**URGE**

**Upstate Roller Girl Evolution**

**Membership Handbook**

**Season 2016**

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# Mission Statement

The Upstate Roller Girl Evolution (URGE) has been a skater owned and operated, flat-track, roller derby league of the Upstate since 2009. Our goal is to be positive role models for our community and to grow as a team. We are hard working women of the Upstate who balance work, family, and social activities for the betterment of ourselves and those around us.

# Organization

URGE is a skater owned and operated roller derby league, in compliance with the Women's Flat Track Derby Association (WFTDA) requirements. The team's management consists of elected officers who are collectively referred to as the Board of Directors (BOD). The BOD makes strategic, long-term business decisions for the team, and oversees each committee. Daily operations, team events, fundraisers, and practices are handled by various committees.

Major team decisions- A committee will present suggestions to the BOD. A general vote MAY be taken by all team members at the monthly team meeting. The BOD reserves the right to make the final decision on any issue that may arise without the team consensus, but must be a unanimous decision of BOD. However, the team will be run in a democratic fashion. Skaters input will actively be taken, requested, and considered.

# Membership Requirements

Membership is open to any individual that wishes to contribute to the growth of the team, whether skating or non-skating. Members may or may not be skaters, but skaters must be a member.

All members must abide by the Code of Conduct and Code of Ethics given in this packet. Certain standards are enforced to maintain the integrity of the sport and to keep the team within the WFTDA requirements. These bylaws are guidelines to adhere to those standards. All activities, policies, and rules are designed to uphold the best interest of the team.

It is the members own responsibility to keep up to date on all team information, bout dates, events, etc. by attending the URGE monthly meetings. Also, members are expected to check the URGE group Facebook page on a regular basis. Important information will be posted. "I didn't check" is not a valid excuse for missing important information/events. Although, serious league decisions will be made via an "in-person" vote.

## Skating Members

* Must be at least 18 years +
* Must read and sign the URGE waiver and acknowledgement agreement
* Must read, understand, sign and return the URGE Bylaws Acceptance Agreement
* Must meet attendance requirements \*see URGE Attendance Policy
* Must attend team meetings and join one or more committee groups for in-put and ideas
* Must pass WFTDA written and physical tests annually
* Must maintain financial responsibilities:
  + Pay monthly dues - $30
  + Must purchase annual WFTDA insurance
  + Pay for team jersey(s)
  + Must maintain own equipment - quad skates, approved helmet, hard shell knee and elbow pads, wrist guards, and mouth guard.

## Referees

Referees are not required to be members, but are required to follow the bylaws.

* Must be at least 18 years +
* Must pass WFTDA written and physical test annually
* Must maintain financial responsibilities:
  + Pay monthly dues - $30 (if referee is official URGE ref.)
  + Must purchase annual WFTDA insurance
  + Must maintain own equipment - quad skates, approved helmet, hard shell knee and elbow pads, wrist guards, and mouth guard.

## Volunteers

URGE welcomes all volunteers! Volunteers are always needed and appreciated at social events, fundraisers, and on bout day. Volunteers are required to abide by the rules and procedures outlined in this document. However, volunteers are not included in URGE monthly meetings, discussions, or votes. These are rights reserved for dues paying members only.

## Fresh-Meat

The URGE operates with an open enrollment. Once all paperwork requirements are fulfilled, new skaters will enter the URGE as Fresh-Meat. Skater will remain fresh-meat until their Training Committee assessment. Skater must work in practice towards passing the WFTDA written and physical tests. In order to be eligible for scrimmages, skater must have purchased wftda insurance, passed the wftda written and physical tests, and have been cleared by Training Committee. Once bout ready, the skater may purchase their official URGE jersey, this will also require your unique derby name and number, following the WFTDA standards.

# URGE Master Roster

The URGE season master roster positions are selected by the Head Coach and Training Committee. These skaters are assumed bout ready for all scheduled bouts. Skaters must be present at bout location no later than one hour prior to the doors opening to the public. If a rostered skater is unable to commit to this requirement, skater must inform BOD.

To remain on the URGE roster skaters must:

* + - maintain 75% or more attendance
    - remain current on dues
    - meet all skating skill and safety requirements
    - provide all required safety equipment and keep equipment in good working condition
    - comply with all rules and regulations outlined in this document

*Any disciplinary issues may cause a skater to lose her position on roster.*

## Derby Name & Number

The selection and use of Derby Names have been one of the most exciting aspects of derby, and provides individuals the opportunity to be unique, witty, and creative when crafting their roller derby identity. Individuals should select a name in good taste and does not violate good sportsmanlike conduct. Name may not contain blatant profanity, racial or cultural slurs, or overt sexual language. A derby name may not be a duplicate of an URGE team member’s name. It is strongly suggested not to duplicate a name on the national roster. The national roster of registered derby names is available online @ <http://twoevils.org/cgi-bin/rollergirls.cgi>. The registration can take up to 6 months to process for the national roster. A name does not have to be approved by the national roster in order to be used.

In addition to a name, skater will need to select a number. Starting in 2016, skater numbers may contain up to four numbers (and can no longer contain alphabetic characters) and cannot be the same as an existing teammate's number. A skater may have small characters preceding or following their skater number on their uniform, but these are not considered part of the skater’s number. All numbers must be consistent with WFTDA ruleset.

The BOD reserves the right to prevent the use of certain names that may be deemed inappropriate or reflects poorly on the team.

# Financial Guidelines

## Dues

URGE membership will begin upon payment of the first month's dues. Dues are $30 per month and must be received by the team Treasure on the first week of each month. Make checks payable to Upstate Roller Girl Evolution, or URGE. PayPal payments are also accepted. Receipts may be given upon request.

A $5 late fee will be applied after a grace period, of 15 days, has expired. If a member is having difficulty paying dues, for any reason, they must inform the team Treasurer before dues are due.

*Failure to pay or fall behind on dues may result in the loss of position on the master roster.*

## Dues for Injured Skaters

Injured skaters are required to pay dues of $15 a month if they want to remain active members with voting privileges and want to remain on the master roster. Injured skaters are encouraged to still come to practice.

## Leave of Absence

A skater that would like to take a leave of absence must notify the BOD by filling out and returning a leave of absence form. In order to remain on master roster and maintain voting privileges skater must pay dues of $15 a month.

**All URGE financial records will be accessible to all members through the Treasurer. Any member wishing to see financial records is welcome to schedule a meeting with the Treasurer to review any and all financial records. No members but the BOD will be allowed to retain copies of financial documents. The Treasurer will provide financial reports at monthly team meetings.**

## Reimbursement

Any request for reimbursement of out-of- pocket expenses must be approved by the BOD. Original receipts must be present within 30 days of purchase accompanied by an explanation of the purchase, including the event and/or purpose it served. Expenses properly filed will be reimbursed in order of filing date and within 30 days after funds are available.

It is strongly suggested that you request approval for reimbursement prior to making any purchase using personal funds, as reimbursement is not guaranteed to be approved.

\*All URGE funds will benefit the league itself and cover costs of event preparations, bout productions, merchandise, etc. at the discretion of the league members in conjunction with the league’s Board of Directors.

# Practices

## We Practice Together, We Grow Together!!!

URGE schedule consists of year round practice. Practices are held two times per week for approximately 2 hours. In order to be eligible to bout, skaters must attend regular practices. URGE practice is on Mondays and Wednesdays from 6:30 pm – 9 pm @ Easley Skate Center. Off-skate practice may be required, as determined by the BOD, Training Committee Chair, or Coach.

The URGE Team and Coach requires participants to complete drills and activities as directed and to the best of their ability. Questions or clarifications may be sought immediately. Suggestions for improvements should be made by contacting the team Captain or Coach after practice.

## Practice Rules

The following rules have been established for the safety and benefit of everyone involved, and are to be followed at all times during practice.

* + - WFTDA - protective gear must be worn during all practices and bouts, no exceptions.
    - Anyone not participating in practice must either help or agree not to distract skaters from practice.
    - Poor attitudes and/or disruptive behavior will not be tolerated. Anyone displaying these actions will be asked to leave practice, and will not receive credit for the practice time missed. Such occurrences will be documented.
    - If a skater has a mechanical malfunction or cannot complete a drill for any reason should report to the center of the track and notify coach or captain.
    - Skaters will take breaks as designated, unless health risk occurs.
    - Skaters must listen to the coach or individual leading practice at all times.
    - Respect is to be given to coach and teammates. Disrespect is not tolerated on our track.
    - No talking is allowed during explanations of drills
    - Practices are not open to the public. Skaters are responsible for the actions of the persons they wish to bring. If the persons create a disturbance to practice, they will be asked to leave. Guests must agree to obey by-laws and practice rules.

