

# **Internal Regulations Wageningen Student Lacrosse Association “Wageningen Warriors”.**

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## **1. General**

- 1.1 The Internal Regulations are binding for all members of W.S.L.V. "Wageningen Warriors".
- 1.2 The Internal Regulations are an addition to the statutes.
- 2. Changing the Internal Regulations (addition to the Statutes)**
- 2.1 The Internal Regulations can only be changed during a General Member Assembly (G.M.A.).
- 2.2 Changes in the I.R. are to be announced at least two weeks prior to the G.M.A.
- 2.3 A change will be accepted when a majority is achieved after voting during the G.M.A.
- 2.4 A change made during the G.M.A. goes into force two weeks after approval in the G.M.A.

## **3. Board**

- 3.1 The board will consist of a president, secretary, treasurer, vice president men (match commissioner), vice president women (match commissioner), materials commissioner, promotion commissioner and a sponsor commissioner. Beside the first three functions, the other functions can be subdivided within the other members of the board.
- 3.1.1 The president's core tasks are: leading the board meetings and the G.M.A., maintaining contact with sister associations and maintaining the archive.
- 3.1.2 The secretary's core tasks are: composing and sending general member emails, handling incoming (e)mail, keeping track of the member administration, noting board meetings, G.M.A.s and maintaining the archive.
- 3.1.3 The treasurer's core tasks are: maintaining all invoices and bills, bank accounts, and business regarding the chamber of commerce. Besides that, the treasurer collects all the contribution. For a financial GMA the treasurer prepares the budget and realisation, which will then be presented. The treasurer also has the possibility to share the maintenance of the archive.
- 3.1.4 The game day commissioner's core tasks are: organising game days, events and communicating all game-related information to the members. Game day related causes will be discussed with the NLB.
- 3.1.5 The material commissioner's core tasks are: purchasing new materials, applying for subsidy from Thymos for small equipment, material maintenance and rental of materials.
- 3.1.6 The promotion commissioner's core tasks are: updating the Facebook page and website, organizing the AID, introduction trainings and managing promotion materials like apparel, flyers posters etc.
- 3.1.7 The sponsor commissioner's core tasks are: making contact with potential new and current sponsors and designing specific sponsor contracts and setting up the agreements.
- 3.2 The board is responsible for finding new board members.
- 3.2.1 The board shall send out an e-mail regarding the opening up of positions on the board, at least 6 weeks prior to the date of the G.M.A. in which new board members will be installed.
- 3.2.2 Interested members then have 2 weeks to apply for the board position, by responding to the e-mail of the board. In this reply they should state the position for which they are applying and include a motivation letter.

- 3.2.3 After these two weeks the board will have an interview procedure, in which they choose the person they deem to be most fit to take up the position. This choice will be made within 2 weeks.
- 3.2.4 Two weeks prior to the G.M.A., the board will send out an e-mail containing the selected persons for the board, a motivation written by these selected candidates and an explanation as to why the board found these candidates most suitable.
- 3.2.5 Members that have any objections, doubts or remarks can reply to the announcement. The board will clarify any questions and motivate their decisions.
- 3.2.6 If there are properly founded objections, the board will consider revising its decision. The board makes the final decision as to who will be presented during the G.M.A.
- 3.3.1 It is advised that the board has two First Aid (EHBO) certified members at all times. This rule only applies when the NLB sponsors the first aid course.
- 3.3.1.1 These two members are preferably the vice-president women and the vice-president men.
- 3.4 In case of a conflict within the board and/or a dysfunctional board member certain steps may be taken by anyone from the board or the committee of advice.
- 3.4.1 The committee of advice will first counsel and help negotiate a solution as an independent stakeholder in a meeting with the relevant persons.
- 3.4.2 If no solution is found after rule 3.4.1. has been extensively tried or the basic functioning of the board and/or association is at stake, any involved participant may start the procedure described in article 11 of the statutes of W.S.L.V. Wageningen Warriors.
- 3.5 The board blouses will be paid for by the board members, the embroidery will be paid for by the association.

