other NCHSWLA teams are to be counted. Games versus

out-of-state or non-NCHSWLA teams in the course of the season shall not count.

- 7) Coaches of both teams shall report game scores for all regular season varsity games to the Score Coordinator throughout the season on an ongoing basis. Scores of JV games will not be reported. All scores must be reported to the Score Coordinator by e-mail in the appropriate format.

## **XXII. GAME CANCELLATIONS**

- A. In the event a team is unable to appear and play a scheduled contest, it shall notify the opposing team as soon as possible – but at least 24 hours prior to the scheduled time of the contest. Each team must play each scheduled contest or make a good-faith effort to re-schedule it. Failure to do so, or failure to properly notify the opponent, shall be referred to the Executive Committee for review and appropriate action, which may include but not be limited to declaring a forfeit.

If the home team fails to properly notify assigned officials of a game cancellation with sufficient time to avoid travel, the home team shall pay the official. If the problem is due to a visiting team's failure to appear or appropriately notify the home team, the visiting team shall be responsible for such costs. Failure to pay the officials is a matter that will be referred to the Executive Committee.

- B. No Referee**

At least one certified must be present for all games. If the referee fails to show for a conference game, that game shall not be played. That game will need to be rescheduled.

- C. Weather Cancellations**

Game cancellations due to inclement weather conditions can occur with much less than 24-hours notice. Such game cancellations shall be made as early as possible prior to the scheduled game time. The home team shall be responsible for notifying the Referee Assignor and the scheduled referees if their names and contact information are known. No referee fees shall be paid when such games are cancelled.

- D. Field conditions**

If the game officials determine that the field conditions are not acceptable and cannot be readily corrected (field marking are incorrect, rain-soaked field constitutes a safety hazard for the players, etc.), the home team shall forfeit the game and be responsible for any officials' fees.

**E. Unavoidable game cancellations**

If a game must be cancelled due to unavoidable circumstances (e.g., visiting team bus breaks down en route to game, no bus driver, etc....), then neither team shall be awarded a win by forfeit, the game will be rescheduled at a time agreed upon by both teams, and no referee fees shall be paid for the missed game.

**XXIII. AMENDMENTS**

The bylaws of the **NCHSWLA** may be amended by a majority vote of the Board of Directors, assuming a quorum is present.

**XXIV. MISCELLANEOUS**

**A. Checks**

The Association Treasurer shall sign all checks and notes.

## APPENDIX A CODE OF CONDUCT

All fans and supporters will abide by any rules concerning conduct, use of alcohol, parking or other rules required or requested by the host team

[The following is taken from the US Lacrosse Women's Division Code of Conduct]

Players, coaches, spectators and parents are to conduct themselves in a manner the "Honors the Game" and demonstrate respect for other players, coaches, officials and spectators. The essential elements in this Code of Conduct are HONESTY and INTEGRITY. Those who conduct themselves in a manner that reflects these elements will bring credit to the sport of lacrosse, themselves, their team and their organization. It is only through such conduct that our sport can earn and maintain a positive image and make its full contribution to recreational sport in the United States. US Lacrosse and the Association support the following behaviors for those participating or involved in any way with US Lacrosse and lacrosse in general:

The essential elements of the "Code of Conduct" must be adhered to.

Sportsmanship and teaching the concepts of fair play are essential to the game, and must be taught and developed both in off-field discussions and on the field during practices and games.

The emphasis on winning should never be placed above the value of good sportsmanship, the concepts of fair play or the skills of the game.

Derogatory comments are unacceptable. Use positive reinforcement with players and non-playing adults alike. It should be remembered that criticism, once made, can never be retracted.

The safety and welfare of the players are of primary importance.

Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with student-athletes, as well as non-playing adults.

Umpires are expected to conduct themselves as professionals and in a manner that demonstrates courtesy and fairness to all parties while exercising their authority on the field.

Adults involved with the game must never permit anyone to openly or maliciously criticize, badger, harass or threaten an umpire.

Knowledge of the Rules of Women's Lacrosse must be respected and adhered to by all who participate in the game of lacrosse, both in the letter and spirit of the game. Not

fully understanding the rules is not an acceptable reason to criticize umpires or the opposing team. Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.

It is the responsibility of the coaches to instruct their players in the sport of lacrosse and to train them in true sportsmanship. Abusive behavior toward officials, other teams or coaches, on the part of the coaches, or abusive behavior by players who are not controlled and disciplined by their coaches, will not be tolerated. Such behavior may result in suspension of the coaches, players or team.

**Appendix B – Membership Application Form**

**NORTH CAROLINA HIGH SCHOOL WOMEN’S LACROSSE ASSOCIATION**

\_\_\_\_ Full Membership

\_\_\_\_ Associate Membership

TEAM NAME: \_\_\_\_\_

TEAM HIGH SCHOOL: \_\_\_\_\_

TEAM CONTACT: \_\_\_\_\_

TEAM MAILING ADDRESS: \_\_\_\_\_

Phone Numbers: (day) \_\_\_\_\_ (night) \_\_\_\_\_

(cell) \_\_\_\_\_ email: \_\_\_\_\_

TEAM HEAD COACH: \_\_\_\_\_; US Lacrosse Membership # \_\_\_\_\_  
Head coach **MUST** be a registered member of US Lacrosse as a **Women’s Division Head Varsity Coach**

TEAM ASSISTANT COACHES: \_\_\_\_\_

Certifications:

I certify each player on the team is/will be eligible to play in accordance with the academic, attendance and other eligibility rules of the athletic teams from this high school.

I certify that this team is covered by the liability insurance of the high school listed above or that each player is/will be a member of US Lacrosse and covered by the liability insurance of US Lacrosse.

I certify that this team has agreed to abide by the rules of the Association

I certify that the head coach is registered with US Lacrosse as a Women’s Division Head Varsity Coach

Signatures: Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information: