

# Devil Dog Derby Dames 2014 Bylaws

## Article I – Membership Classification and Privileges

Section 1. Membership shall be as stated in the Constitution

Section 2. Membership dues and fees are as described in the Constitution, Article VIII

- a. Board of Directors are not required to pay monthly dues.

Section 3. Membership shall not be extended to an individual before their registration fee is paid, not before they have turned in a signed copy of the membership form to the Pound Manager. Once these requirements have been fulfilled, the individual shall be tendered all privileges and benefits within the power of the League to bestow.

Section 4. A member may be granted temporary inactive status if they need to take leave from the League

- a. If a member wished to take leave they must submit a written request to the BOD
- b. All privileges accorded any other member of the League shall be extended to a member in this status, and their attendance will not be affected as long as they are in good standing in the league.
- c. If a member takes leave over 14 consecutive days during the season, the player may be removed from their team's roster. If a member takes leave over 30 consecutive days during the off season, the player may be removed from the team's roster. In both instances, when that player returns from leave the player will have the opportunity to go back on that team's roster if the roster is not maxed at 20 players. If that team's roster is full, the player has the option to wait until space is available on that team or go into the draft. Extended team leave may be granted in extreme circumstances at the discretion of Coaches & BOD. Extreme circumstances may include medical leave or deployment. If approved, that player will keep their spot on the roster upon their return and will be considered in AEL status (Approved Extended Leave). If a player is in AEL status for over 90 consecutive days, that player will not count towards a team's roster for draft purposes, but will count toward a team's max number of 20 players. Supporting documentation should be submitted to BOD along with request to approve AEL status.
- d. If a member is returning to the league after medical leave, a doctor's note is required for the skater to return as a skating member. Any returning DDDD member who has been inactive and/or on leave for more than 90 days must reassess before returning to the league. Returning members may not practice with their previous team until they have been reassessed. After the player has reassessed, the player will have the opportunity to go back on their previous team's roster if the roster is not maxed at 20 players. If that team's roster is full, the player has the option to wait until space is available on that team or go into the draft.

Section 5. Returning League Members:

- a. Any league member who has terminated their membership must be separated from the league for a minimum of three months OR at the coach's discretion before being eligible to return.
- b. If a League Member wishes to return to the league within twelve months from the date of terminating their membership, they have the option to return to their previous team.
  1. If the previous team's roster is full, the player has the option to wait until space is available on that team or go into the draft.
  2. If the returning skater chooses to not go back to their previous team, they will be considered a draft.
  3. If the returning skater's previous team has first draft pick, the returning player will be "skipped" and the team will still retain first draft pick status.

## Section 6. Recruiting New League Members:

- a. Any league member who is assigned to a team's roster may recruit a new skater to their specific team.
  1. BOD members, member of the Dog Pound Management, and Allstar members cannot recruit a new skater to a specific team.
  2. BOD members, any member of the Dog Pound Management, and Allstar members can only recruit new skaters for the draft.
  3. Former league members cannot recruit a new skater to a specific team.
  4. If a league member has terminated their membership and does not wish to return to their previous team and has recruited a new skater, the new skater must enter the league as a draft.
- b. When a new skater joins the league, in the notes section of the online application, they must indicate which league member recruited them.
  1. If a new skater fails to document their recruitment on the online application, they must annotate it on their first day of Dog Pound practice and have it signed by the Dog Pound Manager.
  2. If the recruited skater chooses no recruitment to a team, they will be considered a draft.
  3. If the skater's original recruiting team has first draft pick, the skater will be 'skipped' and the team will still retain first draft pick status.

## Section 7. To ensure all league privileges stay intact, each member is responsible for keeping their membership in "good standing". The following defines acts that revoke "good standing" status:

- a. Being in arrears of dues and monthly fees while active or inactive.
- b. Falling below 50% attendance (Absences without being in a leave status).
- c. Being in a suspended status.

## Section 8. Non-League Member, Intra-League, Extrinsic-League Participation:

- a. Non-League Members may not "sub" in an official capacity (Coach or Bench Coach) at DDDD Bouts. Guest Coaches are only permitted to substitute for unofficial purposes (team practices and league scrimmages) but must obtain prior approval from the DDDD Board of Directors.
- b. League Members (skaters, refs, NSO's who have passed the WFTDA Minimum Skills Assessment) may act as substitutes for teams whose Coach and/or Bench Coach is unavailable for a scheduled scrimmage or bout.
  1. All substitutions must be submitted and approved by the BOD no less than one week prior to the scheduled event.
- c. Members of the Zebra Crew may be used as substitutes for extrinsic-league events.
- d. NSO's and Coaches may be used as substitutes for unofficial purposes (practices and scrimmages) only during extrinsic-league events, but must obtain prior approval from the BOD.
- e. Coaches, NSO's or skaters may referee Intra-League bouts as long as their affiliated team is not bouting.
  1. The only exceptions for a coach, NSO or skater to referee a bout wherein members of their affiliated team are bouting are All-Star bouts.

## **Article II – Membership Applications, Resignations, and Suspensions.**

Section 1. Memberships are not transferable nor are they pro-rated. If a member signs up and resigns

midyear, they are not entitled to a refund of any dues paid.

Section 2. Application for membership shall be directed to the website.

- a. Applicants must pay the \$36.00 registration fee via the Paypal link, and make note of their confirmation number.
- b. Applicants must fill our registration form online, as well as sign a printed application for membership form and hand it into the Pound Manager the first Pound training they attend.

Section 3. Membership dues are to be paid the first of every month with a 15-day grace period.

- a. Members may pay their dues via the Paypal link on the League website [www.devildogderbydames.com](http://www.devildogderbydames.com) or at the monthly membership meeting.
- b. Payment options are \$21 monthly or \$121 biannually.

