

City of Key West Application for Non-Profit Funding Fiscal Year 2022
October 1, 2021 – September 30, 2022

Agency Name	Key West Youth Lacrosse League
Physical Address	PO Box 5443
Mailing Address	Same
City, State, Zip	Key West FL, 33040
Phone	
Fax	
Email	kwyouthlax@gmail.com
Who should we contact with questions about this application?	Evan Haskell, treasurer, evhaskell@gmail.com , 305-393-5797

Amount received for prior fiscal year ending 9/30/20	\$7,000
Amount received for current fiscal year ending 09/30/21	§ Not Applicable
Amount requested for upcoming fiscal year ending 09/30/22	\$31,225

For Fiscal Year 2022 how will the amount requested be utilized?	
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Safety Gear, free off-season clinics, and fee assistance for families in need

CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. The City of Key West is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use City funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Key West City Commission.

We understand that the agency must substantially meet the eligibility criteria to be considered for City funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Key West.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will receive funding.

Typed Name of Executive Director: N/A _____

Signature _____

Title: _____

Date: _____

Witness: _____

Witness: _____

Typed Name of Board President/Chairman: Christopher Louchheim _____

Signature  _____

Title: President _____

Date: 4/30/21 _____

Witness:  _____

Witness:  _____

Application (Please type responses. You may complete on your own form).

1. List the services your agency provides.

The Key West Youth Lacrosse League provides a positive outlet for children ages 4-18 years old in Key West and the Lower Keys, fostering amateur sports competition. Emphasis is placed on creating a positive environment for all involved, having fun, skill development, and promoting good will among all teams and individuals. Each player will have the opportunity to improve his or her skills in a positive atmosphere. Players, coaches, officials, parents and spectators conduct themselves in a manner that “honors the game” and demonstrates respect to others, all in a cooperative partnership with the City and County governments. The Key West Youth Lacrosse League fosters the involvement of our diverse population as well as promotes positive school and community relations. We encourage healthy lifestyles and good citizenship among our players, emphasizing character traits that will serve participants throughout their lives.

2. How will funding be used? What specific services will be funded by this request? What needs or problems in Key West does your agency address? Please explain in detail.

Funding will be used to cover the costs for our public free clinics as well as costs associated with the purchasing and proper storage and care of youth Lacrosse gear and equipment. Safety protocol is being updated which is requiring an overhaul of most of our gear for over 100 children in our community. See additional detail attached. This program affords Key West and the Lower Keys with a positive outlet that they may not otherwise have, providing opportunities to learn sportsmanship, cooperation and healthy habits

3. Will City funds be used as match for a grant? Please circle yes or no: Yes No

If you answered “no”, please see Question #7.

4. If you answered “yes” to Question #3, please specify the following for each grant:

a. grant award title, granting agency, and purpose:

b. grant amount:

c. match percentage requirement and amount:

d. expected award date:

5. Has your agency applied for or received funding for the same purpose from another entity? If yes, please explain.

no

6. Is your agency monitored by an outside entity? If so, by whom and how often?
(If applying for \$5,000 or less, a response is not required.)

no

7. What measurable outcomes do you plan to accomplish in the next funding year?

The Key West Youth Lacrosse League plans to increase registration numbers. New equipment that is compliant with updated safety protocol is required for the upcoming season. League ownership and maintenance of equipment helps defray participation costs to family and allows KWLL to be accessible to all economic demographics.

8. How will you measure these outcomes? (If applying for \$5,000 or less, a response is not required.)

Most registrations will be online, which allows for easy tracking to compare numbers with prior years. All equipment is placed and monitored on an inventory spreadsheet. Participant equipment requests are tracked, documented and compared to prior years.

9. In 300 words or less, address any topics not covered above (*optional*).

Please See List of Required Attachments

ATTACHMENT CHECKLIST

LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN	ATTACHED		COMMENT
	YES	NO	
Application	X		
Current Board Information Form	X		
Evidence of Annual Election of Officers	X		
Board Resolution Approving Application for Funding	X		
City Funded Program Budget	X		
Agency Expenses	X		
Agency Revenue	X		
Agency Fee Schedule		X	n/a only one time registration fees are charged
Upon approval of funding, do you agree to provide a copy of an Audited Financial Statement, a review of financial statements, or other financial report as appropriate (to be determined based on amount of funding and agency budget) from most recent fiscal year?	X		
Copy of filed IRS Form 990 from most recent fiscal year	X		2019 included, 2020 e-filed, IRS confirmation not yet received.
Copy of IRS Letter of Determination indicating 501 C 3 status & Copy of GUIDESTAR printout	X		
Copy of Current Monroe County and City Occupational Licenses		X	non-profit sports league; exemption certificate included
Copy of Florida Dept. of Children And Families License or Certification		X	Non-profit; volunteer only athletic league
Copy of any other Federal or State Licenses		X	Non-profit; volunteer only athletic league
Copy of Florida Dept. of Health Licenses/Permits		X	Non-profit; volunteer only athletic league
Copy of Organization's Corporate Bylaws.	X		
Copy of front page of Agency's EEO Policy/Plan		X	Non-profit; volunteer only athletic league
Annual performance report describing services rendered during the most recently completed grant period		X	Non-profit; volunteer only athletic league
Copy of Summary Report of most current Evaluation/ Monitoring		X	Non-profit; volunteer only athletic league

* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

The US Lacrosse Board of Directors has approved equipment-related rule changes designed to enhance heart protection for youth players, specifically to reduce the risk of the rare yet potentially catastrophic injury of commotio cordis.