Along with understanding the preceding practice rules, all skaters must read and sign the Roller Derby Waiver and Acknowledgment agreement prior to participating in practice.

## URGE Practice Attendance Policy

Members must maintain a minimum of 75% practice attendance to be considered for the master roster. If for some reason practice is cancelled by the BOD, attendance will still be given. If skater misses more than half practice time, only partial credit may be given. If skaters arrive to practice late (less than 20 minutes), skaters may be asked to complete additional drills/activities as determined by the coach.

## Missing Practice

In the event a skater must miss practice, they are to notify a member of the BOD, team captain, or coach in advance of their absence. It is the skater's responsibility to keep up to date on announcements and/or information missed due to absence from practice. A skater who intends to take a leave of absence must notify appointed persons. Leaves lasting longer than 3 months may require skills testing. A skater who is absent for 4 consecutive practices without notifying the appointed persons will be excused from the team. A member of the Training Committee will notify said skater of her removal. If no contact can be made, skater will be assumed to have quit and may only rejoin as Fresh-Meat.

\*An exception is intended to assist members to obtain attendance requirements, not to excuse them from attendance requirements.

# Returning Skater Policy

Re-admittance to the URGE is contingent upon the status and/or circumstances for the skaters leaving. The BOD reserves the right to refuse re-admittance, and may inform the team of the general reason(s) regarding the decision to accept or deny re-admittance into the team.

# Dual Team Membership Requirements

URGE skaters may belong to more than one team based on the following requirements:

* must attend 40% practice
  + - must maintain monthly dues
    - must follow, and agree to, the URGE bylaws

\* Meeting these requirements does not guarantee game play with URGE\*

# Transfer Skaters/Referees

If a skater or referee from another team wishes to become involved with URGE:

* + - Provide contact information of previous team's Board of Directors to URGE BOD
    - Follow returning skater policy if it has been less than 3 months since activity with previous team
    - If it has been more than 3 months since activity with previous team, skater will join URGE as Fresh-meat

The BOD or Captain may contact former teams of all transferring skaters or referees. In the event it is determined the transferring skater/ref would be a liability to URGE, membership may be denied. All transferring skaters or refs are subject to a 90 day probationary period. During this time the skater or ref may be asked to leave by the BOD or Captain is he/she exhibits behavior unbecoming to the URGE.

# Team Meetings

Team meetings are held monthly, and will be announced at practice and posed on the Facebook group page. Member attendance at team meetings is required. Everyone in attendance is required to be respectful and listen when others are speaking. Cell phone/ computer use is strictly prohibited, unless deemed appropriate by BOD.

## Voting

* + - Member must be in good standing for voting (if for any reason a member is found not in good standing, their vote may be dismissed) Member will be notified by BOD if found not in good standing.
    - New members must be a member for 30 days prior to voting
    - Outcomes are majority based
    - Members absent during a scheduled vote will have until the close of the meeting to text/phone their vote to a member of the BOD, or designate their proxy
    - In an event an unscheduled vote occurs, members in good standing will be notified via text/phone or e-mail, and will have 24 hours to vote.

# General Conduct

Poor sportswoman-like conduct, outright violence, and disregard for the rules of the URGE and of WFTDA will not be tolerated. To be specific, the following will not be tolerated in any form: vicious gossip, backstabbing, personal insults (including, but not limited to, slurs based on race, religion, heritage, culture, appearance, etc.), blatant disrespect towards any player or volunteer. Each occurrence will be given a verbal warning, and documented. Subsequent occurrences will result in disciplinary action by the BOD.

All members of the URGE are to behave as a team, meaning that petty drama and fighting between members will not be tolerated. If you have a problem with another player see URGE Resolution Policy.

## Restrictions on Recruitment and Advertisement

No member of the URGE may intentionally/knowingly attempt to recruit a skater from any other league. URGE members may not distribute flyers and/or advertisements for the URGE during any other league’s events. Competitions in which the URGE is competing excluded. It is expected that all members will behave in such a manner as they would expect others to behave.

In the event a member is dismissed or chooses to leave the league, they may not recruit members from the URGE for any rival league, whether active or being newly formed. Such activity will be considered a breach of contract and appropriate actions will be taken against the offender.