#### **4. Members**

- 4.1 All members are obligated to obtain valid Wageningen University sports rights. Members are responsible for this; failure to comply will result in a personal fine, of which the amount is stipulated by SWU Thymos.
- 4.2 Members are obliged to pay contribution. This contribution is 85 euros per academic year, which runs from 1 September till 31 August.
- 4.2.1.1 If a person becomes a member on February 1st or later that academic year, there will be a reduced contribution of 55 euros. This membership expires on 31 August.
- 4.2.1.2 In specific situations that are related to study and travel of a member a half year contribution can be agreed upon. The board needs to be notified before by email before 1 August and will decide if the person gets a half year membership. The board can be asked to motivate the decision. The costs for this are 65 euros and will be paid at the beginning of the academic year. The half year terms run through 1 September till 31 January.
- 4.2.2 If a member wishes not to play any matches, they need to notify the board before 1 August by email. There will be a reduced contribution of 57 euros and 50 eurocents.
- 4.2.3 If the contribution hasn't been paid within one month after the invoice or signing date, a fine will be charged of 5euros per month on top of the contribution. After three months without receiving payment, the member will be financially suspended.
- 4.2.3.1 The financial suspension will be released when the indebted amount is received.
- 4.2.3.2 In special cases the board can agree upon a settlement.
- 4.3 To play during game days, the member must be registered with the NLB (Dutch lacrosse association). These costs are 35 euros per academic year and are being paid by the W.S.L.V. "Wageningen Warriors". These costs are funded through the contribution.

- 4.4 Game playing members ought to obtain their referee degree within one playing season. Members can be summoned to referee a match on game days.
- 4.5 If a member is not unsubscribed, he or she is still a member and is obliged to pay contribution. If members wish to unsubscribe from the association, they must email the board before 1 August. Failure to unsubscribe may require an additional contribution payment.
- 4.5.1. A mail will be send by the board to notify the member about the final date to unsubscribe.
- 4.6 All members have access to all activities that are being organized by W.S.L.V. "Wageningen Warriors".
- 4.7 Members will be informed of important information by e-mail.
- 4.8 Honorary members will be suggested by the board and will be voted for during a G.M.A.
- 4.8.1 Honorary members are former members that have been of great importance to the association and have given special input. They are always welcome at the activities organized by W.S.L.V. "Wageningen Warriors".
- 4.9 When in the process of becoming a member, the prospective member has the right to obtain a (digital) copy of the statutes and the internal regulations.
- 4.10 Members have the right to notify the board with suggestions, complaints and wishes. The board must handle and investigate the matter as soon as possible and return the result to the member.
- 4.11 Members have the duty to notify the board when their address is changed within one month.
- 4.12 The board is authorized, with respect to the adversarial principle, to enforce additional confinements upon a confinement that was put on the member by the NLB.

## **5. Training/ matches / referees**

- 5.1 Training will be given at Sports Centre the Bongerd.
- 5.1.1 Training is only accessible for members.
- 5.1.2 For new interested people there are introductory trainings that will be given during fixed time periods over the year.
- 5.1.2.1. Outside of these introduction trainings, people are eligible to join three practices for free before joining.
- 5.1.3 Members are expected to be present at trainings.
- 5.1.3.1 It is recommended that members are present fifteen minutes in advance.
- 5.1.4 Players must behave themselves during training and respect the rules.
- 5.2 During matches it is the player's own responsibility to have correct equipment.
- 5.2.1 Players must behave themselves on game days and respect the rules.
- 5.2.1.1 Association fines caused by an individual are being reckoned as personal fines.
- 5.3 Signing in or out for trainings and matches happens through the designated media, chosen by the team.
- 5.3.1 Signing in or out for trainings must be done at least twenty-four hours in advance.
- 5.3.2 Signing in or out for matches must be done at least seventy-two hours in advance.
- 5.3.3 In the case of unexpected absence, the person must communicate this via phone as soon as possible.
- 5.4 Members will be informed when referee courses are available. When a member obtains their referee degree, the last course will be paid by the association. All other attempts are at the member's own expense.
- 5.4.1 Referees that have a level 1 degree or higher will receive a refund for refereeing a match by the NLB, this will be paid to the referee.
- 5.5 All members of the women's teams, except goalies, are obliged to wear the following