Beginning in January 2021, US Lacrosse boys' and girls' youth field lacrosse rules will require that all goalie chest protectors must meet the [NOCSAE performance standard ND200](#) in order to be deemed legal for play. In addition, beginning in 2022, all field players in boys' lacrosse must wear protection for commotio cordis that also meets the same NOCSAE performance standard. US Lacrosse will be updating the 2019 box/indoor lacrosse rules later this fall.

All goalie and field player equipment meeting the NOCSAE performance standard must contain an SEI (Safety Equipment Institute) certification mark. Consumers can verify the certification status of equipment by accessing the SEI website at www.seinet.org/search.htm and clicking on NOCSAE: Chest Protectors (Lacrosse) (ND200-17a).

US Lacrosse continues to advocate for the presence of an AED at every lacrosse practice and game, and [partners with One Beat to provide discounted AED devices](#) to the lacrosse community.

Beginning in 2021, only a goalkeeper chest protector designed for lacrosse that incorporates the NOCSAE ND200 standard will be legal for play and shall contain an SEI certification mark.

Beginning in 2022, field players must wear protectors for commotio cordis that meet the NOCSAE ND200 standard and contain an SEI certification mark.

Key West Youth Lacrosse League Board 2020-2021

President:

Chris Louchheim
chris.louchheim@ioausa.com
[\(305\) 537-2794](tel:3055372794)

Vice President:

Chris Deem
2519 Seidenberg Ave
christopherdeem@yahoo.com
850-512-5222

Treasurer:

Evan Haskell
evhaskell@gmail.com
305-393-5797

Secretary:

Karyn Shepherd
karynmshepherd@gmail.com
443-802-4076

Girls' Coordinator:

Paul Felini
pjfelini@gmail.com
757-343-0243

Boys' Coordinator:

Chris Louchheim
chris.louchheim@loausa.com

Promotions/Website Coordinator:

Anna Louchheim
anban23@yahoo.com
802-825-5377

Registration:

Joie Switzer
2907 Riviera Dr
tmswitzer@msn.com
305-587-2760

Officials Coordinator:

Marisa Giacomuzzi
wilson.marisac@gmail.com
(443) 205-0442

Sponsorship Coordinator:

Vacant

Equipment Coordinator:

Cher McMonigle
2928 Seidenberg Ave.
Key West, FL 33040
drcher@me.com
305-395-0500

Fundraising Coordinator:

Vacant



Zoom Meeting Minutes April 28, 2021



Present: Chris Louchheim, Anna Louchheim, Karyn Shepherd, Joie Switzer, Evan Haskell, Paul Felini, Cher McMonigle, Marisa Giacomuzzi

- Call to order at 7:36 pm.
- Meeting Minutes: March 31 zoom meeting minutes approved
- President report
 - Game with Islamorada for U12 was great
 - End of season May 1 - League picture 9:15 (publish in Keys Weekly)
 - Not returning to board:
 - Cher (will assist Melissa Picco)
 - Joie
 - Karyn
 - Marisa
 - Chris Deem
 - Good feedback from players and parents
 - Election meeting in May
- VP
 - EMU is interested in coming back as VP next season
- Treasurer report
 - Balance: \$20,300 (close to last year)
 - Board voted and approved to apply for city funding
 - City funding package not submitted but will be before May 1 deadline
 - Paperwork sent to bank for new board
 - Personal reimbursement to Cher for goalie equipment
- Equipment
 - Equipment return May 15 from 10-12 Poinciana circle
 - 5-10 High school volunteers to assist for service hours
 - Need to inventory shoulder pads
 - Shoulder pads that are not compliant - donate?
 - Chest pads are on backorder for large orders
 - Approximately \$100 for set of gear
 - Need 4 large bins (Chris L will look this weekend at Strunk before Home Depot)
 - City still trying to do trailer - offered Renald St School for temporary storage

