



**USA**<sup>TM</sup>  
**LACROSSE**

**WCLA**

**OPERATING**  
**PROCEDURES**  
**AND BY-LAWS**

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# Operating Procedures of the USA Lacrosse Women's Collegiate Lacrosse Associates 2025 - 2026

Changes for the 2025-2026 Season are Highlighted in YELLOW

## Article 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.

1. Extenuating circumstances regarding league affiliation may be petitioned to the WCLA Sub-Committee with documentation.
2. 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.
  - a. 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.
  - b. Membership fees will not be refunded after January 1st in the case of team withdrawal from the WCLA.
3. All requirements must be provided to USA Lacrosse by **March 1st or before the team's first competition** to be eligible for the WCLA National Tournament.
  - a. After **March 1st and before an individual player's first competition**, teams may submit roster verification forms, however those players are not eligible for the National Tournament.
  - b. Teams submitting rosters after **March 1st or after the team's first competition** may run the risk of forfeits.
4. 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.
  - a. They may join at any time during the spring season.
  - b. They may be ranked, but may not qualify for:
    - i. The WCLA National Tournament
    - ii. Post Season WCLA awards or recognition, both team and individual
5. A team found to be giving lacrosse athletic scholarships to their players shall not be eligible to be a member of the WCLA.

6. 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 1st** each year to the WCLA that:
  - a. No players are receiving lacrosse scholarships.
  - b. This certification shall be required until the NCAA team is established and competing.
7. 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.

## **Article 2: Division Classification**

Individual Leagues are responsible for deciding the classification of their Teams.

1. Leagues must submit Division classification to the WCLA Sub-Committee by **December 1st**, with delineation of any changes in Divisions.
2. WCLA Sub-Committee reserves the right to audit the classification of any teams and to impose a reclassification when deemed appropriate.
3. Division I and Division II designation is utilized by the WCLA for Nationals Tournament Selection, AQ's and recognition.
4. "B" teams (the second team for a school) are eligible for the National Tournament in either division.
5. 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.

## **Article 3: Player Eligibility**

For all WCLA contests, only WCLA eligible students of the member team organization shall be entitled to play.

1. All WCLA players and coaches must be active USA Lacrosse Members through April 30th of the current season and registered on the WCLA website.
2. Players must be enrolled as an undergraduate or graduate student at the college, university, or similar institution with which her team is affiliated.
  - a. Each player must be a full-time student at her university and in good standing as defined by each institution.
  - b. Exception -Final Term: A player 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:
    - i. Enrolled in the term, and;
    - ii. She is taking the credits necessary for graduation at the end of the term.

- iii. Players using this exemption should be listed on the roster verification form within the special player exemption section provided.
- c. 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 postseason play.
- d. Exception – Students in bridge programs, sister schools, consortiums, or other such affiliated programs are not required to be full-time students at the institution with which her team is affiliated. Additional requirements for verification are required per Section 3.2.i.ii below.
- e. The WCLA reserves the right to verify eligibility and academic standing at any time during the USA Lacrosse WCLA season.
- f. 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.
- g. Any player currently receiving a lacrosse scholarship from her institution and/or is practicing/participating with the NCAA team is ineligible for WCLA play.
- h. After **March 1st** or by a team’s 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).
- i. To be eligible to play in any WCLA game, players must appear on their team’s WCLA Team Roster Eligibility Verification Form.
  - i. The school registrar shall certify that all roster members are full-time students at that school.
  - ii. If enrollment of students participating in bridge programs, sister schools, consortiums, or other such affiliated programs cannot be verified by the registrar with which a team is affiliated, a secondary Roster Eligibility Verification Form must be provided. Roster members to which this applied must be visible on both the original and secondary Forms if those members take classes at both programs and must be considered full time between the two to be eligible to play.
  - iii. If a player’s name does not appear on this form, she is not eligible to play in any WCLA game, including WCLA Nationals.
  - iv. Consequences for use of an ineligible player will be determined by the

WCLA Sub-Committee and may result in game forfeits and/or other penalties.