# Public Appearances

All URGE members are to represent the league in a favorable way during public appearances, promotional events, and any/all URGE Sponsored events. No individual member is to accept monetary gifts/payment for services rendered, appearances, and/or interviews on behalf of URGE without approval from the Board of Directors. All requests for public appearances and interviews must be approved by the PR/Events/Art Representative and the Board of Directors. Any league member participating in an" unofficial" appearance or interview will be disciplined based on the severity of the issue using the URGE Disciplinary Policy.

# Committees Overview

**URGE functions using a committee system designed to let every skater be involved in the decision-making process, as well as have in-put in the way the league operates. It is the responsibility of each of the executive committee members and each committee representatives to stay active during their term, and to help train their respective successors in preparation for the next season. Nominations and elections are to be held 3 months before the end of each season. Date to be determined and announced by the BOD. All positions serve a term of one full season. In the event a skater cannot fulfill her duties or steps down from her position the BOD will take appropriate measures to fill the position.**

# Executive Committee

The URGE League has an Executive Committee, which consists of the 5 BOD Officers, who handle business operations. In order to be elected for a Board position you must be a current member in good standing with the league. Positions of the Executive Committee are President, Vice-President, Secretary, Treasurer, and Team Captain.

## President

* Acts asofficial **Inter League Coordinator** (ILC)
  + - point of contact for other leagues
    - schedules bouts and scrimmages
    - manages bout contracts and deadlines
    - submits all sanctioning paperwork
  + verifies wftda/usars insurance information for visiting teams
  + Oversees operations of the league
    - Presides over league meetings
    - Oversees that all orders and resolutions of the BOD are carried into effect
    - Be the ex-officio member of all standing committees
  + Is the interface between the league, agencies, and the community

## Vice-President

* + - Assists with presidents responsibilities, and in the absence of the president, perform the duties and exercise the powers of the president.
  + Assists the president with ILC responsibilities
    - Works closely with all board members and committee representatives
    - Maintain, update, and monitor all insurance requirements and paperwork
    - Follow up on all timelines/deadlines committees and committee representatives
  + Ensure that all board members have sufficient and up-to-date information

## Secretary

* + Notifies members in advance of all meetings, public events, or changes in practice time/dates
    - Types memorandums, agendas, form letters, and requisitions
    - Records, files, and posts all minutes of the leagues meetings
    - Proofreads all typed material for any errors
    - Responds to routine inquires, retrieves material from files upon request
  + Maintains league filing system, files include official league documents
  + Gives access to the appropriate online forums for new members, skaters, refs, and volunteers
  + Ensures URGE forum calendars are up-to-date
  + Ensures all URGE media/information is maintained electronically and in scrapbook
  + Maintains current Contact List of skaters, refs, staff, and volunteers
  + Maintains current list of members, board and committee representatives, and any other pertinent information

## Treasurer

* + - Records all expense information in logs, accurately and efficiently
    - Keeps full and accurate records of receipts and disbursements
    - Maintains basic bookkeeping records ( ex. grants, contracts, appropriate funds)
    - Maintains bookkeeping system, generate financial statements, and perform basic financial analysis
    - Maintains league bank accounts; responsible for and files all league deposits and any account statements
    - Retrieves material from files upon request
    - Provides updated financial reports at monthly league meetings
    - Handle reimbursements, materials requests, and any/all other requisitions from projects funds
  + Works closely all fundraising, sponsorship, events, and merchandise committees (i.e. budgeting)

## Skater Relations/Grievance Officer

* + Works directly with coaching staff and training committee
  + Maintains and file skater attendance for league
  + Maintains skater files
  + Files all attendance issues (ex. skater needing time off/ injured skaters/repeated absences/tardiest
  + Serves as contact person for member grievances
  + Keeps detailed running log of grievances
  + Helps to reinforce participation of all members of the league
    - Must be inspirational and promote a healthy and positive team dynamic

## BOD Member Inability to Perform Duties

Board Members are required to participate and fulfill their duties. This includes participation in 75% of league meetings, as well as other job responsibilities. In the event of a Board Member unable to fulfill their duties, they will relinquish their privilege to vote, but will still be able to voice their opinion. This includes a Board Member is on break, no longer in good standing, and/or has recused their selves due to conflict of interest. In the event the BOD recognizes another member of the board is no longer capable of fulfilling their duties, said member may be asked to step down and may be removed from their position. Removal from the BOD requires the unanimous decision by all other BOD members.