- Gave tour to city of current storage
- Registration
 - US Lacrosse memberships good through April 30, 2022
 - 135 registrations - had weekly registrations up through spring break so it's closer to 150
 - Blue Sombrero is put to bed
 - Anna has 4-5 apps for registration and will research further after season ends - about \$500/year
- Sponsors
 -
- Vendors at Games
 -
- Fundraisers
 -
- Website/Promotions/Facebook
 - kwyouthlacrosse.com website \$12/year
 - Cher requested new system to include inventory and communication
 - Citizen was not cooperative because Ron Cook is retiring and has checked out - Cher knows someone that will hand things to the Citizen to publish
 - Keys Weekly - Mandy Miles will do a spread for us next week
 - Keep up with social media during off season
 - Anna has 12 volunteers for committee
- Officials
 - Scarlet, Jake and Max request payment - they were great
 - Majority of the girls received community service hours
- Boys/Girls Coordinators
 - Girls
 - Reliability of younger coaches is an issue
 - Boys
 -
- Miscellaneous
 - \$300 Payment to coaches - excluding Sara Ross
 - 9 coaches = \$2700 (board approved)
 - Fall ball clinic - mini season
 - Board is not scheduled to meet until Sept so would like to make some decisions now if possible
 - Additional work for board members
 - Charge for registration
 - Need to look at soccer schedule
 - Field availability - some opportunities

- Send out a survey for interest
 - Talked to coaches that are interested
 - Multiple equipment rentals, handouts and returns
 - Require new gear
 - Speed lax
 - High School does fall ball every year - maybe work together
 - Big brother/sister buddy system during off season
 - Summer camps
-
- Next Meeting: May 25 6pm @ Cher's house (invite nominees)

 - Meeting adjourned at 8:55 pm.

Submitted 4/28/2021, Karyn Shepherd

EQUIPMENT EXPENSES FY22			
	Sets	Price/Unit	Total
NOCSAE Compliant Chest Pads	150	\$ 95	\$ 14,250
NOCSAE Compliant GOALIE Chest Pads	10	\$ 170	\$ 1,700
Goalie Leg Guards	10	\$ 60	\$ 600
Goalie Gloves	10	\$ 100	\$ 1,000
Goalie Sticks	10	\$ 150	\$ 1,500
Practice Uniforms	175	\$ 25	\$ 4,375
Boys practice pinnies	150	\$ 10	\$ 1,500
Goals and nets	8	\$ 250	\$ 2,000
Box of Lacrosse Balls (game quality)	3	\$ 300	\$ 900
Box of Lacrosse Balls (practice/speed la)	1	\$ 300	\$ 300
Mini stick set (red and blue)	2	\$ 100	\$ 200
Boy's Beginner Sticks	10	\$ 50	\$ 500
Girls Beginner Sticks	10	\$ 50	\$ 500
Girls Eye Protection	10	\$ 50	\$ 500
Storage containers	10	\$ 20	\$ 200
AED Difibrilator Machine	2	\$ 600	\$ 1,200
			\$ 31,225

Table 1

**FY 2022 Key West
Youth Lacrosse
League Budget**

Revenue:	Actual
Registration & Equipment Rental	\$ 15,000
Concessions	\$ 800
Sponsors	\$ 14,000
City Reimbursement	TBD
TOTAL INCOME	\$ 29,800
Expenses:	
Advertising	\$ (1,600)
Advertising:Facebook	\$ (400)
Coaches	\$ (3,130)
Coach Clinics	\$ (3,800)
Referee Costs	\$ (2,500)
Storage	
Fees & Charges	\$ (450)
Fees & Charges:Bank Fee	\$ (175)
Fees & Charges:Credit Card	\$ (250)
Fundraising Expense	\$ (320)
Gear and game supplies	\$ (31,225)
Uniforms	\$ (5,000)
League Insurance	\$ (450)
US Lacrosse	\$ (5,000)
EXPENSES	\$ (54,300)

FORM 990-N

Department of Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

For Tax Exempt Organizations not Required to File Form 990 or 990 EZ

OMB No. 1545-NNNN

2019

Open To Public Inspection

A For the <u>2019</u> calendar year, or tax year beginning <u>01/01/2019</u> , and ending <u>12/31/2019</u>		
B Check if applicable <input type="checkbox"/> Termination <input checked="" type="checkbox"/> Gross Receipts are \$50,000 or less	C Name of Organization <u>KEY WEST YOUTH LACROSSE LEAGUE</u>	D Employer ID number <u>46-0691234</u>
	Number and Street (or P.O. box, if mail is not delivered to street address) <u>PO BOX 5443</u>	
E Website Address	City or town, state or country, and Zip + 4 <u>KEY WEST, FL 33045-5443</u>	
	F Name of Principal Officer <u>Evan Haskell</u>	
	Number of street (or P.O. box, if mail is not delivered to street address) of Principal Officer <u>3812 Flagler Ave</u>	
	City or town, state or country, and ZIP + 4 <u>Key West, FL 33040</u>	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 14 2014

KEY WEST YOUTH LACROSSE LEAGUE
PO BOX 5443
KEY WEST, FL 33045-5443

Employer Identification Number:
46-0691234
DLN:
26053667001034
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 23, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

KEY WEST YOUTH LACROSSE LEAGUE

Sincerely,

A handwritten signature in black ink, appearing to read "Tamara Riggs". The signature is written in a cursive, flowing style.