- v. The Team Roster Eligibility Verification Form must be postmarked or emailed to USAL by **March 1st or prior to a team's first competition.**
  1. Teams playing games prior to **March 1st** are responsible for adhering to all player eligibility rules.
  2. After **March 1st**, teams may submit Roster Eligibility Verification Forms, however, those players are not eligible for National Tournament.
- j. A player may play for only one member team during the year in games that are considered 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.
- k. **There is no limit to the number of years of eligibility, given players meet all requirements described in this section.**
- l. 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. Leagues and/or teams may have additional eligibility rules/requirements that are more restrictive, if 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.

#### **Article 4: Deadlines** **December 1st**

1. Member team dues postmarked to USAL.
  - a. After this date, a late fee will be assessed to the responsible party.
  - b. No refunds will be given after January 1st in the case of team withdrawal from the WCLA.
2. WCLA Team Application submitted online.
3. Leagues shall name representative(s) to the Rankings Committee and Recognition Committee to meet the criteria for an Automatic Qualification.
4. League informs WCLA of any changes within D1 or D2.
5. Teams moving towards NCAA status fulfill requirements of Section 1 of the Operating Procedures.

## **December 15th**

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.

## **February 15th**

1. Players and Coaches must have an active USAL membership that is valid through April 30th of the current season by this date or **prior to their first game**.
2. Players and coaches must be registered on the WCLA website.
3. This is the last date to drop/add a game.
4. Request for player exceptions or hardship waivers must be submitted by this date or prior to the individual's first game.

## **March 1st or prior to first competition**

1. To be eligible for the WCLA National Tournament, teams must complete these requirements by this date:
  - a. Application on file
  - b. Dues paid inclusive of Late Fee if applicable.
  - c. League Presidents must submit league master schedules to Webmaster & Competitions Chair by this date. Any team playing prior to this date must submit its schedule to its League for submission prior to its first game.
  - d. USAL must have received Team Roster Eligibility Verification Form from the League.
    - i. It is recommended that WCLA Team Roster Eligibility Verification Forms be submitted to the League by **February 1st**.
  - e. WCLA Website requirements must be accomplished:
    - i. Register the site by following the tutorial on the bottom of the home page (all Teams).
    - ii. Update Team contacts.
    - iii. Specify game locations.
    - iv. Update Team roster.
    - v. Statistics – ground balls, draw controls, goals, saves, assists, yellow & red cards, & forced turnovers must be entered within 72 hours of game completion throughout the course of the season for each player on the WCLA National Website for any player to receive post season awards.
  - f. To be eligible for regular season games, players must be listed on their Team Roster Eligibility Verification Form by this date.

- i. After **March 1st**, teams may submit roster verification forms, however those players are not eligible for the National Tournament.
- ii. Member teams playing games prior to **March 1st** are responsible for adhering to all player eligibility rules and submitting their schedule to Webmaster prior to the start of play.

### **Sun. April 19th, 2026, by 9pm local time**

1. Each League that has an Automatic Qualification bid to the WCLA National Tournament must submit their representative(s) to the Rankings Committee Chairs and the Competitions Chair by this time and date.
  - a. To be eligible for the National Tournament, teams are required to have all game scores input on website by 9pm local time.
  - b. To be eligible for WCLA post-season awards full team statistics (including ground balls, draw controls, goals, saves, assists, yellow & red cards, and forced turnovers) must be entered on the WCLA National Website.
  - c. Required: Statistics entered within 72 hours of game completion to be eligible for end of season awards.

### **Article 5: National Tournament Selection**

1. The tournament field shall consist of Automatic qualifiers and At-Large teams.
  - a. The standard tournament field shall consist of 16 teams from each division with games played in a bracket format.
  - b. A sub-standard tournament field of 12 teams will require pool play format.
2. 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) if they meet the Automatic Qualification requirements listed below:
  - a. There shall be a minimum of 8 separate member institutions that are in good standing as outlined in Team Membership. Provisional teams count towards the total.
  - b. Each of the institutions must play a minimum of 8 games against WCLA teams. Teams are allowed to count 2 cross divisional (D1 vs. D2) games towards the 8-game minimum.
    - i. Exceptions may be granted under extenuating circumstances by the WCLA Sub-Committee.
  - c. No more than two games against the same opponent shall count towards this minimum game total.