In the event of an open BOD position, a temporary member may be appointed to perform the duties of the open position. The appointee must have the unanimous support of all BOD members. An appointed member will not be allowed to vote, but will be able to voice their opinion. BOD positions should not remain unfilled. Open BOD positions will be permanently filled through an official team vote.

# League Committees

General league business is overseen be committees. The committee system is designed to let every skater/member be involved in the decision-making process. Members do not have to remain on one committee, but be advised not to over-load yourself. Each committee shall nominate/appoint a representative. The committee's representative will oversee and under-go said committee’s tasks. Will voice committee at monthly meetings.

## Training

* + - Oversees that practice is beneficial and skaters are being challenged
    - Monitors all coaching and training, ensure that league guidelines are being followed
* Works closely with Team Captain, coach, and any other training staff

## Bout Production

All members are required to participate in home bout tasks. The bout production representative will determine the schedule and assign tasks.

Bout Production is responsible for all tasks required to put on a home bout. Tasks include, but not limited to: planning the floor lay-out, organizing volunteers, half-time entertainment, announcers, coordinating with sponsors, and any other tasks related to bout production assigned by the executive committee. (There are guidelines if needed)

Bout Production is also responsible for **Volunteer Staffing**. Organize all volunteer staff including announcers, referees, EMTs, scorekeepers, NSOs, and all other volunteers.

Public Relations - responsible for producing all league written and promotional materials.

Sponsorships - All skaters are encouraged to acquire and maintain league sponsorships.

Fundraising and Special Events - responsible for all tasks related to organizing events (ex. benefit shows, sponsor events, meet-n-greets, invitational). Tasks include, but are not limited to; booking of venue, set-up, and clean-up of venue, maintain current list of possible community activities, and other special event tasks that may be assigned by the executive committee.

Creativity and Art - In charge of any art design work; fliers, banners, merchandise, programs, mvp awards, etc. - acquires league photographer and set up promotional photo shoots or team shoots - Creativity and Art Representative is responsible for passing all works to the BOD for approval before any deadlines.

## Committee Dismissal

Committee Representatives may be removed from their seat as a result of poor performance concerning their leadership duties. All that is required to remove a committee representative is a motion to dismiss and a unanimous vote by the committee members. Committee members may be removed from any committee due to lack of participation or poor conduct within the group. All that is required to remove a committee member is a motion to dismiss and a majority vote by committee members.

# Coaching Staff

All coaching staff will be determined by the BOD and each will have a probationary period of up to a minimum of 90 days. During this period, the individual will work under the supervision of the Team Captain and Training Committee. After the probationary period, the individual is deemed a good fit for the position and for the league. The individual will work under the individual(s) stated below. If at any time any of these individuals' actions (or inactions) is found to be detrimental or unbecoming to the league’s growth and success, the BOD reserves the right to excuse them from their positions and the league.

## Head Coach

* Appointed position of one full season (can be renewed season to season)
  + - Abides by the policies of URGE bylaws
* Coach's actions monitored by Team Captain and Training Committee
  + - Works closely with BOD and Training Committee Representative
    - Addresses input from the Training Committee Representative
    - Creates league practices with team input given by the Team Captain and Training Committee Representative
    - Participates in Training Committee meetings
    - Finalizes roster selection and creates line-ups
    - Responds and takes action on behalf of players during practice and bouts
    - Required to pass WFTDA written exam - 90% or higher
    - Can be head coach for only one team
    - Expected to be available for all home and away bouts. In the event that the Head Coach is unable to attend any bout, Head Coach will designate a member of the Coaching Staff, Team Captain, or trusted URGE member to assume the Head Coach's responsibilities for that bout.
    - Reviews bout footage/reviews and relays team weaknesses and strengths to individual skaters and team
* Continuously updates own knowledge of rules and strategy to remain current
  + - Must maintain a level head and professional attitude during all situations when representing the league.
    - Must be inspirational and promote a healthy and positive team dynamic.
    - Will oversee the duties of all other coaches. Violations should be reported to the Training Committee Representative or the BOD.