Director, Exempt Organizations



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8017110223C-0	11/04/2016	11/30/2021	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KEY WEST YOUTH LACROSSE LEAGUE
21 EMERALD DR
KEY WEST FL 33040-5636

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Key West Youth Lacrosse League	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ 501 (c)(3)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 5443	Requester's name and address (optional)
6 City, state, and ZIP code Key West, FL 33041	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

OR

Employer identification number										
4	6		-	0	6	9	1	2	3	4

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 2/25/20
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

KEY WEST YOUTH LACROSSE LEAGUE

BYLAWS

Section 1: Name, Mission, Location, Fiscal Year, and Corporation Seal.

1.1 Name

Key West Youth Lacrosse League (KWYLL)

1.2 Affiliations

The KWYLL shall be affiliated with US Lacrosse.

1.3 Mission Statement

To provide a positive outlet for children ages 5-15 years old (as of Aug. 31 of calendar year) in Key West and the Lower Florida Keys, fostering amateur sports competition. Emphasis will be placed on creating a positive environment for all involved, having fun, skill development, and promoting good will among all teams and individuals. Each player will have the opportunity to improve his or her skills in a positive atmosphere. Players, coaches, officials, parents, and spectators will conduct themselves in a manner that "Honors the Game" and demonstrates respect to other players, coaches, officials, parents, and fans, all in a cooperative partnership with City and County government to share existing resources that are already dedicated to recreational activities.

1.4 Location

The principal office of the Corporation in the State of Florida shall be located at 1035 Mitscher Drive, Key West, FL 33040. The Board of Directors may change the location of the principal office in the State of Florida effective upon filing a certificate with the Secretary of the State of Florida.

1.5 Fiscal Year

The fiscal year shall, unless otherwise decided by the Board of Directors, begin on October 1st and end on September 30th the following year.

1.6 Corporation Seal

The Board of Directors may adopt and alter the seal of the Corporation.

Section 2: Membership

2.1 Non-Voting Members

Membership in the KWYLL shall be open to boys and girls, ages 5-15 years old, of Monroe County, FL. All players coaches, officials, and parents shall be non-voting members of the KWYLL. Players, Coaches, and Officials shall be members of US Lacrosse and are required to sign the Code of Conduct form put forth by US Lacrosse. Any member who does not conduct themselves as outlined in the Code of Conduct form or violates any policy set by the Bylaws will be subject to dismissal from the KWYLL upon a majority vote by the Board.

2.2 Voting Members

Members of the Board of Directors of KWYLL shall have voting rights during the term of their service.

Section 3: Board of Directors: Executive Board (President, Vice President, Secretary, Treasurer), Fundraising Coordinator, Girls' Coordinator, Boys' Coordinator, Officials' Coordinator, Sponsorship Coordinator, Equipment Coordinator, Publicity/Website Coordinator, and Registration Coordinator.

3.1.1 The Board of Directors shall govern and administer the day-to-day operation of the league within the scope of the Bylaws and the policy guidelines set by the Bylaws. The Board of Directors shall consist of the following elected positions: Executive Board (President, Vice President, Secretary, Treasurer), Fundraising Coordinator, Girls' Coordinator, Boys' Coordinator, Sponsorship Coordinator, Officials' Coordinator, Equipment Coordinator, Publicity/Website Coordinator, and Registration Coordinator.

3.1.2 The day-to-day business of the KWYLL shall be managed by the Board.

3.1.3 The act of the majority, of those present and voting, shall be the act of the Board.

3.1.4 When there are insufficient items to hold a meeting, the President may poll by telephone, text, and/or e-mail all the members of the Board to obtain their vote, and notify each member of the Board within three days of the date of the vote as to the results.

3.1.5 All Board of Directors members must be members of US Lacrosse.

3.1.6 All Board of Directors members must have on file with the Vice President a background check performed by the NCSI. This report must be on file before the start of clinics and practices. Should the background check not be filed within that time, all privileges as a Board member will be suspended until such letter is obtained by the KWYLL Vice President. Evaluation of background checks and determination of applicability as a Board Member will be determined by the Executive Board and all information will be held strictly confidential.

3.1.7 All Board of Directors members shall read and sign copies of the US Lacrosse Code of Conduct form. Any member who does not conduct themselves as outlined in the Code of Conduct form or violates any policy set by the Bylaws will be subject to dismissal from the KWYLL upon a majority vote by the Board of Directors.

3.2 President

3.2.1 Notifies all Board Members of the Board meeting schedule.

3.2.2 Sends out an agenda and meeting minutes to the Board via email prior to all meetings.

3.2.3 Calls to order business meetings of the Board of Directors.

3.2.4 In instances where disciplinary measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors.

3.2.4.1 Adjudicates team or parent protests through impartial fact finding and arbitration.

3.2.4.2 Receives and records player and coach ejections.

3.2.4.3 Meets with Coaches and Assistant Coaches as needed.

3.2.4.4 Shall be authorized to arbitrate all matters.

3.2.4.5 In the case of a tie, the President shall cast the deciding vote.

3.2.5 Has power to sign checks and bank withdrawals.

3.2.6 The President, or designate from the current Board of Directors, is required to attend all scheduled KWYLL meetings.