- items during both practices and games:
- 5.5.1 A fitted mouth guard, as to protect the teeth.
- 5.5.2 Goggles, as to protect the nose and eyes.
- 5.5.3 If one does not wear these materials, they will not be allowed to partake in said practice or game until they have obtained the missing materials.
- 5.6 All goalies of the women's teams participating in practices and games are obligated to wear at least the following items in goal:
  - 5.6.1 A helmet, to protect the head.
  - 5.6.2 Goalie gloves, to protect the hands.
  - 5.6.3 A chin guard, to protect the neck.
  - 5.6.4 A chest piece, to protect the chest area.
  - 5.6.5 A fitted mouth guard, to protect the teeth.
  - 5.6.6 If one does not wear these materials, they will not be allowed to partake in said practice or game until they are wearing the missing materials.
- 5.7 All members of the men's team, except goalies, participating in practice or games are obligated to wear at least the following items during both practices and games:
  - 5.7.1 A helmet, to protect the head.
  - 5.7.2 Gloves, to protect the hands.
  - 5.7.3 Closed shoes, to protect the feet.
  - 5.7.4 If one does not wear these materials, they will not be allowed to partake in said practice or game until they are wearing the missing materials.
- 5.8 All goalies of the men's team participating in practices and games are obligated to wear at least the following items in goal:
  - 5.8.1 A helmet, to protect the head.
  - 5.8.2 Goalie gloves, to protect the hands.
  - 5.8.3 Closed shoes, to protect the feet.
  - 5.8.4 A chin guard, to protect the neck.
  - 5.8.5 A chest piece, to protect the chest area.
  - 5.8.6 A cup, to protect the groin area.
  - 5.8.7 If one does not wear these materials, they will not be allowed to partake in said practice or game until they are wearing the missing materials.

## **6. Material**

- 6.1 The association's material can be used by members during training and matches.
- 6.1.1 New members are able to use club equipment free of charge during their first two months of membership or until the Captain Lax order has arrived at the club.
- 6.1.2 After two months of membership, equipment must be rented from the club when used outside of regular practice.
  - 6.1.2.1 A deposit of 25 euro needs to be made per stick or per set of goggles and a deposit of 50 euro is required per helmet.
- 6.2 If club material is damaged or lost on purpose, the club will pass these costs on to the responsible person for the damage. The value of the club material in question is set by the Board with a maximum of the new value.
- 6.3 Outside of training times only board members, team captains, members of committees and trainers have the right to get the key for the storage room, unless the member has permission from one of the authorized persons.
- 6.4 Materials can be rented for matches. Costs are 5 euros per match or 20 euros per match season per item. Materials include, but are not limited to, reversible, sticks, goggles, helmets, gloves and pads.
  - 6.4.1 Exclusively for new members there is an exemption during September and October.

- 6.4.2 The uniforms will be provided by the association.
- 6.4.3 For all new members of the men's team the rental costs are 40 euros per match season for a complete gear set during the first year of joining.

## **7. Clinics**

- 7.1 Clinics will be given by members.
- 7.2 Members will be asked by the board to facilitate clinics. For members with no experience in giving clinics, there will always be the possibility to assist.
- 7.3 The amount of members who will give a clinic is stated in the clinic handbook, made by the board.
- 7.4 The compensation for every member who provide(s) the clinic is 7 euros and 50 cents per clinic-hour.
- 7.4.1 The money received for the clinic will be used to pay the members who provide the clinic.
- 7.4.2 Extra costs (such as transportation) will be paid by the receiver.

## **8. G.M.A.**

- 8.1 The G.M.A. is an interactive event between the board, committees and the members.
- 8.2 The invitation for a G.M.A., in which board changes are proposed, must be sent to the members a week in advance.
- 8.3 Everybody can submit topics for the G.M.A. agenda to the president.
- 8.4 In principle, the whole board will be present.
- 8.5 If the president is not present, the secretary will take over their functions at the G.M.A.
- 8.6 The minutes can be requested by the members if they have not yet been sent two weeks after the G.M.A.
- 8.7 G.M.A.'s will be held three times a year.
- 8.7.1 The first G.M.A. will be held at the end of October or in November; this will be the financial G.M.A.
- 8.7.2 The second and third G.M.A. will be held in January and May respectively.
- 8.8 During a G.M.A. it is preferred that there will be at least one representative per committee.
- 8.9 During a G.M.A., voting on new board members takes place.
- 8.9.1 These votes and the subsequent board changes happen per position, one at a time.
- 8.9.2 For a vote to be in favour, at least half + 1 of the attendants must vote in favour of the board change.
- 8.9.3 The board will be excluded from voting.
- 8.10 For a G.M.A. a quorum is in effect: including the board, a total of 15 or more attendants is required for a G.M.A. to take place. This count shall take place at the start of a G.M.A. Any walkouts cannot cause a G.M.A. to be discontinued prematurely.