## Assistant Coach(s)

* Appointed position: one full season (can be renewed season to season)
  + Abides by the policies of URGE bylaws
  + Actions are monitored by the Head Coach and Training Committee
  + Works closely with Head Coach, Training Committee, and Team Captain
  + Participates in Training Committee meetings
  + Required to pass written WFTDA exam - 90% or higher
  + Assists Head Coach in enforcing rules at practice and bouts
  + Expected to be available for home and away bouts
  + Expected to continuously update knowledge of rules and strategy to remain current
  + Must maintain a level head and professional attitude during all situations when representing the league
  + Must be inspirational and promote a healthy positive team dynamic

## Specialized Trainers or Managers

* + Abides by the policies of URGE bylaws
  + Works closely with Head Coach, Team Captain, and Training Committee Representative
  + Provides instruction, training, and assistance as relevant to specialization

# URGE Disciplinary Policy

It is vital to the league’s success that everyone involved uphold the rules outlined in this handbook, but in the event that disciplinary action must be taken, a formal process has been designed to deal with and record issues that may arise.

Disciplinary actions will be issued according to the severity of the circumstance. The below disciplinary actions may be issued to the same person for different situations. Depending on the severity, multiple disciplinary actions may be issued for one situation if warranted, and a warning may not be given. Disciplinary actions will not expire, and may affect future proceedings. In the event disciplinary actions are given, a third party will be present.

Disciplinary action shall be assessed with each situation, and issued by utilizing a panel of members, by the BOD, or Head Coach according to the following guidelines: -Warning- This will be a written warning issued using the Disciplinary Form

- Event Suspension- Suspension from one or more practices, bouts, or league functions. Suspension time and conditions shall be determined at the panel's discretion based on past actions and the severity of the current issue. Membership responsibilities must still be maintained during this time.

- Behavioral Contracts- These are warnings issued by either BOD or Head Coach. They act as a final warning to inform members that their behavior is unacceptable and negatively impacting the team. Refusal to sign or violation of the contract will result in removal from the team.

\*In the event the Head Coach issues a Behavioral Contract, he/she will notify the BOD ahead of time.\*

- Membership Suspension- Suspension for a minimum of six months and/or removal from the league. Expulsion may also be considered at the panel's discretion based on past actions and the severity of the current issue.

- Members can submit an appeal using the Resolution Policy

- Information on disciplinary action will be placed in skater's file

# Resolution Policy

The success of the league depends on a strong and unified organization. Any issues between members are expected to be resolved between the individuals. If the members cannot reach a resolution on their own, they are expected to follow the Resolution Policy.

If at any time a member becomes aware of an action or inaction that jeopardizes the above purpose, violates any of the rules of this handbook, or harms another member in any way, that member is entitled to invoke the leagues resolution process. This process is designed to provide a formal structure for the voicing and hearing of complaints. The physical and emotional safety of members, both on the track and off, this is vitally important to the league and its members.

**The Resolution Policy consists of a democratic process to be taken in the order that follows:**

1. The member should seek, when possible, to address the issue first with the person against whom the complaint is directed. If the member is not comfortable addressing the person one-on-one, they must notify the Grievance Officer.

2. If after addressing the member personally and not being satisfied with the result, or when not comfortable addressing the member, the party may then approach the Grievance Officer and ask for an informal mediation for the complaint. Grievance Officer will then work with all parties to resolve the dispute in a private meeting. Details of the resolution will be recorded and placed in the grievance binder and skater file.

3. If the dispute is unresolved through informal mediation, any party involved may submit a formal written grievance to the Grievance Officer. A written grievance will not be accepted if the above steps have not been attempted. The process for written grievances is as follows:

-The grievance must state the specific complaint and a suggested resolution. Anonymous grievances will not be accepted due to the lack of ability to handle the complaint effectively.

- The party(s) will be notified of the grievance and receive a copy of the grievance within 48 hours.

- Once the party(s) has been notified a counter grievance may be filed within 5 days of receiving notification.

- The party(s) may, but is/are not required to, respond in writing. The response must be delivered to the Grievance Officer within 5 days of notice.

- The parties involved will have a panel of league members conduct a hearing to resolve the complaint. The panel will consist of 4 randomly selected league members, 1 Board Member, and the Grievance Officer as mediator. Upon panel selection each party involved has 24 hours to remove and randomly replace up to 2 members. Members who have any personal involvement will not be eligible for selection due to conflict of interest.