Section 4. Resignations shall be addressed to the Secretary, in writing via email, who shall bring the resignation to the attention of the remainder of the Board of Directors (BOD).

- a. Upon receipt of the resignation, it shall become effective no less than 14 days from the date the written request was received, but in no event before all money that is due the League is paid.
- b. The BOD may recommend immediate effectiveness of the resigning member upon 2/3 vote of the BOD.
- c. If a member resigns and wishes to rejoin the league, the former member must wait 90 days before rejoining or at the coaches' discretion.
  1. If the former member wishes to rejoin their previous team, they may do so unless that team's roster is full. The player has the option to wait until space is available on that team or go into the draft.

Section 5. A member is placed in an automatic suspended status for major infractions as defined in the WFTDA rules or major violation of our code of conduct as described in article VI by a majority ruling of the BOD. A member placed in automatic suspension for a major infraction may also be subject to member cancellation by majority vote of the membership. Minor infractions of the rules carry a "3 strikes you're out" standard before suspension takes place. For which the member will be asked to sign an infraction tracking sheet.

- a. 1<sup>st</sup> offence – Verbal warning from the BOD
- b. 2<sup>nd</sup> offence – Written Warning from the BOD
- c. 3<sup>rd</sup> offence – Suspension for no more than 30 days

Section 6. Team Transfers

- a. If a member decides that they would no longer want to be a member of their team they must first request transfer from their coach. Their coach must try to mediate by addressing the issues which are causing the transfer. If the situation cannot be remedied, the skater and Coach must write a letter to the BOD requesting the transfer. The skater must explain in detail the situation and what was done to mediate the issue. The BOD may at that point decide to approve or deny and recommend further mediation. If the transfer request is approved, the BOD may place the skater on a new team immediately, based on who has the next draft pick. The team that "drafts" the transferring skater will forfeit their next draft pick at the next Draft.

### **Article III – Duties of the BOD and Coordinators.**

Section 1. It shall be the duty of all Board members to conduct the activities of the League in an efficient and business-like manner and to safeguard the interest of the League at all times. Changes to BOD and Coordinator positions and duties may be imposed by majority rule of the BOD &

Coordinators and do not require a majority vote of the membership.

Section 2. BOD Members and Dog Pound Managers are not eligible to draft “New Recruits” to a specific team. Team Coaches and support staff ARE eligible to recruit directly to their team.

Section 3. The Presidents Duties:

- a. Primarily responsible for thoroughly knowing and enforcing policies stated in the Constitution and Bylaws.
- b. Draft any changes made to the League’s Bylaws with the input of the BOD.
  1. Notice of the proposed change shall be presented to the membership 24 hours after the monthly BOD/Coordinator meeting and may be voted on at any membership meeting thereafter or via proxy.
  2. The notice will be drafted as a proxy vote to allow those members who cannot attend the meeting to vote.
- c. Shall preside at the meetings of the League.
  1. Conduct both BOD/Coordinator and general membership meetings.
  2. Maintain an orderly environment while said meetings are taking place.
- d. Help with any and all matters needed by the other BOD and Coordinators.
- e. Prepare the Quarterly reports with the assistance of the BOD.
- f. Resolve any concerns and disputes that the Membership may have in a quick and responsible manner.
- g. Answer League correspondence outside of the membership.
- h. Temporarily take on the Treasurer’s responsibilities in the event the Treasurer takes approved leave.

Section 4. The Vice President Duties:

- a. Responsible for thoroughly knowing and enforcing policies stated in constitution and bylaws.
- b. Shall be aware of the Presidential duties, so in the event of the Presidents temporary absence, he/she can manage the position.
- c. In the event that both the President and Vice President are absent, the next chairperson shall preside over League matters.
- d. Help with any and all matters needed by the other BOD and Coordinators.
- e. Act as a liaison between the BOD and Coordinators.
- f. Keep updated contact roster for coordinators.
- g. Keep track of coordinator projects and report them back to the BOD with any updates.
- h. Maintain active sponsor lists/logos under league Google documents.
- i. Ensure League/Sponsor agreements are carried out accordingly.
- i. Have a mailing address for ordering and pick up of sponsor “buy a booty shorts”.
- j. Update the Sponsor/League discount codes under the League’s personal Facebook page in docs file.
- k. Send out reminder notices at least one month prior to sponsors contract expiration.
- l. Try to find new sponsors and encourage league members to find sponsors as well.
- m. Make sure all funds collected from new sponsors are given to the league treasurer.

Section 5. The Secretary Duties:

- a. Responsible for thoroughly knowing and enforcing policies stated in constitution and bylaws.
- b. Keep accurate attendance for all League events.

- c. Upload League and Team Attendance Sheets to docs.google.com.
- d. Team Attendance Sheets will be collected at each monthly membership meeting.
- e. Create and distribute monthly League calendars.
- f. Keep record of all league member applications.
- g. Send out "Welcome to the League" email to new joins. Included shall be:
  - 1. Derby 101 Study Material
  - 2. WFTDA Rules and Hand Signals
  - 3. DDDD Constitution
  - 4. DDDD Bylaws
- h. Send out Google Group invitation to new joins.
- i. Update League Roster, Derby Name/Number Roster, and Team Rosters when needed.
- j. Act as interim Merchandise Manager when needed.
- k. Keep accurate inventory of league merchandise and equipment.
- l. Keep Bout paperwork for league records.
- m. Responsible for any and all league wide emails, notifications, and reminders.
- n. Responsible for group wide emails i.e. Captains/Coaches, Coordinators, etc.
- o. Schedule and Book Membership Meetings as well as Bod/Cod meetings.
- p. Act as mediator during Bod/Cod and Membership Meetings.
- q. Create, submit, and print agendas for all Bod/Cod and Membership Meetings.
- r. Take minutes of all official League meeting.
- s. Minutes are due to the BOD, via email, for review no later than 3 days after the original date of the meeting.
  - 1. The BOD has 3 days to request changes, at the end of which the Secretary is to email the minutes to the remainder of the membership. If the BOD does not submit any changes to the Secretary in the 3 given days, he/she is to assume there are none and to go ahead and forward them onto the membership.