- d. 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 WCLA Website with appropriate notation for eligibility purposes.
- e. Emergency Game Schedule Clause – If it is a major tournament or travel event, and games are cancelled due to inclement weather, teams may play games that were not initially scheduled. Games must be submitted to the Competitions Chair. Approved rescheduled games count towards game minimums.
- f. No game played before **January 1st** or after the submission of the Automatic Qualifiers shall count towards this total.
- g. A WCLA Division I League must have a minimum of four DI teams and hold a Championship Tournament with a minimum of four teams.
- h. A WCLA Division II League must have a minimum of four DII teams and hold a Championship Tournament with a minimum of four teams.
- i. Each member team shall have their applications, Team Roster Eligibility Verification Form, and dues/late fees paid by **March 1st**.
- j. Each league shall have their master schedule submitted to the Competitions Chair by **February 15th** or the beginning of their league play, whichever comes first.
- k. 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.
- l. Any games added after schedules are due will not count towards league Automatic Qualification bid or ranking.
- m. 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 15th** will need to submit a request in writing to the WCLA Competitions Chair for approval by the WCLA Committee.
- n. Any games canceled after the first scheduled game or by the **February 15th** deadline shall be a forfeit and will not be removed from the WCLA Website (see B4 for exceptions). Teams may submit appeals to the WCLA Competitions Chair for consideration by the WCLA committee.
- o. Each league shall provide a representative to the Rankings Committee, Recognition Committee, and Athletes Council by **December 1st** to qualify for an Automatic Qualification bid.
- p. Leagues with DI and DII divisions must provide a DI and DII representative for each committee.
  - i. It is recommended that different people be on each committee.



- ii. These representatives must maintain good standing by active and appropriate participation in all committee activities for the duration of the season.
- iii. Failure to fulfill committee expectations may disqualify a league from an Automatic Qualifier.
- q. The league must have a representative in attendance at the annual WCLA meeting. Exceptions shall be submitted to the WCLA Chair for approval.
- r. New leagues shall have been established and met all requirements for 2 consecutive seasons to be considered for an Automatic Qualification bid.
- s. The remainder of the Tournament field(s) shall be populated by the WCLA Rankings Committee. (See Rankings document)
  - i. To be eligible for an At-Large bid, DI member teams must play a minimum of 8 WCLA games.
  - ii. To be eligible for an At-Large bid, DII member teams must play a minimum of 8 WCLA games.
- t. "B" teams (the second team for a school) are eligible for the National Tournament.
- u. League status shall be pending verification by the Competition Chair as of the date for submission of the Automatic Qualifiers.
- v. The Committee reserves the right to place each member team into the Divisional Tournaments according to divisional alignment.
- w. 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.
- x. 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.
- y. 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.
- z. This policy shall be reviewed annually.
- aa. For good cause, and after notice to the WCLA Sub-Committee, the leadership may grant exceptions to these rules.

## **Article 6: Playing Rules**

1. All contests between WCLA member teams shall be played under the NCAA Official Rules for Women's Lacrosse excluding timing parameters.
2. All contests between WCLA member teams shall be officiated by umpires certified

between USA Lacrosse or CWLOA and assigned by the assignor for the home team, league, or WCLA.

3. Games must be played with 15-minute quarters.
4. Games between two D1 teams must have a stopped clock.
5. Games between D1 and D2 teams may have a running clock.
6. Games between two D2 teams may have a running clock.
7. All League Championships and National Tournament must have a stopped clock for all games.

### **Article 7: Game Management**

1. It shall be the home team's responsibility to:
  - a. Timely and appropriately notify the assignor to ensure that assigned officials are available to officiate all games.
  - b. Pay all the agreed fees and costs of the officials unless other arrangements are made.
  - c. Provide and continue to provide visiting teams with adequate playing facilities and endeavor to provide appropriate dressing and shower facilities.
2. 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.
  - a. 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.
    - i. The league involved shall review and determine appropriate action for intra-league play.
    - ii. Reviewing an appropriate action for inter-league play includes, but is not limited to, declaring a forfeit by the WCLA Sub-Committee.
  - b. If possible, notify the assignor and the assigned officials at least twenty-four hours prior to the scheduled time of the contest.
    - i. 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, if the umpires are properly notified with sufficient time to avoid travel, there shall be no penalties.
  3. All WCLA teams, coaches, officials, spectators, and administrators will abide by the USA Lacrosse Code of Conduct both in and out of the regular season.
  4. Forfeits, suspensions, and no contests shall be determined as necessary by the WCLA Sub-Committee.
  5. 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 USA Lacrosse, such may be reported by any member team or official to the WCLA Sub-Committee for investigation and appropriate action. Once reported to the WCLA or USA Lacrosse, all grievances will be investigated.
  6. Each team is responsible to have appropriate uniforms and equipment in accordance with NCAA Women's Lacrosse rules.
  7. Each team shall make every effort to have an adult non-playing coach for each game.
  8. 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 USA Lacrosse Manager of Officials Training for information about the process and opportunities available for training and advancement