3.2.7 Secures field space for the season through the City of Key West and submits paperwork required by the City of Key West.

3.2.8 Coordinates and communicates with the Dept. of Community Services/City of Key West for proper field dimensions and insures that fields are lined properly and well maintained. (Girls and Boys can share same field with different lines).

3.2.9 Coordinates activities with the City to ensure access to fields and bathrooms on game days.

3.2.10 Serves as primarily liaison to the City and other sporting leagues in the Monroe County and surrounding areas.

3.2.11 Responds to messages directed to the KWYLL email (kwyouthlax@gmail.com).

3.3 Vice-President

3.3.1 In the absence of the President, shall serve as acting President.

3.3.2 Shall perform other such duties as from time to time may be assigned by the President or the Board of Directors.

3.3.3 Compiles background check information from each Board member, head coach, assistant coach, and official; and reports findings to the Board of Directors.

3.3.4 Works with Girls' and Boy's Coordinators to coordinate coaches/officials registration includes background check, US Lacrosse registration, CPR certification, and all US lacrosse required training. Send documentation of coaches/officials registration to Secretary for upload into Google Drive.

3.3.5 Serves as lead for implementation of US Lacrosse Gold Stick Program.

3.3.6 Obtains clinic and officers and directors insurance from bolligerlax.com. Provides a copy of insurance documents to the Secretary for upload into the Google Drive.

3.3.7 Serves on fundraising committee and assists with planning and administering fundraising events.

3.4 Secretary

3.4.1 Drafts Board meeting minutes and submits to the KWYLL President for approval within two weeks of meeting.

3.4.2 Uploads agendas and approved meeting minutes into the KWYLL Google drive. Coordinates with other Board members to ensure that their respective documents are uploaded and properly organized, as required.

3.4.3 Files paperwork between Jan.1- May 1 to renew corporation status with the State of Florida Business Division/Sunbiz.org. Uploads paperwork into Google Drive.

3.4.4 Ensures that the KWYLL equipment trailer is properly tagged and licensed in the state of FL.

3.4.5 Serves on fundraising committee and assists with planning and administering fundraising events.

3.4.6 Has power to sign checks and bank withdrawals.

3.4.7 Following Board approval, creates a calendar of events for the year and sends calendar to the Promotions/Website Coordinator for posting to the KWYLL website.

3.5 Treasurer

3.5.1 Receives and deposits checks and cash for KWYLL.

3.5.2 Has power to sign checks and bank withdrawals.

3.5.3 Manages bank accounts as necessary.

3.5.4 Keeps records of receipts and expenditures of the KWYLL.

3.5.5 Renders statement of financial condition on a monthly basis, indicating expenses and income Fiscal Year to date.

3.5.6 Files corporate fees to IRS.

3.5.7 Creates annual budget to be approved by the Board of Directors and submitted to City of Key West for reimbursement. Sends budget to Secretary for upload into Google Drive.

3.5.8 Maintains a key to the KWYLL P.O. Box, and distributes mail accordingly.

3.5.9 Maintains 501c3 tax exempt status with the State of Florida (Form 990N).

3.5.10 Submit yearly itemized list of equipment purchases to City of Key West for reimbursement. Sends copy of paperwork to Secretary for upload into Google Drive.

3.6 Girls' Coordinator/ Boys' Coordinator

3.6.1 Manages girls' or boys' coaches by reviewing current game day rules. Informs coaches and Officials' Coordinator of current KWYLL policies and procedures.

3.6.2 May remove or suspend a Player, Coach, Official, Parent, or Spectator from a practice, game, or other KWYLL activity, for any conduct deemed inappropriate based on the KWYLL "Code of Conduct" or policies set forth in the Bylaws. Such action will require the approval of the President.

3.6.3 Works with the Vice-President to ensure that all coaches/officials registration include background check, US Lacrosse registration, CPR certification, and all US lacrosse required training. This may include but is not limited to:

3.6.3.1 Organizing a Coaches' Clinic prior to the start of the Spring Season.

3.6.3.2 Organizing a Red Cross First Aid/CPR/AED class for all Coaches, Assistant Coaches, and Officials prior to the start of the season.

3.6.4 Passes all relevant information to coaches so that they may share with their parents and players. Ensures that coaches continue to communicate with parents as it pertains to schedules, notices, newsletters, etc.

3.6.5 Manages coaches to ensure they properly coordinate team volunteers such as time keepers, statisticians, etc.

3.6.6 Works with coaches to determine practice and game schedules and field assignments. Notifies the Publicity/Website coordinator of practice and game schedules as well as any changes to such schedules throughout the season.