#### Section 6. The Treasurer Duties:

- a. Responsible for thoroughly knowing and enforcing policies stated in constitution and bylaws.
- b. Keep an account of all monies received by and dispersed on behalf of the League in accordance with generally accepted business practices.
- c. All cancelled checks shall be retained as evidence of payment.
- d. Disbursements shall be made in the form of a check at all times. Exceptions are only when yen is needed may a payment be made in cash.
  - 1. If payment is made with yen, you must have a copy of the bank withdraw, as well as the receipt from the local business showing cash was tendered.
- e. All receipts and disbursements shall be supported with adequate receipts, bills, invoices, and other generally accepted documents.
- f. Funds received by the League shall be deposited into the League's bank account the first banking day after its receipt. A duplicate deposit slip, authenticated by the bank shall be retained as evidence that the deposit was made.
- g. Accounting records shall be maintained on a current basis and all records and related documents preserved in such a manner as to be readily available for audits.
  - 1. Monthly bank statements
  - 2. Monthly PayPal statements
  - 3. Receipts
  - 4. Invoices
- h. Pick up mail from the Post Office.
- i. Uses the League's PayPal account to pay League bills in a timely manner.
- j. Transfer money from PayPal account to League accounts.
- k. Creates and distributes monthly budget financial reports for monthly membership

- meeting.
- l. Uploads all financial reports to docs.google.com as well as keeping a hard copy for League files.
  - m. Tracks new member registration payments.
  - n. Maintains and tracks monthly membership dues.
  - o. Notifies member if monthly dues are delinquent.
  - p. Has the authority to suspend or terminate members' privileges due to non-payment of dues.
  - q. Maintains and tracks Sponsor payments.
  - r. Assists the President with the financial portion of the MCCS required quarterly reports.
  - s. Approves budget requests and works with the BOD on large budget requests.
  - t. Reimburses members who have purchased items for the League (or League Functions) after budget request approval.
  - u. Audits shall be performed every time the Treasurer position is changed over to a new member. The cost of the audit will be covered with League funds.
  - v. When the Treasurer is relieved, he/she shall invoice to his/her successor all funds, property, accounts, and records of the League. The successor shall sign a receipt for them and 4 copies shall be made and disbursed as follows:
  - w. Original – Filed with MCCS reports.
    1. Copy – To President.
    2. Copy – To newly assigned Treasurer.
    3. Copy – To relieved Treasurer.

#### Section 7. Athletic Director Duties:

- a. Ensure all event forms are filled out and approved by the respective bases for bouts and other on base functions in conjunction with the fundraising coordinator for league fundraisers and recruiting events.
- b. Plan and oversee league events (i.e. bouts, community service etc.) with assistance from the Event Committee.
- c. Ensure that all bouts have an announcer, national anthem singer, DJ, and half time show in conjunction with the booking head.
- d. Write up bout outline and itinerary.
- e. Set up bouts and coordinate all aspects of the bout from start to finish.
- f. Network with different on/off base organizations to get our name out to the public.
- g. Secure other venues, set up fundraisers, and charity events (ie, USO, Toys for Tots, Wounded Warrior Project, Kadena Special Olympics, Blood Drives).
- h. Coordinate with the fundraising coordinator to develop and see fundraisers through.
- i. Manage and oversee the Event Committee. The Committee is compiled of:
  1. Event Manager – Compile an agenda/itinerary for major events and supply a copy to the BOD for review.
  2. Public Relations Manager – Insure all the social networks are properly updated with current events.
  3. Marketing Manager – Create any necessary publication for upcoming events.
  4. Merchandise Manager – Set up the League “store” and events as needed.
  5. Booking/Location Head –
    - a. Responsible for maintaining league iTunes account and compiling playlist for league events if needed.
    - b. Responsible for booking any entertainment or outside vendors for league events.
    - c. Responsible for seeking out locations for League events.
  6. Treasurer – Responsible for approving all monetary expenses.
  7. All Star Team Manager – is primary POC for outside league on bout matters and is

responsible for organization and administration of the All Star Team.

8. Fundraising Manager –

- a. Plans and oversees fundraising events with the assistance from the event committee.
- b. Ensures all fundraising forms are filled out and approved by the respective bases.
- c. Ensures cash box is secure and money count is accurate at each event.
  
- j. Responsible for making all the practical arrangements for procurement of facilities for scrimmages and bouts
- k. Works closely with the Vice President and appointed location liaisons when confirming locations for league events for the following month
- l. Arranging and negotiating site use with the directors of said facilities for renewal of practice, scrimmage and bout locations
- m. Assists the Events Manager and Fundraising Manager as needed in obtaining locations for league functions
- n. Responsible for booking outside vendors for league bouts and other events (i.e. DJ, half-time entertainment, national anthem singer, announcer)
- o. Responsible for maintaining league iTunes account and compiling playlist for league events if needed

Section 8. Coach Duties:

- a. Responsible for attending (not required to skate) at least 4 Dog Pound practices, and passing the WFTDA Rules test before taking on coaching duties.
- b. Responsible for attending at least 4 team practices under team captain or current coach prior to taking on coaching duties.
- c. Responsible for attending 2 practices from all other league teams, under the team captain or current coach prior to taking on coaching duties.
- d. Preside over individual team practices and prepare player for highest possible level of play.
- e. Responsible for continuing to develop basic skating skills as well as work on higher level skills such as game/WFTDA rules, pack work, bout plays, whips, high speed stops, jumps, safety while skating and falling, positional blocking, hip and shoulder checks.
- f. Keep a record of team attendance and turn in to BOD at BOD/Coordinator meeting.