-The panel will conduct a hearing, listening to each party's side, and will make reasonable recommendations regarding resolution for the dispute. Such recommendations will be related to the nature of the dispute, and may include any of the following:

\*continuing mediation between parties

\*written or verbal acknowledgements/affirmations of the league rules and policies

\*disciplinary actions, via league disciplinary policy

\*expulsion from the league

- Witnesses can be used during the jury process. Neither party will be present when the witnesses are speaking to the panel. Witnesses who are requested by either party or member of the panel cannot be solicited prior to the jury date.

-If either member of the party(s) is in disagreement with the panel’s decision, an appeal may be submitted to the BOD within 48 hours for further board review of the situation.

- The BOD will take the panel's decision into consideration when making final disciplinary decisions. The board's decision is FINALE.

- In the event of disciplinary suspension or expulsion from the league, the disciplined party is not entitled to any refund of dues and/or costs expended on behalf of the league, and must promptly return any and all league properties.

# Code of Conduct

The attitudes of league members will have a significant impact on the league’s reputation in the community and its continued success. In order to maintain the league’s positive reputation, URGE holds its members to the highest of standards in competitive game play and professional conduct. Disciplinary action will be taken against members violating the Code of Conduct. Violations may result in being asked to leave the premises immediately and be grounds for suspension or expulsion from the league.

All members must abide by the rulings of the coaching staff, referees, and BOD with regard to penalties or misconduct. Disrespectful behavior will not be tolerated. Players, referees, members, and volunteers are expected to abide by the final rulings of the BOD. The BOD will have authority of making decisions in regards to the team, including referees and volunteers, for all aspects relating to play of game, team morale, and behavior that may affect the team.

URGE will not tolerate the following actions:

- Unsportsmanlike conduct

- Sexual harassment

- Personal relationships having a negative impact on the league

- disobeying facility rules

- Aggressive comments or behaviors that create a threatening, negative, or unsafe environment

- Negative or vindictive behaviors

- distracting or harassing behaviors

- Libel slander

- taking opportunities, properly belonging to URGE, for themselves and/or personal gain

- using the organization's property or information for personal gain

- competing against the organization with in a business format

- Unlawful behaviors

- Negativity towards the BOD for following and enforcing the league’s By-Laws

Attending or participating in practices, bouts, or league events under the influence or apparent influence of any illegal substance or alcohol will not be tolerated. Some league events may allow members of legal age to drink alcohol; however, all members are prohibited from becoming intoxicated. Contributing to the delinquency of a minor, or any person under the age of 21, by providing alcohol is prohibited. Skating while under the influence is strictly prohibited for everyone's safety.

A member who witnesses another member negatively impacting the league or themselves, should approach said member and help to resolve the situation. If the observer is not comfortable confronting the individual, he/she should make the BOD aware of the situation immediately.

In the event a member quits or is expelled from the league, said party is not entitled to any refunds of dues and/or cost expended on behalf of the league. All league property, including league information, must be promptly returned to the league. Refusal may result in criminal and/or civil prosecution, and prevents said party from rejoining the league in the future.

# Code of Ethics - Board of Directors

## Complying With Law

The Board of Directors shall respect and comply with all of the laws of any entity in which URGE conducts business. Such legal compliance shall include, without limitation, compliance with "501(c) 3 non-profit laws". The Board of Directors will at all times uphold this code and all policies therein the URGE By-Laws. Violations of the Board of Directors Code of Ethics may result in removal from board position and/or expulsion from the league.

## Confidentiality

The Board of Directors is required to share all public information with the URGE members and the public. However, the Directors are prohibited from disclosing /discussing confidential material with URGE members and the public. Confidential information includes, but not limited to, all non-public information that might be of use to competitors of the organization, or harmful to the league, its members, and supporters if disclosed. Once a board member leaves their position for whatever reason, the former board member is required to keep all information learned while a member of the board, confidential.

It is expected that all members, active or former, will adhere to this clause. Any member choosing to leave the league, or who has been dismissed from the league, may not use information/material from the league for any reasons. Such activity will be considered a breach of contract and appropriate action will be taken against the offender.

## Protection and Proper Use of League Assets

The Board of Directors shall protect the League’s assets and ensure their efficient use. All URGE assets should be used for legitimate business purposes. Assets here are not only referring to actual property owned by URGE but also all related items that would decrease URGE's profits.

