

# Merrimack Youth Association Lacrosse Program Bylaws

## ARTICLE I. NAME OF ORGANIZATION

### Section 1.1 Name and Logo

The name of this Organization, a New Hampshire non-profit corporation, shall be Merrimack Youth Association Lacrosse Program (the "Organization") and will be commonly referred to as the "MYALAX".

1. The official logo of MYALAX ~~is-is~~ shown at the top of this document. It is ~~a capital~~ the word "Merrimack" arched over a set of crossed womans's and man's lacrosse sticks with the word "Lacrosse" under the sticks. The font is "Collegiate Heavy Outline" with a white border and black outline. "M" that is colored with black and blue and has two blue Lacrosse crosses in the background intersecting at 45 degrees.

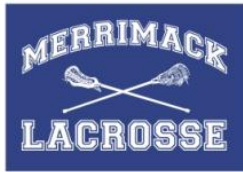
### Section 1.2 Description

The Organization shall be a non-profit corporation organized pursuant to New Hampshire Revised Statutes Annotated Chapter 292. The Merrimack Youth Association Lacrosse Program will consist of one or more Girls and/or Boys Lacrosse teams and may include instructional teams. Each team will be known as the "MYALAX".

### Section 1.3 Affiliations

MYALAX league affiliations will be voted on yearly, if necessary, by the MYALAX Board of Directors. The Merrimack Youth Association Lacrosse Program operates under the policies, is a direct participant and member of the following programs:

1. The MYALAX Bylaws as stated herein.
2. The Merrimack Youth Association (MYA).
3. The New Hampshire Youth Lacrosse Association (NHYLEA)
4. US Lacrosse (USL)



# ***Merrimack Youth Association Lacrosse Program Bylaws***

## **ARTICLE II. LOCATION**

### **Section 2.1 Physical Location**

The principal office of the Organization for the transaction of its business is the Merrimack Youth Association Building located at 487 Daniel Webster Highway in Merrimack, New Hampshire 03054.

### **Section 2.2 Mailing Address**

The principal mailing address of the Organization for the transaction of its business is:

MYA Lacrosse, PO Box 153, Merrimack, NH 03054.

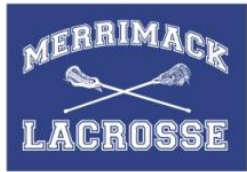
## **ARTICLE III. POWERS & PURPOSE**

### **Section 3.1 Purpose**

The purpose of the organization is to promote the sport of Lacrosse in Merrimack while providing a vehicle of growth and development for Merrimack's youth through safe participation in organized sports regardless of the players' ability.

### **Section 3.2 Powers**

The Organization shall have all the powers necessary to carry out the foregoing purposes and all the powers of non-profit corporations organized under the laws of the State of New Hampshire.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 3.3 Limitations**

1. The Organization shall not discriminate on the basis of age, race, color, creed, sex, disabilities, financial status, or national origin (i) in the persons serviced, or in the manner of service; (ii) in the selection of members; or (iii) in the membership of its Board of Directors.
2. The Organization shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as a corporation which is exempt from federal income taxation as an organization described in Section 501(c) of the Internal Revenue Code of 1986, or any successor provision.
3. The Organization is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any officer/director of the Organization, or any other individual, partnership or corporation, but reimbursement for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of earnings or principal.
4. No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation or candidates for public office.

## **ARTICLE IV. MEMBERSHIP**

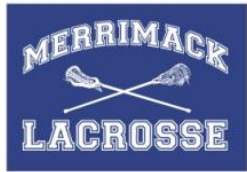
### **Section 4.1 Member**

Any parent or legal guardian of a participant, in good standing, is hereby considered a member of MYA Lacrosse. Current board members, coaches, and individuals, actively involved as a volunteer in MYA Lacrosse, shall also be granted membership status. Full voting rights, on public matters, are granted to all members who meet the above requirements and attend a minimum 2/3's of the regular posted meetings within the current season. There will be a maximum of two votes per family.