3.6.7 Proposes equipment/uniform requirements to Board of Directors for approval.

3.6.8 Organizes pre- and post-season clinics/camps.

3.7 Fundraising Coordinator

3.7.1 Organizes fundraising events for the KWYLL.

3.7.2 Presents fundraising activities to the KWYLL Board for approval of any expenditures.

3.7.3 Maintains accountability of all fund raising items.

3.7.4 After each fundraising activity, submits monies raised and detailed register of fundraising expenses/income to Treasurer, along with accompanying receipts.

3.7.5 Maintains the KWYLL "Square" device and account.

3.7.6 Organizes and manages concession stand activities, including volunteers to assist with contributions and workload (setup, concession manning, and breakdown).

3.8 Sponsorship Coordinator

3.8.1 Actively seeks sponsors for the KWYLL.

3.8.2 Receives sponsorship checks and compiles them for the Treasurer to deposit. Sends copy of sponsor list and levels to Secretary for upload into Google Drive.

3.8.3 Collect high resolution jpeg logos from sponsors. Emails logos to Website/Publicity Coordinator (for upload to the KWYLL website) and the Secretary (for the Google Drive).

3.8.4 Orders field banners and trailer advertisement with sponsor logos.

3.8.5 Recommends changes to the Sponsorship Form for Board of Directors approval. Makes changes to the form as directed by the Board and provide to the Website/Publicity Coordinator for upload to the KWYLL website.

3.9 Equipment Coordinator

3.9.1 Maintains goals, nets, balls, and goalie equipment.

3.9.2 Responsible for all equipment and its off-season care and accountability.

3.9.3 The Equipment Manager should have hardware, straps and other replaceable items on hand for each team.

3.9.4 Responsible for personal equipment distribution at the start of the season and the collection and accountability of all personal and league equipment at the conclusion of the season.

3.9.5 Orders equipment, once approved by Board of Directors.

- 3.9.6 Orders player uniforms, once approved by the Board of Directors.
- 3.9.7 Responsible for the safe keeping and safe operation of the KWYLL equipment trailer.

3.10 Officials Coordinator

- 3.10.1 Coordinates an officials' training for coaches and new officials prior to the Spring Season.
- 3.10.2 Updates all coaches on all new youth rules implemented by US Lacrosse.
- 3.10.3 May remove or suspend a Player, Coach, Official, Parent, or Spectator from a practice, game, or other KWYLL activity for any conduct deemed inappropriate based on the KWYLL "Code of Conduct" or policies set forth in the bylaws. Such action will require the approval of the President.
- 3.10.4 Actively recruits new officials.

3.11 Publicity/Website Coordinator

- 3.11.1 Coordinates and maintains publicity within and outside of KWYLL.
- 3.11.2 Creates banners and flyers to announce clinics/Spring league registration. Prints and distributes flyers to Board members for distribution among area schools.
- 3.11.3 Advertises clinics/spring league registration in newspaper.
- 3.11.4 Maintains and updates KWYLL Facebook and Flickr pages
- 3.11.5 Maintains and updates KWYLL Website. Such tasks can include (but are not limited to): posting approved Board meeting minutes, updating sponsor logos, posting Board contact information, updating the calendar of events, and posting news items.
- 3.11.6 Assists the Registration Coordinator in setting up online registration.
- 3.11.7 Develops stat sheets for use by each team during game day. Sends weekly game statistics to local newspaper during the regular Spring season.

3.12 Registration Coordinator

- 3.12.1 Maintains and sets up the registration portion of the Blue Sombrero website (www.keywestlacrosse.com).
- 3.12.2 Coordinates, administers, and manages the online league registration using the Blue Sombrero website.
- 3.12.3 Organize an in-person registration session with paper copies and prior to the start of the Spring season. Updates the online database in Blue Sombrero with in-person registrations.
- 3.12.4 Organizes and submits excel spreadsheet of player information to US Lacrosse prior to season start.
- 3.12.5 Organizes and submits excel spreadsheet of player information to Girls' and Boy's coordinators. Organizes spreadsheet by team upon notification by the Girls' and Boys' coordinators and submits team list to Publicity/Website Coordinator.
- 3.12.6 Provides a list of players who have paid equipment rental fees to the Equipment Coordinator prior to the start of the Spring season. Assists Equipment Coordinator during equipment hand-out.

Section 4: Officer Vacancies/Removals

- 4.1 In the event of a vacancy in any of the elected offices through resignation or other causes, the Board of Directors, by a majority vote may fill such a vacancy for the unexpired portion of the term.

4.2 Removal of any Board of Directors member (for sufficient cause) requires a majority vote of the Board of Directors

Section 5: Elections

5.1 All offices shall be elected by members present at the May Board Meeting and will serve a one year period. Nominations can be made by any member and must be submitted to the President by the May Board Meeting. Nominees shall accept or decline their nomination.