Section 9. Merchandise Manager Duties:

- a. Places and organizes league merchandise orders with vendors
- b. Act as liaison between team merchandise coordinators, vendors and league
- c. Find appropriate vendors for league products when applicable
- d. Maintains all League merchandise and property of the League that pertains to the League “store”
- e. Transports and sell items from the League “store” at required League events
- f. Prepare an event merchandise sale report after each league event occurring during the month to ensure total sales and remaining inventory are satisfactorily balanced
- g. Prepare a Merchandise report each month to keep an up-to-date account of the “stores” status to be submitted to the treasurer at the monthly BOD/Coordinator meeting

Section 10. Public Relations Manager Duties:

- a. Create ideas to sustain the League’s positive public image.
- b. Communicate League happenings to the public and to the Members by maintaining the following: League’s Fan Facebook Page, League’s Website, League’s Twitter account, and League’s Okinawa Yard Sales account. This includes creating an “Event” on the various

- social media websites for all league functions and events.
- c. Create League's monthly newsletter, The R.A.G and submit to the League Secretary for distribution by the first of the month.
- d. Act as liaison between the Webmaster and the League.
- e. Work closely with the Marketing Manager to appropriately brand and market the League's public image.

#### Section 11. Marketing Manager Duties:

- a. Construct printed advertising for the League events. (Flyers, photos for marketing, bout programs, brochures, etc.)
- b. Keep record of all photos and marketing materials for each league event.
- c. Gain necessary approval through MCCA in the form of a lic #. Prior to disbursing any publication in a timely manner to ensure adequate advertising time.

#### Section 12. Pound Managers Duties:

- a. The Dog Pound Managers are a yearly coordinator position.
- b. The Dog Pound Managers will be appointed by the incoming BOD in December of each year and will assume their position the first Sunday in January.
- c. There will be a minimum of two DPM with a maximum of four DPM.
- d. DPM will train all new members with the required skills to pass the WFTDA minimum skating requirements assessments.
- e. Train all new members with the required knowledge to pass the WFTDA written test.
- f. Be the positive first face and attitude of the Devil Dog Derby Dames to all new signups beginning in the pound.
- g. Have new signups fill out new membership paperwork first day of pound, making sure to note team affiliation, or draft.
- h. Have new signups read and sign the League/Team Leave Procedure.
- i. Have new signups fill out the Emergency Contact/Medical Information Form.
- j. Turn those papers in to the secretary at the membership meeting the following day.
- k. Print and maintain an attendance record of all skaters in the pound each month.
- l. Make a roster of all skaters in the pound which includes:
  - 1. Full name
  - 2. Contact information,
  - 3. Current assessment level
  - 4. Derby name and number(as they come up with them)
  - 5. Team assignment
  - 6. Attendance
  - 7. Passing of Derby 101.
- m. Go over Derby 101 study materials on the first Sunday of each month.
- n. Make copies and maintain study material as well as the Derby 101 Test for the class.
- o. Responsible for making copies of assessment sheets and filling them out prior to assessments.
  - 1. Skater profiles, skill level checklists and medical/medication contact form must be attached to each assessment
- p. Send an email after the 3<sup>rd</sup> Sunday of each month to inform the board of assessment names and levels.
- q. Bring a copy of the list with you on assessment day.
- r. Pre-assess new skaters on weeks 4 of training on skill levels that they have been introduced.
- s. Maintain a current Dog Pound Roster with both an email, and telephone contact for all new skaters.
- t. BOD and Dog Pound Manager will be Administrators of the closed Dog Pound Facebook

page.

- u. After the first Sunday of each month, the Dog Pound Manager will add new signups to the Dog Pound Facebook page, as well as remove graduates from the page.
- v. Dog Pound Manager is responsible for reminders of upcoming events such as scrimmages, bouts, recruiting events, fundraisers, Derby 101, or if Dog Pound has been moved or cancelled.
- w. Dog Pound Manager is responsible for keeping the league's extra gear for any new skaters available, in the event that a skater may need to borrow equipment.
- x. Cones, stop watches, whistles, hurdles and any other tools used for training will be provided by the league, but will be maintained by the Dog Pound Managers.
- y. Keep the Derby 101 board and magnets for learning tools.
- z. Maintain a binder which includes:
  - 1. Attendance
  - 2. Blank Membership Applications
  - 3. Blank Skater Skill Level Checklist
  - 4. Blank Medical/Medication Information Form
  - 5. Study guides and test supplies for Derby 101
  - 6. WFTDA MSR list to follow
  - 7. Blank assessment sheets for all new skaters
  - 8. Code of Conduct.
- aa. Cleaning supplies for the floor (magic erasers, baby wipes, etc.).
  - 1. All above stated equipment must be on your person at every dog pound, ready and able to be used and accessible.

#### Section 13. Fundraising Manager Duties:

- a. Plan and oversee fundraising events with assistance from the event committee (See event committee above in section 11c).
- b. Ensure all fundraising forms are filled out and approved by the respective bases.
- c. Ensure cash box is secure and money count is accurate at each event.

#### Section 15. Official Manager Duties:

- a. Prepare all bout paperwork, collect required signatures on site, and turn in all bout documents to a member of the Board of Directors within 7 days of the bout via email and present paper copies at the next BOD/Coordinator meeting following the bout.
- b. Train Non-skating Officials (NSO) and teach them the necessary skills to perform their duties at the highest possible level.
- c. Ensure that all Officials have equipment necessary to perform their jobs during a bout
- d. Is responsible for collecting team rosters, printing NSO paperwork and setting up the administrative duties prior to a bout such as ensuring a scoreboard is available and working, identifying the home/away teams, marking bench sections and other organizational work to ensure a smooth bout.
- e. Ensures that all NSO's have attended Derby 101 and passed the rules test

#### Section 16. Referee Manager Duties:

- a. Ensures that referees have passed minimum skating assessments.
- b. Responsible for continuous training of referee's. Minimum of 2 training sessions a month.
- c. Arranges and presides over Referee meetings and is responsible for giving a progress report at monthly BOD/Coordinator meetings. The progress report should contain attendance, summary of training exercises, questions and concerns.