## **9. Committees (general)**

- 9.1 To be a committee member, one must be a (former) member of W.S.L.V. "Wageningen Warriors".
- 9.2 When making and signing contracts, committees are obliged to request the board for approval.
- 9.4 New committee members for continuous committees are chosen by the committee, with approval of the board. Members for non-continuous committees are chosen by the board,

- in consultation with former committee members, if necessary.
- 9.5 The board has the right to veto any newly chosen committee members and the right to expel members from committees. Both these actions are based on a majority vote within the board.
- 9.5.1 In case of an expulsion, members have the right to request a motivation for said expulsion.
- 9.6 Committees must keep the board updated with the internal positions of the committee.
- 9.7 Committees are responsible for their own internal positions. If needed, the board can be asked for help or to give advice.
- 9.8 It is strongly advised to all committees to have a record and protocol for all their activities. This should describe all steps that were taken, finances, results and evaluations. A copy must be provided to the board to be stored in the archive.
- 9.9 Every year, committees present their budget and results to the board during the G.M.A. This is the treasurer's responsibility.
- 9.10 The budget and results must be sent to the board in time and before the financial G.M.A.
- 9.11 Activities must be announced to the members.
- 9.12 Committees should present the logo and possibly any sponsors in their written promotion and correspondence materials.
- 9.13 Costs that have been made during the organisation of activities for W.S.L.V. "Wageningen Warriors" can be declared. The board will decide whether or not to honour the declarations.
- 9.14 The sponsor committee keeps track of sponsor recruitment within the committees. The sponsor committee can always be asked for advice and support.

## **10. Committees (specific)**

- 10.1 The KasCo:
- 10.1.1 Consists at least of two (former) members, these will be chosen by the board and presented during the G.M.A.
- 10.1.2 Will check the treasurers functionality by checking the results of the previous year before it will be presented at the financial G.M.A.
- 10.2 The Laxie:
- 10.2.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
- 10.2.2 Is responsible for the periodical lacrosse activity and at least one yearly activity.
- 10.3 Sponsor committee:
- 10.3.1 Consists of at least two persons.
- 10.3.2 Will keep the board updated at all times and the signing of contracts must always be done by at least two board members.
- 10.3.3 The purpose of sponsor money can be determined in accordance with the board.
- 10.4 The introduction committee:
- 10.4.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
- 10.4.2 Is responsible for all promotional activities of the association related to the acquisition of new members.
- 10.4.2.1 This includes and is not limited to: the summer AID, the winter AID, introduction practices and the Lax weeks.
- 10.4.3 Can design and purchase promotional material and guide the AID sports market. This happens in consultation with the board and is limited to budgetary constraints from the treasurer for the introduction committee.
- 10.4.4 Organises and gives introduction practices in consultation with the board and the

trainers committees.

- 10.5 The men's training committee:
  - 10.5.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
  - 10.5.2 Is responsible for providing practices of good quality for all the men's teams.
  - 10.5.3 Makes sure that trainers will receive compensation for the practices that are given, per practice per team an amount of 7 euros and 50 cents will be paid, when this money is received from the SCB the Bongerd.
  - 10.5.4 The members of the committee will be chosen by the committee and the board by means of a functions profile (made by the board and the committee). The board has final say in this matter.
- 10.6 The women's training committee:
  - 10.6.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
  - 10.6.2 Is responsible for providing practices of good quality for all the women's teams.
  - 10.6.3 Makes sure that trainers will receive compensation for the practices that are given, per practice per team an amount of 7 euros and 50 cents will be paid, when this money is received from the SCB the Bongerd.
  - 10.6.4 The members of the committee will be chosen by the committee and the board by means of a functions profile (made by the board and the committee). The board has final say in this matter.
- 10.7 The youthlax committee:
  - 10.7.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
  - 10.7.2 Is responsible for promoting lacrosse among youths in and around Wageningen, as well as organising practices for youth with the eventual goal of setting up a youth lacrosse association.
  - 10.7.3 Is responsible for providing trainers needed for youth lacrosse practices.
- 10.8 The media committee:
  - 10.8.1 Consists of at least two people. The functions Chairman, Secretary and Treasurer will be divided among the committee members
    - 10.8.1.1 Preferably, there is at least one member from each team in the committee.
  - 10.8.2 Committee members are responsible for updating information and promotions on digital media concerning W.S.L.V. "Wageningen Warriors".
    - 10.8.2.1 The media in question are online platforms e.g. the website, the Facebook page, the YouTube channel and, if active, an Instagram and Snapchat account etc.
- 10.9 The lustrum committee
  - 10.9.1 Consists of at least two people, functions include Chairman, Secretary and Treasurer.
  - 10.9.2 The committee is responsible for organizing the reoccurring fifth year anniversary of the association.
  - 10.9.3 The members of the committee will be chosen by the board.
  - 10.9.4 The committee can provide merchandise and promotional material in consultation with the board.
- 10.10 The materials committee:
  - 10.10.1 Consists of at least two people. The functions Chairman and Secretary will be divided among the committee members.
    - 10.10.1.1 Preferably, there is at least one member from each team in the committee.
  - 10.10.2 Is responsible for the care and management of association-owned materials.
    - 10.10.2.1 Holds and updates an inventory of association-owned materials.
    - 10.10.2.2 Keeps track of rented or loaned materials. In corporation with the team captains, if

