

ATTACHMENT CHECKLIST

<u>LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER</u> <u>IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN</u>	ATTACHED		COMMENT
	YES	NO	You must explain any "NO" answers.
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			
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; 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.			
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.

**City of Key West Application for Non-
Profit Funding Fiscal Year 2020
October 1, 2019 – September 30, 2020**

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 9/30/18	\$0
Amount received for current fiscal year ending 09/30/19	\$7,000
Amount requested for upcoming fiscal year ending 09/30/20	\$7,000

For Fiscal Year **2020**

Equipment and Storage Expenses

how will the amount
requested be utilized?

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: Mark Coleman

Signature Mark Coleman

Title: President

Date: 2/25/20

Witness: [Signature]

Witness: [Signature]

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 proper storage and care of youth Lacrosse gear and equipment. The city provides storage for many of the youth leagues, but no such storage is available for KWYLL. 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 has been purchased in recent years and a safe, accessible storage facility is required to maintain this equipment in satisfactory condition. 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

Key West Youth Lacrosse League Board 2019-2020

President:

Mark Coleman

mlc002@connections.mcdaniel.edu

443-244-7209

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

802-238-2185

Promotions/Website Coordinator:

Anna Louchheim

anna@littlelunablue.com

802-825-5377

Registration:

Joie Switzer

2907 Riviera Dr

tmswitzer@msn.com

305-587-2760

Officials Coordinator:

Alberto Piceno

Sponsorship Coordinator:

Jamie Strunk

jamiekeywest@hotmail.com

305-395-0995

Equipment Coordinator:

Cher McMonigle

2928 Seidenberg Ave.

Key West, FL 33040

drcher@me.com

305-395-0500

Fundraising Coordinator:

Heather Hazzard

Heatherjo4@yahoo.com

850-532-7944



Meeting Minutes

May 13, 2019



Present: Andrew Grabus, Sheri Grabus, Jamie Strunk, Scott Shepherd, Karyn Shepherd, Sarah Baxter, Heather Hazzard, Mark Coleman, Evan Haskell, Cher McMonigle, Paul Felini, Lisa Bramson, Anna Louchheim, Chris Louchheim, Alex G, Marissa Giacomuzzi

- Call to order at 6:23pm.
- Meeting minutes: April 7 meeting minutes approved.
- Treasurer report
 - Balance: \$27700
 - Income – City reimbursement - Received email and budget needs to be done by Friday May 17
 - 990 filed
 - Purchase requests:
 - trailer hatch repair (\$100) - vote passed
 - 3 shelves (\$750) - quorum vote passed
 - Expenses
 - Tournament reimbursement to Sarah
 - \$600 for coaches??
- Equipment
 - Trailer hatch repair - purchase request
 - Equipment was moved to the storage unit - purchase request
 - Chips will be in equipment to enable scanning
 - may only need an app on cell phone
 - Need to purchase scanner gun
- Registration
 - Nothing to report
- Sponsors
 - Plaque with emblem and KW Youth Lacrosse Sponsor instead of team pictures (Heather is ordering)
- Fundraisers
 - Fundraiser on Sunset Sail - augment the high school?