- d. Responsible for maintaining a current contact listing of all skating referees and NSO's, regular communication of the DDDD schedule including practices, tests, meetings, scrimmages and bouts to all referees, as well as collects new membership forms and ensures proper procedures are followed according to the DDDD membership process.
- e. Serves on Event Committee when planning public bouts.
- f. Works with Coaches/Captains to secure referee practice time as well as schedule scrimmages throughout the season.
- g. Responsible for full referee roster/lineup and assigns referees positions for upcoming bouts based on skill level.
  1. Bout roster must be given to BOD no later than (1) day prior to the bout .
- h. Is the sole authority for the score of the game, penalties, expulsions and is judge of misconduct and forfeiture of the game under the rules set forth by WFTDA.
- i. The Referee Manager/Head Referee is responsible for the "gear check" no later than 10 minutes prior to bout start time. The referees will ensure that the skaters are wearing all required safety equipment, the correct uniforms, and the correct skater designations.
- j. The Referee Manager is responsible for coordinating the referees to ensure the track is bout ready.
- k. The Referee Manager/Head Referee is the only referee with the authority to expel anyone on a bout roster from a game. All other referees and officials must make recommendations to the Head Referee if they observe actions which warrant expulsion.
- l. Responsible for debriefing the officials after each bout to discuss strengths and areas of improvement.

#### Section 17. Team Coordinators

- a. Team Captain
  1. Assists Coach with training, attendance and team morale building.
- b. Team Merchandise Coordinator
  1. Responsible for attaining the written approval of any team merchandise order from the BOD before any order being placed
  2. Responsible for the league cash box and receipt book as well as any and all money exchange for the team's merchandise order
  3. Responsible for presenting all team members with a valid receipt for their purchase and agree to maintain all duplicate receipts for league records
  4. Responsible for taking, placing, handling, and picking up any team merchandise order
- c. Bench Coach (BC)
  - i. Responsible for attending at least 4 team practices, act as BC in a scrimmage, attend Derby 101 and passed the rules test before taking on BC responsibilities. Attendance at Dog Pound practice is also highly encouraged.
  - ii. Responsible for setting up team line up for bouts based on strengths of players, strategy and game scenarios

#### Article IV – Gear

Section 1. All members participating in practices, scrimmages, and bouts are required to wear all necessary protective gear. Members may NOT participate if any of the gear is incomplete or damaged. A list of mandatory gear is as follows:

- a. Derby Helmet (Bicycle, motorcycle, mountain climbing and other sports helmets are NOT permitted, it must be specific to roller derby.)
- b. Mouth Guard (Any type/brand is acceptable)
- c. Elbow pads (Any type/brand is acceptable)

- d. Wrist Guards (the removable plate may NOT be made out of metal.)
  - e. Knee Pads (Any type/brand is acceptable)
- Section 2. All members participating as an athlete MUST wear quad skates. Referees, however, may choose to wear in-lines.

## **Article V – Attendance**

Section 1. Attendance is based on an accumulative points system comprised of league points and team points.

- a. Available League Points, which include but are not limited to:
  - 1. General Membership Meetings.
  - 2. League Practices.
  - 3. Fundraisers.
  - 4. Community Service Events.
  - 5. Recruiting Events.
  - 6. Scrimmages.
  - 7. Bouts.
- b. Available Team Points, which include but are not limited to:
  - 1. Team Practices.
  - 2. Team Fundraisers.
  - 3. Team Recruiting.

Section 2. Maximum accumulative points will be based on the number of League Functions and Team Practices per month.

- a. Point System requirements will be announced at the monthly Membership Meeting.
- b. During the Bouting Season, points will be averaged on a monthly basis.
  - 1. Spring Bouting Season – February, March, April.
  - 2. Fall Bouting Season – August, September, October.
- c. During the Off-Season, points will be accumulated and averaged on a three month basis encompassing the entire off-season.
  - 1. Off-Season Spring – May, June, July.
  - 2. Off-Season Fall – November, December, January.

Section 3. The League Secretary will carefully monitor each member's points at all times, and will communicate this information regularly.

Section 4. If a skater takes leave at any time during the year, the skater will have 30 days prior AND 30 days after going on leave to earn points to fulfill their point requirement.

Section 5. If a skater does not meet their point requirement based on the season's requirements (Spring Bouting Season, Off-Season Spring, Fall Bouting Season, Off-Season Fall), they will be ineligible to bout.

- a. During the bouting season, to be considered eligible to bout, the skater must make the minimum point allowance for the preceding month.
- b. If the skater is bouting in February or August, the skaters' accumulative points for the Off-Season will be the point basis.

Section 6. For any absence to be considered excused, the absence must be submitted (by email) to the BOD no later than midnight, the day prior to the event. All emails should be sent to [bod@devildogderbydames.com](mailto:bod@devildogderbydames.com).

Section 7. During the bout season, the NSO crew will be compiled of the team NOT skating. All of that team's members are required to either volunteer to fill NSO positions, help set up, or help clean up unless otherwise cleared by Team Captain, Team Coach or BOD.

Section 8. All League Functions are considered mandatory unless otherwise specified by the BOD.