Members-At-Large may vote as a regular member but will not have voting rights on board matters not open to the general membership.

### **Section 4.2 Membership Fees**

A reasonable membership and or participation fee may be assessed on a per participant basis. The Board of Directors will review and set these fees annually.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 4.3 Scholarships**

In cases of financial hardship, the Board of Directors may grant a number of full or partial scholarships.

## **ARTICLE V. MEETINGS**

### **Section 5.1 Regular Meetings**

Regular meetings of the Board of Directors will be held monthly, except for the months of July and August, or more frequently if needed. A simple majority of the Board positions currently filled shall constitute a quorum. Regular meetings of the Board are open to members of MYA Lacrosse and invited guests of the Board. The meeting minutes will be made available on the web site, ([www.myalax.com](http://www.myalax.com)) once approved by the Board.

### **Section 5.2 Annual Meeting**

The Annual Meeting of the MYA Lacrosse Membership shall be held in June for the purpose of electing the Organization's Board of Directors for the following season. The consideration of any proposed Bylaw amendments and the disclosure of the Organization's Annual Financial Report shall also be addressed at the Annual Meeting. The Board of Directors may also bring forward any other business to be transacted.

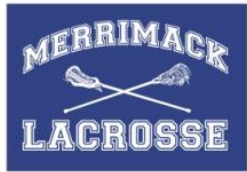
### **Section 5.3 Meeting Notice**

- Annual Meeting

Notice of the Annual Meeting shall be provided to the Membership at least ten (10) days in advance, setting forth the place, time, date, and purpose of the meeting. The vehicle used for such notice will be the MYA Lacrosse website ([www.MYALAX.com](http://www.MYALAX.com))

- Special Meeting

Except for emergencies, notice of a Special Meeting shall be provided to the Membership at least three (3) days in advance, setting forth the place, time, date, and purpose of the meeting. The vehicle used for such notice will be the MYA Lacrosse website ([www.MYALAX.com](http://www.MYALAX.com))



# ***Merrimack Youth Association Lacrosse Program Bylaws***

## **Section 5.3 Special Meetings**

Special Meetings of the members may be called by the Board of Directors or Director at their discretion. Upon written request of five (5) members, the Director shall call a Special Meeting to consider the specific subject noted in the written request. The Special Meeting must be held or scheduled within seven (7) days of receiving the written request. No business other than that specified in the notice of the meeting shall be transacted at any Special Meeting of the membership.

## **ARTICLE VI. GOVERNING BODY**

The operation of the Organization shall be vested in a Board of Directors.

### **Section 6.1 Powers**

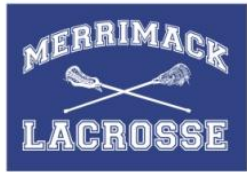
The Board of Directors shall supervise and control the business, property, and affairs of the Organization except as otherwise provided by law, the Articles of Agreement of the Organization, or these Bylaws.

The Board of Directors shall govern under the following rules and guidelines:

1. MYA Lacrosse is a program under the sponsorship and operation of the Merrimack Youth Association. Therefore, no policy, practice, or activity may exist that is contrary to the policy, practice, or procedure of the Merrimack Youth Association.
2. MYA Lacrosse as a participant in a Lacrosse program will be governed according to its rules and regulations. In the unlikely event a conflict should arise, the Merrimack Youth Association polices shall take precedence over the regulations of the league affiliated with MYA Lacrosse until satisfactory resolution can be obtained. It is further assumed that since the program is non-profit, and both affiliations operate under the general provisions of service to youth, that there are no existing conflicts of policy.

### **Section 6.2 Number**

The Board of Directors shall consist of eleven (11) voting directors plus nonvoting, ex-officio Member(s)-At-Large who is/are appointed annually by the Board. No single individual may occupy more than one directorship at any given time. At no time may the MAYLAX Director assume the full seasonal responsibility as a Head Coach.