- applicable.
- 10.10.2.3 May propose ideas or ask for budget for material maintenance or acquaintance to the board. The board is obliged to consider propositions made by the materials committee and give their reasons when declining the proposal brought by the materials committee.
  - 10.10.2.4 Shall be asked to give advice to the board if materials over 50 euros are being purchased. The board is obliged to give reason if they go against that advice.
  - 10.11 The clinic committee:
    - 10.11.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
    - 10.11.2 Is responsible for the coordination of clinics.
      - 10.11.2.1 Handles clinic applications.
      - 10.11.2.2 Makes sure that clinic givers are present.
      - 10.11.2.3 Handles logistics to get the necessary materials to the location of the clinic.
      - 10.11.2.4 Communicates with the treasurer to make sure that clinic givers are rewarded.
  - 10.12 The tournament committee:
    - 10.12.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
    - 10.12.2 Is responsible for organising and promoting tournaments.
      - 10.12.2.1 Organises internal tournaments.
      - 10.12.2.2 Promotes and organises the participation in external tournaments.
  - 10.13 The box lacrosse committee:
    - 10.13.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
    - 10.13.2 Is responsible for box lacrosse practice and matches.
      - 10.13.2.1 Sets up teams to participate in the Dutch box lacrosse championship.
      - 10.13.2.2 Organises internal box lacrosse training and promote external box lacrosse training.
  - 10.14 The merchandise committee:
    - 10.14.1 Consists of at least two persons. The functions Chairman, Secretary and Treasurer will be divided among the committee members.
    - 10.14.2 Is responsible for ordering the regular Warrior merchandise.
      - 10.14.2.1 Is responsible for making a merchandise inventory.
  - 10.15 The goalie committee:
    - 10.15.1 Consists of at least two persons. The functions Chairman and Secretary will be divided among the committee members.
    - 10.15.2 Is responsible for providing practices of good quality for the goalies of all teams.
      - 10.15.2.1 Is responsible for making sure goalies are able to get proper attention during regular practices of all teams, by providing field trainers with information about goalies.
      - 10.15.2.2 Makes sure that trainers will receive compensation for the practices that are given, per practice per team an amount of 7 euros and 50 cents will be paid, when this money is received from the SCB the Bongerd.
    - 10.15.3 The members of the committee will be chosen by the committee and the board by means of a functions profile (made by the board and the committee). The board has final say in this matter.
  - 10.16 The Webcie:
    - 10.16.1 Consists of at least two persons. The functions Chairman and Secretary will be divided among the committee members.
    - 10.16.2 Is responsible for the content and lay-out of the website of the association..
    - 10.16.3 Is responsible for making sure that the website stays up-to-date.



**11. Donors**

11.1 Donors are those who support the association financially.

**12. Sponsors**

12.1 Sponsors give the W.S.L.V. "Wageningen Warriors" (financial) support in favour of specific activities or exposure possibilities, in general, this will be described in the sponsor contract.

**13. Responsibility**

13.1 The association is not responsible for illness, accidents or damages of any kind that apply to the members. The same applies for damage caused by members of the association. Every member is responsible for their own damage caused to the property of the association. Damages caused are considered being caused by the last person in use, unless the contrary can be proved.

13.2 Every member is responsible for their own damage caused to -or- by third parties.

**14. Final terms**

14.1 Every member, board or compartment has to comply with the terms in this internal regulation.

14.2 Significant adjustments in the internal regulations must be announced to all members.

14.3 In cases of doubt whether the internal regulations are not complete or insufficient, the board has final authority.

14.4 This internal regulation cannot have any terms that are in conflict with the statutes. If there is a conflict, the statutes overrule.