Section 9. Break-down of the points system:

- a. League Points:
  - 1. General Membership Meeting.

a.	Attend meeting in its entirety.	40 Points
b.	Arriving 30 minutes late.	20 Points
c.	Leaving early.	20 Points
d.	Excused Absence.	20 Points
e.	Unexcused Absence.	0 Points

2. League Practices.

- a. Attend practice in its entirety. 50 Points
- b. Arriving 30 minutes late. 25 Points
- c. Leaving early. 25 Points
- d. Arriving late and leaving early. 10 Points
- e. Excused Absence. 25 Points
- f. Unexcused Absence. 0 Points

3. League Fundraisers.

- a. Attend event in its entirety. 50 Points
- b. Arriving 30 minutes late. 25 Points
- c. Leaving early. 25 Points
- d. Arriving late and leaving early. 10 Points
- e. Excused Absence. 25 Points
- f. Unexcused Absence. 0 Points

4. Community Service Events.

- a. Attend event in its entirety. 50 Points
- b. Arriving 30 minutes late. 25 Points
- c. Leaving early. 25 Points
- d. Arriving late and leaving early. 10 Points
- e. Excused Absence. 25 Points
- f. Unexcused Absence. 0 Points

5. Recruiting Events.
  - a. Attend event in its entirety. 50 Points
  - b. Arriving 30 minutes late. 25 Points
  - c. Leaving early. 25 Points
  - d. Arriving late and leaving early. 10 Points
  - e. Excused Absence. 25 Points
  - f. Unexcused Absence. 0 Points
  
6. Scrimmages.
  - a. Skate and/or NSO in scrimmage 50 Points
  - b. Attend but sit out due to illness or injury. 25 Points
  - c. Arriving 30 minutes late. 25 Points
  - d. Leaving early. 25 Points
  - e. Arriving late and leaving early. 10 Points
  - f. Excused Absence. 25 Points
  - g. Unexcused Absence. 0 Points

7. Bouts.

	Skate and/or NSO at bout.	50 Points
	Attend, but sit out due to illness or injury.	25 Points
	Arriving 30 minutes late.	25 Points
	Leaving early.	25 Points
	Arriving late and leaving early.	10 Points
	Excused Absence.	25 Points

g.	Unexcused Absence.	0 Points
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b. Team Points:

1. Team Practices.

a.	Attend practice in its entirety.	10 Points
b.	Attend, but sit out due to illness or injury.	5 Points
c.	Arriving 15 minutes late.	5 Points
d.	Leaving early.	5 Points
e.	Excused Absence.	5 Points
f.	Unexcused Absence.	0 Points

2. Team Fundraisers.

a.	Attend fundraiser in its entirety.	10 Points
b.	Arriving 30 minutes late.	5 Points
c.	Leaving early.	5 Points
d.	Excused Absence.	5 Points
e.	Unexcused Absence.	0 Points

3. Team Recruiting.

a.	Attend event in its entirety.	10 Points
b.	Arriving 30 minutes late.	5 Points
c.	Leaving early.	5 Points

d.	Excused Absence.	5 Points
e.	Unexcused Absence.	0 Points

4. Team Fundraisers and Team Recruiting are not mandatory and can be used to supplement Team Practices and are at the discretion of the Coach.

c. Extra Points for events.

a.	Set-up Crew for Scrimmage.	5 Points
b.	Clean-up Crew for Scrimmages.	5 Points
c.	Set-up Crew for Bouts.	10 Points
d.	Clean-up Crew for Bouts.	10 Points
e.	Help with a non-mandatory event.	15 Points
f.	New Comer's Brief.	25 Points
g.	Full participation in non-mandatory fundraiser.	25 Points
h.	Full participation in non-mandatory recruiting drive.	25 Points

**Article VI – Code of Ethics and Conduct**

Section 1. Every member of the League is to provide positive support, care, and encouragement for everyone involved in roller derby by following this code of ethics and conduct:

- a. I will encourage good sportsmanship from fellow players, coaches, officials, and visiting leagues at every game and practice by demonstrating good sportsmanship
- b. I will remember that sports participation is an opportunity to learn and have fun
- c. I will be on time at every practice and game, and will notify my coach if I cannot
- d. I will do my very best to listen and learn from the League coaches as well as guest coaches
- e. I will do my best at every practice and game, working hard to improve my skills and help my team
- f. I will never argue or complain about a referee's calls or decisions

- g. I will control my temper and resist the temptation to retaliate if I feel I've been wronged.
- h. I will refrain from posting negativity on social media that could embarrass or negatively reflect on my league.
- i. I will treat my coaches, other players, officials, and spectators with respect regardless of race, gender, creed, or abilities and I will expect to be treated accordingly
- j. I will play by the rules and regulations of the game set forth by WFTDA guidelines
- k. DDDD is my League, regardless of my team assignment. I will treat all of my League mates with care and respect
- l. All League members will refrain from consuming alcoholic beverages before and during bout, scrimmages, practices, and family events

### **Article VII – Medical Insurance and Liability**

Section 1. This is a contact sport. Every member of the League must carry their own medical insurance, and assumes the responsibility of their own injuries

Section 2. The League is NOT liable for any injuries acquired by members while participating in the sport or while at League events.

### **Article VIII – Grading the Dog Pound Assessments**

Section 1. A passing assessment must have no lower end grade marks. They are graded in a range of points 1-4

1 – unacceptable – (no ability to understand or perform)

2 – needs work - (shows the ability to understand the skill but has not performed it)

3 – satisfactory - (completed on the second or third attempt)

4 – excellent - (completed on the first attempt)

Section 2. Assessors may ask the Dog Pound Manager running the assessment to have an assessing skater perform a skill a maximum of 3 times.

a. The initial skill performed may be “re-done” twice.

b. If a skater fails to perform the required skill after two “re-do’s”, a score of not-passing will be given.

Section 3. During any timed portion of the assessment, two time keepers will be present.

a. Time keepers are any Pound Manager not assessing the current skater.

b. The two time keepers will show the time recorded on their stopwatches to the assessor.