# USA Lacrosse Women's Collegiate Lacrosse Associates Bylaws

**(USL Ratified 2013)**

## **Article 1 -Introduction**

- A. These are the Bylaws of the USA 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 USA 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 USAL bylaws.

## **Article 2 -WCLA Team Membership**

- A. To gain team membership (hereinafter sometimes referred to as "team" or membership or member) in the USA 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 USA 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 USA 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 USA Lacrosse no later than the date established by the WCLA Sub-Committee.

### **Article 4 - WCLA Sub-Committee**

- A. The WCLA Sub-Committee, as defined by USAL 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 USAL Bylaws. They shall be selected, removed, and/or replaced as established by the USAL 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:
  - 1. WCLA Chair
  - 2. Umpire Representative
  - 3. Governance & Eligibility Chair (Secretary)
  - 4. Communications & Social Media Committee Chair
  - 5. Development & Outreach Committee Chair
  - 6. DI Rankings Committee Chair
  - 7. DII Rankings Committee Chair
  - 8. DI Recognition Committee Chair
  - 9. DII Recognition Committee Chair
  - 10. Competition Committee Chair
  - 11. Diversity, Equity, & Inclusion Chair
  - 12. Finance Chair (As identified by expertise, an add-on position)
- C. 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 USA Lacrosse.

## **Article 5 - Duties and Powers**

- A. The affairs of the WCLA shall be managed by its Committee and USA Lacrosse. The Committee may adopt such bylaws, rules and regulations that are deemed necessary to conduct its affairs, in accordance with USA Lacrosse policy and Bylaws. Additional duties may be assigned to the 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 USA Lacrosse and USA Lacrosse Women's game policy and spirit. The WCLA Chair shall prepare any reports requested by USA 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 & Eligibility 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 & Eligibility Chair shall be responsible for timely and accurate maintenance of the Bylaws and Operating Procedures of the WCLA. They shall be responsible for timely and accurate maintenance and dissemination of the Eligibility Procedures of the WCLA. They 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.
- F. 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, etc.
- G. 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. The Chair shall also coordinate the WCLA Athlete's Council made up of

players from each League.

- H. 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.)
- I. 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.)
- J. D1 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.
- K. 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.
- L. Competition 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 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 the legality of games, compiling master game schedules, & providing leagues proper forms for scheduling use. The Chair shall also work with USAL to select the site for Nationals and ensure the Nationals experience is excellent for those participating, and work with USAL to develop sponsorship opportunities for the WCLA.
- M. Diversity, Equity, and Inclusion Committee Chair -

N. Finance Chair

### **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 USA Lacrosse member. The Committee Chair 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 USA Lacrosse. Members are annually required to sign a USA Lacrosse Conflict of Interest Policy for Volunteers and Staff.

### **Article 8 - Standing Committees**

- A. The WCLA Sub-Committee shall have the following standing Chairs: Governance & Eligibility, Communications & Social Media, Development & Outreach, DI Rankings, DII Rankings, DI Recognition, DII Recognition, Competitions, Finance, and DE&I. 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 USA 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 the development and growth of the WCLA membership. The committee shall oversee the Athletes Council. 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 USAL to select the site for Nationals and ensuring the Nationals experience is excellent for those participating and working with USAL 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 USAL 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 AEC shall designate a replacement and that person shall be vested with all the powers of the Chair.

### **Article 11 -Quorum**

- A. 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

- B. 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, USA Lacrosse, sportsmanship, or other problem, he/she may request that the dispute be resolved by the WCLA. Such a 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 USA Lacrosse, the member's 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 postseason 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, their 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 USA Lacrosse or for continued failure to comply with the articles, bylaws, rules, or code of conduct of the WCLA or USAL 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 action.