# Merrimack Youth Association Lacrosse Program Bylaws

## Section 6.3 Election Term

Offices of the Organization shall be elected at the Annual Meeting of the Organization to serve for a term of two (2) or until their successors are elected and qualified with positions alternating as shown below. No one individual may actively hold more than one official role during their elected term. There are no restrictions on the number of terms served by an individual.

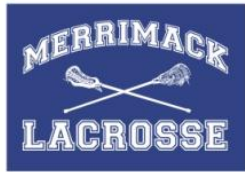
Director (1)	Elected odd year
Assistant Director (1)	Elected even year
Treasurer (1)	Elected odd year
Program Administrator (1)	Elected even year
Boys Coordinator (1)	Elected even year
Girls Coordinator (1)	Elected even year
Instructional Coordinator (1)	Elected odd year
Fundraising Coordinator (1)	Elected odd year
Equipment Coordinator (1)	Elected even year
CET Coordinator (1)	Appointment
Web Master (1)	Elected even year
Member-At-Large (optional)	Appointment annually

### **Note:**

*ELECTED ODD OR EVEN YEAR is defined as the current calendar year. I.e., June of 2011 is considered an odd year.*

## Section 6.4 Vacancies and Newly Created Directorships

Any newly created offices and any vacancies on the Board of Directors, arising at any time and from any cause, may be filled at any meeting of the Board of Directors by a majority vote of the officers then in attendance (quorum required) office. Officers elected to fill a vacancy shall serve for the un-expired term of the predecessor in office. In the event of a resignation of the Director, the Board will have the right to vote and select a Director for the remainder of the term.



# **Merrimack Youth Association**

## **Lacrosse Program Bylaws**

### **Section 6.5 Duties and Powers**

Amongst the responsibilities listed within these Bylaws, the Board of Directors shall have the following powers and duties:

- To appoint all head coaches
- To adopt rules and regulations as it may deem proper
- To discipline/suspend/remove coaches (2/3 vote required)
- To discipline/suspend/remove participants (2/3 vote required)
- To discipline/suspend/remove members (2/3 vote required)
- To create committees and appoint committee chairs and members

### **Section 6.6 Proxies**

Each Board member shall be entitled to one vote in person or vote by proxy in written form, which can be withdrawn at any time. The proxy must be specific to the vote or votes to be cast.

### **Section 6.7 Compensation**

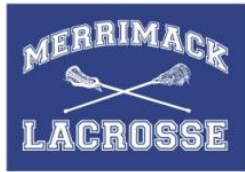
Directors shall not receive salaries for their services, but by resolution of the Board of Directors, may receive reimbursement for expenses incurred for attendance at Organization related meetings outside of Merrimack. The Organization shall not provide personal loans to any Director.

### **Section 6.8 Removal**

Any Director may, at any time, be removed from office for any cause deemed sufficient by the Board of Directors. Removal requires a vote of two-thirds of the full number of Directors, then in office acting at a meeting of the Board, the notice of which has specified the proposed removal. In addition, three absences from regular meetings of the Board shall constitute an automatic resignation without any further action of the Board of Directors, unless the Director has previously excused the absences.

## **ARTICLE VII. DUTIES OF THE BOARD OF DIRECTORS**

All members of the MYALAX Board of Directors are expected to attend all regular and special meetings, assist with game day activities and special MYALAX events.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 7.1 Director**

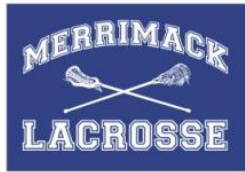
The Director is the Chief Executive Officer of the organization, responsible for coordinating the activities of the Board including calling and presiding at all regular and special meetings, and shall exercise general supervision over the activities and welfare of the Program. The Director is an ex-officio member of all committees and will act as the representative liaison to the MYA Executive Board and the selected, affiliated league for MYA Lacrosse. At no time may the MYALAX Director assume the full seasonal responsibility as a Head Coach.