1. An average from the two stopwatches will be the recorded time.

c. Stop watches are the only acceptable equipment used to measure time.

1. Phones and watches are not acceptable time-measuring equipment.

Section 4. Any skater assessing MUST PASS ALL SKILLS outlined in the MSR to be eligible to be on an active skating roster.

a. If the skater fails the assessment, they must continue in Dog Pound and reassess at the end of the next month. They will only be required to assess the skills that were failed in the original assessment.

b. League exceptions:

1. 22 laps in 5 minutes are the minimum laps allowed for passing (WFTDA Section 1.4)

2. 7.5 seconds is the maximum amount of time allowed for weaving the cones (WFTDA Section 3.4).

3. One quick tap down is allowed for the 30 second balance (WFTDA Section 3.1.6).

4. One quick tap down is allowed for gliding (WFTDA Section 1.6.1).

Section 5. To be eligible to become a member of the Charter Team (DDDD All-Star Team), the invited skater MUST pass the Minimum Skills Requirements as outlined by the Women's Flat Track Derby Association.

### **Article IX – The Draft**

- Section 1. The draft will occur once a month, immediately following the completion of the pound assessments.
- Team Coaches/Captains eligible for the draft will convene to pick skaters according to the ranking given to each team.
  - Ranking, also known as draft pick order is based solely on bout outcome.
  - First pick will be awarded to the team with the most recent loss.
  - The draft pick order picks up from the previous draft left off.
- Section 2. A skater may request a transfer of teams.
- The skater must send an email to the BoD explaining the reason for a transfer.
  - The skater must get approval from her current team coach.
  - Once the BoD approves the transfer, the skater enters into the draft. The team with the next draft pick will get the skater.
  - The skater does not have to wait until the end of month pound draft.
  - The skater cannot be drafted to the team she is leaving.
  - Once the transfer and draft are complete, the draft pick order rotates.
- Section 3. When a team falls below 7 players that team gains priority during the draft. If all teams are above 7, the priority goes to the team that falls below 10.
- Any team that has earned first pick status based on bout outcome will still receive first pick if all teams are above the minimum.
  - The team that is below 7, will get first pick and all subsequent picks until they reach 7 players.
  - Once the priority team reaches 7 players, draft picks will resume as normal.
- Section 4. Once a team is at no less than 16 skaters, they will no longer participate in the draft until all teams have been built to at least 16. This is the only time a team will forfeit their draft pick.
- Section 5. Skaters that were recruited to be on a specific team will count towards roster numbers once they have passed all required assessments.
- Section 6. At the beginning of the MSR assessments, a “recruited” skater will be given the option to go into the draft.
- Prior to the start of the assessment, Dog Pound Manager will state, “You are about to complete the minimum skills assessment. You now have the option to remain a recruit for \_\_\_\_\_ team, or you can go to the draft. What would you like to do?” Their response will be witnessed by the Dog Pound Managers and recorded on their assessment sheet.
  - Recruited skater’s decision is considered final upon giving that statement.
- Section 7. Skaters that were recruited to be on a specific team and the team roster is maxed at 20 players may wait for a spot to open on the team roster or go into the draft. The decision made by the skater at the time of graduation is binding.
- Any skater who is waiting for a spot to open on a team that they were recruited to can practice and scrimmage with that team; however, they will not be able to participate in League Bouts with that team until she holds an active spot on the roster.
- Section 8. A team member, who has neither attended practice nor made contact with the league for 14 consecutive days during the season or over 30 consecutive days during the off season, will be removed from the team’s roster and considered inactive.
- If this member decides to return and reestablish activity, they will return to the team that they were previously assigned to. In the event that their previously assigned team is at the maximum capacity of 20 skaters, the member will then be given the option to wait for an

- opening on the team or go back to the draft.
- b. Any returning skater who wishes to wait for an opening on their previously assigned team may practice and scrimmage with the team, but they may not bout until they are officially placed on the team roster.

## **Article X – Pound Procedures**

### **Section 1. Training Schedule:**

- a. New members including Dames, Coaches and Skating Officials will begin their training in the Pound on the first Sunday of each month.
- b. Any applicant who signs up after the first Sunday of the current month will begin training the following month.
- c. Upon receiving electronic payment and registration, the new skating member will be emailed a “Welcome to the League” letter, Derby 101 study material, WFTDA Rules and Hand Signals, DDDD Constitution and Bylaws.
- d. Dog Pound training is a minimum of eight weeks.
  1. The only exception will be for coaches and referees who will only be required to attend 4 weeks of Dog Pound.
- e. Maximum attendance is highly encouraged in order to graduate the Dog Pound expeditiously.
  1. No more than one unexcused absence will be permitted in an eight week period. If a Pound Puppy exceeds one unexcused absence they will be required to stay in pound for an additional four week period.
  2. An absence will be considered excused if the Pound Puppy contacts at least one Dog Pound Manager the day prior and the Dog Pound Managers approve of the reason.
- f. If a Pound Pup cannot attend a training session and therefore is not shown a skill/level, he or she is ineligible to assess for that skill/level. (DPM cannot be responsible for re-teaching or "catching up" a skater during Dog Pound).
- g. Dog Pound Managers may reteach/catch up the new skater outside of Dog Pound at the discretion and availability of the instructors. (i.e. open skate).
- h. Other coaches, skaters or BOD members do not qualify for Dog Pound instruction
  1. Only the DPM's may conduct such instruction. NO EXCEPTIONS.
- i. While attending the Dog Pound, all Pound Pups are required to NSO during any League Scrimmage or Bout.
- j. During a month that has five Sundays, a scrimmage made up of graduated Pups will be scheduled.