## Fair Dealing

Each member of the board shall endeavor to deal fairly with the league’s customers, suppliers, competitors, board members, and team members. None shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.

## Conflicts OF Interest

All members of the board shall be scrupulous in avoiding a conflict of interest with regard to the league's interests. A "conflict of interest" exists whenever an individual's private interests interfere or conflict in anyway (or even appear to interfere) with the interests of the league.

## Reporting Any Illegal or Unethical Behavior

Directors are required to talk about any observed illegal or unethical behavior. Suspected behavior shall be discussed and investigated to decide the best course of action. The Board of Directors are not permitted to retaliate, in any fashion, against good faith reports, complaints of code violations, or other illegal or unethical conduct. This includes breaking confidentiality agreements.

## Accountability for Adherence to Code

It is the responsibility of the Board of Directors to be familiar with and abide by the letter of these bylaws at all times. Directors who do not comply with the applicable provisions of this Code of Ethics will be referred to the board, grievance officer, or appropriate persons when applicable.

## Amendments and Revisions

All proposed amendments and/or revisions to the Upstate Roller Girl Evolution bylaws and/or policies may be reviewed every 3 months or as deemed necessary by league’s management.

**The Upstate Roller Girl Evolution By-Laws Agreement**

Please sign, date, detach, and present to a member of the Board of Directors.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committees you are interested in joining (1 being your most interested committee).

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Committee positions and committee representatives will be voted on.

**Derby Safety Commandments**

From Hambone + Ginger Snap, Gotham Girls Roller Derby - December 2006

* Stretch before and after all skating activity. Warm up and break a sweat before initial stretching. Practices should end with enough time to allow for a good post-practice stretch.
* Check your equipment before skating. Check your wheels, trucks, and toe stops for any loose components.
* Always wear full pads at practice and bouts: wrist guards, knee pads, elbow pads, mouth guard, and helmet.
* Wear your helmet correctly - not tilted back on your head, but tightly strapped and solidly protecting both your forehead and the back of your head.
* Have first aid equipment on hand at practice, including ice packs, alcohol wipes, baby wipes, athletic tape, and sterile bandages. Have contact information for local medical services.
* Skate clockwise at every practice. Over time, skating in only one direction can lead to joint problems, back problems, and an unbalanced physique.
* Hands off the Rink! Do not use your hands to get up off the rink; they will get run over!
* No grabbing or clutching in whip drills- just cup your hands. Otherwise you risk pulling your teammate to the ground.
* Skaters should master falling drills before participating in any blocking drills. Skaters should not be participating in blocking drills if they have not mastered one-knee and two-knee falls. A skaters' instinct should be to fall forward on their kneepads instead of backward on her tailbone.
* "Fall Small!" If you go down on the track, keep your hands and arms tucked into your body to avoid tripping other skaters.
* No cheap knee pads. Money spent on protection is much cheaper than physical therapy or surgery.
* Before any play-fighting or other unconventional contact on skates, make eye contact with your partner.
* No drinking alcohol on skates.
* "Leave it on the track!" Respect your fellow skaters on and off the track. Hits and rough play at practice should not spill over after practice.
* Avoid calling out "last jam". This is more of a superstition than a critical safety guideline. A "last jam" at a blocking practice is like that ill-fated "one last run" in skiing, where skaters get careless and impatient, and injuries can pile up.

I have received, read, and understand the Derby Safety Commandments.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member Information**

Real Name:

Phone:

Alternate Phone:

E-mail:

Birthday:

Address:

Emergency Contact:

Phone:

Relation:

Pertinent Health Problems:

Derby Name:

Skater #:

Wftda Insurance #:

**Skater Bio**

Name/#:

Hometown:

How did you decide on your name?

Specialties Include:

Weapons of Choice:

Motto:

Positions Played:

Who introduced you to play roller derby?

Any Derby Hero’s?

Interests outside of roller derby?

Best song to skate to:

Bands\Movies:

Books\Cartoon Character:

Celebrity most likely to make out with?

Dislikes:

Guilty Pleasures:

Makes me happy:

Makes me sad:

Gets me hot:

Drink of choice:

I can't live without:

Good Luck Charms:

Story behind the Skater:

\*Please return this page with by-law and derby commandments acceptances.