5.2 All elections will be conducted by paper ballots.

5.3 The candidate receiving the greatest number of votes shall be deemed elected.

5.4 Vacancies not filled at the time of the General Election, or occurring during the year, may be filled by a majority vote of the Board at the next regularly scheduled board meeting.

5.5 The newly elected officers shall take office on June 1 and serve one year.

Section 6: Meetings

6.1 The Board of Directors shall hold a regular meeting each month from Sept.-May. All Board Members must attend all Board meetings unless said Board member provides sufficient cause for not attending. Board members who do not attend all Board meetings are subject to removal by a majority vote of the Board of Directors.

6.2 A meeting of the Board of Directors may be called at any time by the President. Seven days notice shall be given prior to the scheduled meeting.

6.3 No votes can be taken or amendment made at a meeting without a quorum present (one more than 50% of the standing Board of Directors).

Section 7: Amendments to the Bylaws

Once adopted, these Bylaws shall be amended only by a majority vote of the Board of Directors.

Section 8: General

8.1 No officer or other voting member of this association shall receive any fee for activities concerned with his or her official office in the KWYLL.

8.2 Approval and payment for any personal expense, equipment, or any other purchase deemed necessary for the KWYLL must be approved by a majority of the Board of Directors.

8.3 Any action or behavior which may be contrary to the spirit of the mission of the association, code of conduct, or code of ethics may be investigated by the Board of Directors. Where disciplinary action is recommended against a person, the person shall be furnished with a copy of the report and shall have the opportunity to appear before the Board of Directors and be heard, or file a written opposition to the report. The Board of Directors shall either take appropriate action, vote to dismiss the report, or recommit it for further report.

8.4 The Board of Directors shall review and adopt or revise the rules and policies of the KWYLL on or before the May Board meeting.

8.5 To ensure that KWYLL operates in a manner compliant with charitable purpose and does not engage in activities that could jeopardize its tax exempt status, periodic reviews of all transactions and arrangements shall be conducted.

8.6 Grievance Policy: All questions, disagreements, or concerns should be first discussed with the coach, board member, or concerned party. If parties are unable to come to an agreement, the grievance shall be submitted in writing to the KWYLL Board.

8.7 Youth players may play up into a higher age bracket if parents request or coach recommends, and the Boys' or Girls' Coordinator approves. The parent of the player will be required to sign a waiver to play up. The Boys' or Girls' Coordinator shall inform the Board of any such decisions and provide a copy of the form to the Secretary..

8.8 Based on the financial needs to operate the KWYLL, the Board will determine the cost of registration for Clinics and League Play.

Section 9: Coaches

9.1 All Head Coaches must be at least eighteen (18) years of age.

9.2 All Head Coaches and Assistant Coaches shall be members of US Lacrosse.

9.3 All Head Coaches and Assistant Coaches must complete two parts of the Level 1 US Lacrosse Coaches Certification prior to the clinics and practices. The two parts are as follows: on-line Level 1 Girls and Boys Coaches Course, on-line Positive Coaches Alliance Double Goal Workshop "Coaching for Winning and Life Lessons". Coaches are encouraged to complete a Level 1 in-person Clinic.

9.4 It is recommended that all Coaches attend a US Lacrosse sanctioned Coaches Clinic.

9.5 All Coaches shall attend the Red Cross First Aid/CPR Course.

9.6 Lacrosse Head Coaches must understand and be experienced in coaching under Youth League rules and regulations and review all changes in youth rules each year.

9.7 All Head Coaches and Assistant Coaches must have on file with the Vice President a Background Check performed by the NCSI. This report must be on file before the start of clinics and practices. Should the Background Check not be filed within that time, all privileges as a coach or assistant will be suspended until such letter is obtained by the KWYLL Vice President. Evaluation of Background Checks and determination of applicability as Coach and Assistant will be determined by the Executive Board and all information will be held strictly confidential.

9.8 All Head Coaches and Assistant Coaches shall read and sign copies of the "Code of Conduct" as an aid in the instruction of youth lacrosse.

9.9 Board of Directors maintains right to remove any Head Coach or Assistant Coach if said coach is not coaching in accordance with KWYLL Mission, violates the KWYLL Code of Conduct, fails to follow US Lacrosse rules and guidelines for youth or high school play, or any other behavior deemed inappropriate for a KWYLL Coach.

9.10 All coaches shall maintain copies of player equipment rental agreements, as provided by the Equipment Coordinator at season start. Coaches will collect their team's equipment at the end of the season. Coaches shall submit completed equipment rental agreements, showing equipment and uniform returns, to the Equipment Coordinator at season-end.

Section 10: Selection of Officials

10.1 All Officials must be members of US Lacrosse.

10.2 All Officials must attend a US Lacrosse Officials' Clinic and pass a Field Test.

10.3 All Officials must have on on file a Background Check and have read and signed the Code of Conduct.

10.4 Board of Directors maintains right to remove any Official if said Official is not officiating in accordance with KWYLL Mission, violates the KWYLL Code of Conduct, fails to follow US Lacrosse rules and guidelines for youth or high school play, or any other behavior deemed inappropriate for a KWYLL Official.