## **Section 7.2 Assistant Director**

The Assistant Director shall, in the absence of, perform all duties and assume all responsibilities of the Director. The Assistant Director is responsible for ensuring that all facets of the program are covered by insurance, will support the annual audit of the books by the MYA, will support the budget formulation for the following year, and will monitor spending during the existing year, and be responsible for the registration process for the program working closely with the Boys and Girls ~~Manager~~Coordinator and the Board. The Assistant Director will perform additional duties as assigned by the Board.

## **Section 7.3 Treasurer**

The Treasurer shall maintain all records of a financial nature for the organization. The Treasurer shall have authority to write checks, counter-signed by the Director or Assistant Director, when appropriate, and to coordinate payment in support of the MYA Lacrosse program, when appropriate. The Treasurer will collect all funds and disburse or deposit as appropriate in accordance with the actions of the Board and/or as outlined in the Program budget. He/She will be responsible for an annual audit of the books by the MYA, to determine the budget for the following year, and to monitor spending during the existing year for the entire program. The Treasurer will present to the Board of Directors all invoices scheduled for payment or paid for acceptance/awareness of the Board of Directors. The Treasurer shall perform additional financial duties as assigned by the Board.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 7.4 Program Administrator**

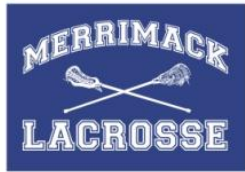
The Program Administrator shall take all open and closed meeting minutes, reflecting any and all actions taken by the Board and attendance at such meetings. The Administrator will assist the Director in preparing the agenda for upcoming meetings, tracking action or discussion and scheduling their discussion at upcoming meetings. The Administrator shall keep all records of minutes, agendas, and correspondence. The Administrator will maintain/update the official rosters, compile and organize participant paperwork, and handle scholastic computations and submissions in accordance with rules and procedures as delineated by regional and national organization's rules. The Administrator will also be responsible for public relations and general communications related to the MYALAX Program. This will include necessary advertisements and notices in local papers, as well as communicating with the various league ~~manager~~Coordinators to publish game stories and all relevant newsworthy information to the players, parents, newspapers, etc. The Administrator shall perform additional duties as assigned by the Board.

## **Section 7.5 Boys Coordinator**

The Boys Coordinator is responsible for organizing all facets of the Boys teams. This will include assembling and training of coaching staff, following all the league's rules and regulations and coordinating team support for extra curricular events. The Boys Coordinator is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Boys Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Boys Lacrosse program. The Coordinator will be responsible for working with coaches to submit rosters to the Program Administrator in accordance with the timing and criteria requirements, as well as making the arrangements and completing the necessary paperwork for practices, scrimmages and games. The Boys Coordinator will ensure that a Certified First Aid person is at each Practice/Scrimmage/Game and He/She will be available to assist the Directors in any Boys Lacrosse grievances. The Boys Coordinator shall perform additional duties as assigned by the Board.

## **Section 7.5-6 Girls ~~Manager~~Coordinator**

The Girls ~~Manager~~Coordinator is responsible for organizing all facets of the Girls teams. This will include assembling and training of coaching staff, following all the league's rules and regulations and coordinating team support for extra curricular events. The Girls ~~Manager~~Coordinator is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Girls ~~Manager~~Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Girls Lacrosse program. The ~~Manager~~Coordinator will be responsible for working with coaches to submit rosters to the Program Administrator in



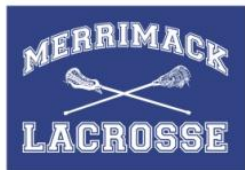
# **Merrimack Youth Association**

## **Lacrosse Program Bylaws**

accordance with the timing and criteria requirements, as well as making the arrangements and completing the necessary paperwork for practices, scrimmages and games. The Girls ManagerCoordinator will ensure that a Certified First Aid person is at each Practice/Scrimmage/Game and He/She will be available to assist the Directors in any Girls Lacrosse grievances. The Girls ManagerCoordinator shall perform additional duties as assigned by the Board.