- Promotion/Website
 - Sherri to get picture to Jamie for sponsors
 - Start preseason promotions in the fall
- Officials
 - High School girls can probably do it again
 - Need more communication and specifics for boy officials
 - Need a way to track officials time
 - Some officials would like to be paid after the game - need to discuss further
 - Coaches on the field rules: should be for U8
 - Handle signup sheet for stats and time
- Boys/Girls Coordinators
 - Girls - recommends we ask for feedback each year
 - Girls get to travel this year
 - High school players helping out
 - Working with boys coordinator easy partnership
 - Z doing officials clinic
 - Preseason clinics
 - Lots of new players
 - Negatives: Poinciana field issues, PR was bad with evening games, mouth guard issues, equipment return not communicated very well with coaches, Regional High School playoffs required youth players to play
 - Create survey link for feedback
 - Boys
 - Too much on coaches
 - Heather recommends high school students to keep stats and time
 - Coordinators should not have to coach too
- Miscellaneous
 - Review ByLaws and make recommendations for next meeting
 - Fall Clinics - league can purchase in the fall for season for 150 players
 - Coaches Level 2 Training - need to investigate and invest in coaches here
 - Palmetto Bay League
 - Naples summer league - want to play pickup: Chris volunteered to head up
 - League grew by 13% this season
 - New Board Members
 - President: Mark Coleman
 - VP: Chris Deem
 - Secretary: Karyn Shepherd
 - Treasurer: Evan Haskell
 - Fundraising: Heather Hazard
 - Sponsorship: Jamie Strunk
 - Promotions/Website: Anna Louchheim

FY 2020 Key West Youth Lacrosse League Budget

Revenue:	Actual	
Registration & Equipment Rental	\$ 15,000	
Registration & Equipment Rental:Season	\$ 900	
Sponsors	\$ 14,000	
City Reimbursment	\$ 7,000	
TOTAL INCOME	\$ 36,900	
Expenses:		
Advertising	\$ (1,600)	
Advertising:Facebook	\$ (400)	
Coaches	\$ (3,130)	
Coach Clinics	\$ (3,800)	
Referee Costs	\$ (2,500)	
Storage	\$ (8,500)	
Fees & Charges	\$ (450)	
Fees & Charges:Bank Fee	\$ (175)	
Fees & Charges:Credit Card	\$ (250)	
Fundraising Expense	\$ (320)	
Gear and game supplies	\$ (7,000)	
Uniforms	\$ (5,000)	
League Insurance	\$ (450)	
US Lacrosse	\$ (5,000)	
EXPENSES	\$ (38,575)	

FORM 990-NDepartment 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>		

Form 990-N

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 cursive script, reading "Tamara Rippstein".

Director, Exempt Organizations

Letter 5436



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"/> 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.

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.

Social security number								
			-				-	
or								
Employer identification number								
4	6		-	0	6	9	1	2 3 4

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

I certify that the event on whose behalf I am requesting this certificate mandates 100% membership in US Lacrosse for all. In addition, I have verified our roster and all are currently registered members of US Lacrosse. I certify that this is true and I understand that liability coverage is only extended to our event if all are current members of US Lacrosse. Further, I acknowledge by clicking on this box that liability claims may be denied for coverage if our event does not have 100% registered with US Lacrosse.

Name: Mark Coleman
Organization: Key West Youth Lacrosse League
Date: 01/27/2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/27/2020

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.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BOLLINGER, Inc. 150 JFK PARKWAY, 4TH FLOOR PO Box 390 SHORT HILLS, NJ 07078 PHONE: 1-800-446-5311 FAX: 973-921-8474	CONTACT NAME:	
	PHONE (A/C, No. Ext): 800-446-5311	FAX (A/C, No.): 973-921-8474
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Market Insurance Company	
	NAIC # 38970	
INSURED US Lacrosse, Inc. 2 Loveton Circle Sparks, MD 21152 Re: Key West Youth Lacrosse League	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES 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 POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participants Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	x		8502AH221389	01/01/2020	01/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS \$ \$ \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	x		4602AH221370	01/01/2020	01/01/2021	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				WC STATU-TORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Accident Medical Catastrophic Acc			4102AH025220 4102AH305882	01/01/2020 01/01/2020	01/01/2021 01/01/2021	Accident Limit: \$100,000 Catastrophic Limit: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Coverage applies only to events comprised of 100% US Lacrosse members during scheduled & supervised lacrosse activities. Certificate Holder is named "Additional Insured" with respect to Key West Youth Lacrosse League.

CERTIFICATE HOLDER**CANCELLATION**City of Key West
1300 White Street
Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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