Section 11: Conflict Of Interest

11.1 The KWYLL shall not enter into a transaction or arrangement that might benefit the private interest of an officer or director of KWYLL. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organization.

Section 12: Financial Aid

12.1 KWYLL Board reserves the right, on a case-by-case basis, to allow a child to participate in KWYLL sponsored activities that, due to financial obligations, may otherwise not be able to participate. Approval to participate must be by a unanimous vote of Board. All finances will remain strictly confidential, and the Board will protect and insure the financial privacy of all participants.

Section 13: Provisions Required for Tax-exempt Status Under Section 501(c) (3) of the Internal Revenue Code.

13.1 This association is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the articles of organization.

Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a association exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future federal tax Code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes of such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Amended by the Board on May 22, 2017

**EVENT THIRD PARTY CERTIFICATE OF INSURANCE
AMATEUR ATHLETIC UNION OF THE U.S., INC.**

CERTIFICATE HOLDER Marcus Davila 2100 Flagler Avenue Key West, FL 33040	COVERAGE DATES: 02/06/2021 - 05/29/2021
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This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

PRODUCER Foy Insurance 64 Portsmouth Ave PO Box 1030 Exeter, NH 03833-1030	INSURED Amateur Athletic Union of the U.S., Inc. Walt Disney World Resort P.O. Box 22409 Lake Buena Vista, FL 32830-1000 (407) 934-7200	MEMBER CLUB INSURED Southernmost Hockey Club 1107 Key Plaza #287 Key West, FL 33040	LICENSED NO.: 1KFGHI2334 CLUB CODE: WYE34C
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INSURER(S) AFFORDING COVERAGE	
Company A United State Fire Insurance Company NAIC# 21113 Company B Everest National Insurance Company NAIC # 10120	*For box below, INSR LTR refers to Company A or B.

COVERAGES - This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.


INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	US1182674	9/01/2020 12:01 AM.	9/01/2021 12:01 AM.	Accident Medical Accidental Death and Dismemberment	100,000 20,000
B	Excess Liability	SI8EX00142-201	9/01/2020 12:01 AM.	9/01/2021 12:01 AM.	Each Occurrence Policy Aggregate	5,000,000 5,000,000
B	General Liability	SI8ML00176-201	9/01/2020 12:01 AM.	9/01/2021 12:01 AM.	Each Occurrence Limit General Aggregate Limit Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Aggregate Fire Damage to premises Rented to You Policy Aggregate Cap Medical Expenses Limit (Any One Person) Sexual Abuse Liability Sexual Abuse Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 25,000,000 5,000 1,000,000 2,000,000

ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS

Coverage applies to Southernmost Hockey Club, License # 1KFGHI2334 Southernmost Hockey Club from 02/06/2021 through 05/29/2021, for the gross negligence and/or liabilities of the AAU Club(s) or registered members. For said club to have coverage, all membership requirements in the AAU must be met. Primary non-contributory applies as per attached endorsement ECG 24 520 04 02. Waiver of Transfer of Rights of Recovery Against Other to Us applies per attached Endorsement ECG 24 522 04 02. The Certificate holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, subject to the provisions and limitations of the policy(ies), attached CG 20 26 12 19 applies.

CANCELLATION - Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.
REVOCATION OF MEMBERSHIP - will result in cancellation of coverage.

FACILITY OWNER SHOULD VERIFY THIS CERTIFICATE.
 Go to www.aausports.org, Membership, Insurance, Issued Third Party Certificates, Insert member club code



 Authorized Representative

Certificate No. 20211452

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inscertfacility.rpt

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: Marcus Davila
2100 Flagler Avenue
Key West, FL 33040

Event: Southermost Hockey Club

Date: 02/06/2021 through 05/29/2021

THE ABOVE PERSON OR ORGANIZATION IS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT.

endorsement # 20211452

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II- Who is An Insured is amended to include as an additional insured the person(s) or Organizations(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The Insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With Respect to the insurance afforded to these additional insureds, the following is added to Section III- Limits Of Insurance:

If Coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This Endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL - OTHER INSURANCE
(PRIMARY NONCONTRIBUTORY)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. Paragraph a. Primary Insurance of 4. Other In-surance of SECTION IV
COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the
following:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in **c.** below, except that we will not seek contribution from any party with whom you have agreed in a written contract of agreement that this insurance will be primary and noncontributory, if the written contract of agreement was made prior to the subject "occurrence" or offense.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS
AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER

(if no entry appears above, information required to complete this endorsement will be shown in the
Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section
IV-COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above
because of payments we make for injury or damage arising out of your operations or
"your work" done under a written agreement that requires you to waive your rights of recovery. The written
agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or
organization shown in the Schedule above.