### **Section 7.7 Instructional Coordinator**

The Instructional Coordinator is responsible for organizing all facets of the Instructional team. This will include assembling and training of coaching staff, following all the league's rules and regulations and coordinating team support for extra curricular events. The Instructional Coordinator is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Instructional Coordinator is responsible for supervision of all coaches, assistants, and the youth of the Instructional Lacrosse program. The Instructional Coordinator will be responsible for working with coaches to submit rosters to the Program Administrator in accordance with the timing and criteria requirements, as well as making the arrangements and completing the necessary paperwork for practices, scrimmages and games. The Instructional Coordinator will ensure that a Certified First Aid person is at each Practice/Scrimmage/Game and He/She will be available to assist the Directors in any Instructional Lacrosse grievances. The Instructional Coordinator shall perform additional duties as assigned by the Board.



# Merrimack Youth Association Lacrosse Program Bylaws

## ~~Section 7.6 Boys Manager~~

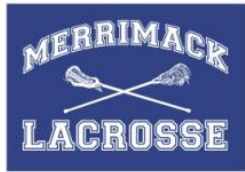
~~The Boys Manager is responsible for organizing all facets of the Boys teams. This will include assembling and training of coaching staff, following all the league's rules and regulations and coordinating team support for extra-curricular events. The Boys Manager is responsible for obtaining the Board's approval on his/her coaching selections, which should be supported by appropriate training, prior coaching experience and/or prior year evaluations. The Boys Manager is responsible for supervision of all coaches, assistants, and the youth of the Boys Lacrosse program. The Manager will be responsible for working with coaches to submit rosters to the Program Administrator in accordance with the timing and criteria requirements, as well as making the arrangements and completing the necessary paperwork for practices, scrimmages and games. The Boys Manager will ensure that a Certified First Aid person is at each Practice/Scrimmage/Game and He/She will be available to assist the Directors in any Boys Lacrosse grievances. The Boys Manager shall perform additional duties as assigned by the Board.~~

## Section 7.8 Fundraising Coordinator

The Fundraising Coordinator will research and develop ~~an~~ annual plans and/or activities to achieve the revenue goals and objectives less any anticipated Town funds, concessions, and registration fees as set forth by the Board in the adopted budget. He/She will present these fundraising plans and/or activities to the Board for approval prior to Program registration. The Fundraising Coordinator will be responsible for coordinating the approved activities and has full authority to seek out and obtain the assistance deemed necessary for a successful outcome. He/She, along with the Treasurer, is responsible for submitting detailed reports showing money spent and received for each fundraiser. The Fundraising Coordinator shall perform additional duties as assigned by the Board.

## Section 7.9 Equipment ManagerCoordinator

The Equipment ManagerCoordinator will coordinate with the respective coaching and team support staffs to supply the equipment needs of all Lacrosse teams. He/She has full authority to order and purchase Lacrosse equipment, medical supplies, and other related Lacrosse supplies within the adopted budget and Board guidelines. The Equipment ManagerCoordinator is responsible for maintaining the Lacrosse storage room and sheds, complete equipment and supplies inventory status, and reporting same to the Board on a regular basis. He/she will be responsible for maintaining the Lacrosse fields during game days and special events. The Equipment Coordinator shall perform additional duties as assigned by the Board.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## ~~Section 7.10 Web Master~~

~~The Web Master will develop and maintain the MYA Lacrosse Website in a manner as set forth by the Board and within the adopted budget. He/She is responsible for all facets of the Program's web site design, maintenance, informational updates and hosting services. The Web Master shall perform additional duties as assigned by the Board.~~

## **Section 7.11-10 Coaches Education and Training Coordinator (CET)**

### **Required Qualifications:**

- Coached at least five years. Two of the five years as a Head coach.
- Must have a clear understanding of the different skill levels required for each of the age and gender groups in the Lacrosse program.
- Must be able to set goals, develop yearly and weekly practice plans to attain set goals for each of the age and gender groups in the Lacrosse program.