### **Section 2. Derby 101:**

- a. Derby 101 will be held once per month, on the first day of Dog Pound. This class offers a classroom setting to prepare members for the WFTDA written portion of the assessments.
- b. A representative from the referee crew will attend the first training session on the first Sunday of the month. The referee will go over procedures and hand signals with the new skaters to give them a more visual and hands-on learning.
- c. A written test will be administered after all Derby 101 materials have been reviewed.
- d. Pound Pups must pass the written test to be eligible for assessment.

### **Section 3. Assessments:**

- a. WFTDA Minimum Skills Assessments will be conducted once per month, on the fourth Sunday of the month.
- b. Assessments will be administered by the Pound Managers.
- c. Assessments will be closed to League Members except for the BOD, Dog Pound Managers, Officials Manager, Coaches and Captains
- d. Recommendations for assessments will be given to the BOD in advance by the Pound Manager and must include which level they are assessing for.

- e. All eligible Pound Pups must be checked in for assessment no later than 1400.
  - e. Any Pound Pup who arrives after the 1400 check-in will be rescheduled to assess the following month. Any exception must be approved by the Pound Manager and BOD prior to assessments.
  - f. Based on the Pound Managers recommendation, Pound Pups will be assessed on Levels 1-4.
  - g. Dog Pound Managers will determine when Pound Pups are ready to assess.
  - h. Pound Pups will assess all levels at once, on their assessment day.
  - i. Assessment forms will be maintained by the Head Pound Manager at the conclusion of the assessments.
- Section 4. If a member joins with prior derby experience and they have passed their assessments with another WFTDA league, then they may present a letter certifying this from their prior league directly emailed from a board member from that league and qualify to bypass the Dog Pound, although attending is highly encouraged. If they qualify to bypass the Dog Pound, they can assess at the end of the month in order to be placed on a team. If they have not passed prior assessments then they must attend the Dog Pound and if eligible, may assess at the end of the month.
- Section 5. Returning DDDD members who have been inactive and/or on leave for more than 90 days must reassess before returning to the league.
- a. After the player has reassessed, the player will have the opportunity to go back on their previous team's roster if the roster is not maxed at 20 players.
    - 1. If that team's roster is full, the player has the option to wait until space is available on that team go into the draft.
  - b. Returning members may not practice with their previous team until they have been reassessed and officially placed back on the team's roster.
- Section 6. If a Pound Pup is Active Duty, it is the Pound Pups responsibility to notify the Pound Manager and BOD if they cannot attend the scheduled assessment due to work. A "Special" assessment may be scheduled if the following conditions are met:
- a. The Pound Pup cannot attend the next scheduled assessment.
  - b. Two out of the four Pound Managers are present.
  - c. If a direct recruit, one of the two present Pound Managers cannot be on the same team as the direct recruit.
- Section 7. Re-assessment of any League Member will be made by no less than two Pound Managers.
- Section 8. When assessing a direct recruit, the Pound Manager assessing will be from an opposite team.
- Section 9. Uniforms:
- a. After the skater has successfully graduated from the Pound and has been assigned to a roster, the Team Uniform Representative will take the graduated Pups uniform order.

## **Article XI: Bouts**

- Section 1. The League's Bouting season shall be broken into two parts, Spring and Fall.
- The Spring Bouting Season shall run from Jan 15 to May 31.
  - a. The Fall Bouting Season shall run from August 1 to November 15.
  - b. A Championship Bout will be played between the two teams with the best overall record.
  - c. In the event there is a tied record, the teams that are tied will have a "play-off" bout to determine which team will go to the Championship Bout.
    - 1. The Play-Off Bout will be played no less than two weeks prior to the Championship Bout.
- Section 2. Bout dates will be established at the first BOD/Coordinator meeting of the year for that corresponding year. Once dates are established, coaches will have 7 days to make any changes to the bout calendar. If changes are made all coaches must agree on changes.

- Section 3. Each team must submit a finalized roster no less than seven days prior to the scheduled League Bout.
- a. The minimum finalized roster for a bout is 7 skaters; the maximum finalized roster is 14 skaters plus 2 alternate skaters (16 total).
  - b. If a skater becomes injured and cannot continue play, an alternate may be substituted for the injured skater.
- Section 4. If a team cannot meet the required minimum number of skaters (7), then that team's Coach must declare a "No Contest".
- a. Only that team's Head Coach or acting Head Coach can announce his/her teams "No Contest".
  - b. A decision of "No Contest" must be submitted to the Board of Directors, as well as the opposing team's Coach, no later than 7 days before the scheduled bout.
- Section 5. If a "No Contest" is declared, the scheduled Bout will be carried out and the team that declared a "No Contest" must find substitutes to fill the required 7 spaces.
- a. Substitutes can only be current League skating Members who have passed the WFTDA Minimum Skills Requirements.
  - b. Pound Pups are not allowed to substitute.
  - c. It is at the Coaches' discretion if he/she wants to match the number of skaters on the opposing team's finalized Bout Roster, however, the minimum of 7 players must be present.
- Section 6. Team Bout Standings if a "No Contest" is declared:
- a. If a "No Contest" is declared, the opposing team officially wins the scheduled Bout and that win will count in the team's overall bout standings.
  - b. The team which declared a "No Contest" will officially lose the scheduled bout and that loss will count in the team's overall Bout standings.
- Section 7. Any team member (active or inactive) or team Coach that also serves as a League Referee is not permitted to Referee during a League Scrimmage or League Bout when their affiliated team is participating.

#### **Article XII: League Property**

- Section 1. All league property in a member's possession is the financial responsibility of that member. Should the property become lost, misused or damaged in any way that member is fully responsible for the cost of said property.
- Section 2. All league logos are considered league property and require BOD permission for use.

#### **Article XIII: Charter Team**

- Section 1. See Charter Team Policy, maintained by the Charter Team Coach and Captain/Manager.