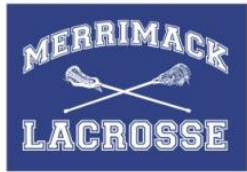
The CET will work closely with all the coaches in the program to help develop team goals and create yearly and weekly practice plans to archive the set goals. Once the goals are set and the plans are in place the CET will be in charge of tracking the progress of each team and help the coaches make changes as the season progresses. The CET will be responsible for the ongoing administration of the US Lacrosse Coaches Education Program (CEP), the training requirements set forth by NHYLA and the training requirements set forth by the MYA Lacrosse Program within the adopted budget. The CET will be in charge of the "Teen Coaching Mentoring Program". This program will help bring high school aged Lacrosse players back to the program and pass the skills they have learned to the kids in the program. The CET shall perform additional duties as assigned by the Board.

## **Section 7.101 Web Master**

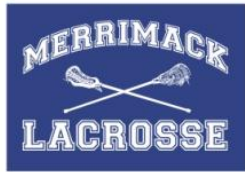
The Web Master will develop and maintain the MYA Lacrosse Website in a manner as set forth by the Board and within the adopted budget. He/She is responsible for all facets of the Program's web site design, maintenance, informational updates and hosting services. The Web Master shall perform additional duties as assigned by the Board.

## **Section 7.12 Member-At-Large**

Member-At-Large positions are not required to be filled. They are intended to be a training vehicle for incoming Directors or Assistants Directors or Advisory positions. The board of directors has the authority to appoint Members-At-Large to support the Lacrosse program.



# ***Merrimack Youth Association Lacrosse Program Bylaws***



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 7.13 Member-At-Large Incumbent Director or Assistant Director**

The Member At Large Incumbent position shall be filled by the newly elected Director or Assistant Director. The Incumbent Director or Assistant Director position will allow the newly elected Director or Assistant Director to begin filling the roles and responsibilities prior to the start of the next season.

A newly elected Director or Assistant Director, that does not have previous experience on the Lacrosse board, must hold the Member-At-Large Incumbent for a maximum of one year before assuming the voting role of Director or Assistant Director

The Member At Large position is a non-voting position

## **Section 7.14 Member-At-Large Advisor**

The Member-At-Large Advisor shall be a former member of the MYA Lacrosse Board of Directors may serve the existing Board in an advisory manner. The Member At Large shall attend all Board meetings, provide historical information, support and mentor new Board members and perform additional duties as assigned by the Board.

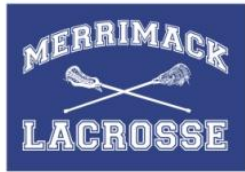
The Member At Large Advisor position is a non-voting position

## **ARTICLE VIII. ACQUISITION AND MANAGEMENT OF FUNDS AND PROPERTY**

### **Section 8.1 Expenditure Authorizations**

In the time spans between regularly scheduled meetings, critical expenditures necessary to support the MYA Lacrosse program may be required. The expenditures listed below constitute the only purchases authorized without prior approval by the Board. All critical expenditures shall be presented at the next Regular Meeting of the Board by the respective party or Treasurer. All other expenditures must receive prior approval by the Board.

1. The Director may spend up to \$100.
2. The Assistant Director may spend up to \$100.
3. The Boys ~~Manager~~Coordinator may spend up to \$100.
4. The Girls ~~Manager~~Coordinator may spend up to \$100.
5. The Equipment ~~Manager~~Coordinator may spend up to \$100.



# **Merrimack Youth Association Lacrosse Program Bylaws**

## **Section 8.2 Property**

Property shall predominately include equipment and program awards. Other property includes merchandise, equipment, general administrative equipment and supplies. Property shall also include anything approved by the Board of Directors as a significant benefit to the Organization.

## **Section 8.3 Budget**

Revenues will include the annual appropriation from the Merrimack Youth Association/Town of Merrimack, as well as the funds raised from participant fees (including late registration fees), fundraising, sponsorships, concessions, and donations. Expenditures will include the purchase of operating goods, services, supplies, and equipment; procurement of insurance coverage; league and tournament fees, and participant financial assistance.

## **Section 8.4 Insurance**

The Organization shall make the necessary arrangements to obtain and/or ensure insurance coverage for participants, coaches, and Board members, as well as to protect the Organization's property, equipment, and interests.

## **Section 8.5 Individual Responsibility**

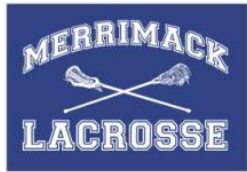
The Organization shall never pay, assume, or become responsible for personal or unapproved debts, liabilities, or purchases of any one individual or individuals affiliated with the Program.

## **ARTICLE IX. AWARDS AND ACKNOWLEDGEMENTS**

No awards or trophies shall be given to an individual (one) participant or coach. The exception to this rule is that awards may be issued signifying that a team was a division finalist or champion, ~~State finalist or champion, or higher.~~ Participation acknowledgements may be given to participants, coaches, mentors, or any other contributors to the betterment of the Merrimack Lacrosse program. ~~League scholarship awards may also be individually given.~~

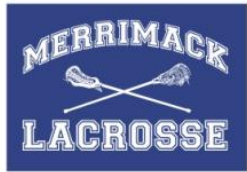
Teams finishing in one of the top 3 positions of their divisions shall be awarded:

- A team trophy. The trophy size shall be commensurate with the teams' level of achievement and division of play
- Individual recognition awards commensurate with the teams' level of achievement and division of play



## ***Merrimack Youth Association Lacrosse Program Bylaws***

- The MYALAX Board shall be notified of trophy expenditures prior to purchase commitment
- The team coach is responsible for contacting the appropriate league coordinator with the information regarding the award purchase and coordinating the purchases for their team.
-



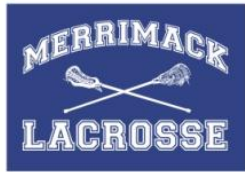
# ***Merrimack Youth Association Lacrosse Program Bylaws***

## **ARTICLE X. AMENDING THE BY-LAWS**

The consideration of any proposed Bylaw amendment shall be addressed at any regular meeting or the annual meeting. Each proposed amendment shall be presented in writing, 30 days prior to voting.

## **ARTICLE XI. DISSOLUTION**

In the event of the dissolution of the Merrimack Lacrosse, the supplies and equipment shall belong to the Merrimack Youth Association as a contractor to the Town of Merrimack. Any moneys spent by the Merrimack Youth Association for real property remains the property of the Merrimack Youth Association.



# Merrimack Youth Association Lacrosse Program Bylaws

## REVISION HISTORY

<u>Revision</u>	<u>Date</u>	<u>Description of Change</u>	<u>Author</u>
<u>00</u>	<u>Jun 2010</u>	<u>Initial Document</u>	<u>Shawn Martin / Gage Perry</u>
<u>01</u>	<u>Sep 2010</u>	<u>Re-format entire document, Added CET position</u>	<u>Shawn Martin / Gage Perry</u>
<u>02</u>	<u>Jan 2012</u>	<u>Format and Grammatical corrections, updated logo, added Instructional Coordinator description, added trophy &amp; award policy</u>	<u>Gage Perry</u>