



HAYAA DISC GOLF BY-LAWS

(Revised August 25, 2026)

ARTICLE I — ORGANIZATION

The name of this organization is Hartland Area Youth Athletic Association Disc Golf (hereinafter referred to as “HAYAA Disc Golf”). This organization exists as a division of HAYAA and, alongside other HAYAA divisions (Baseball/Softball, Cheer/Pom, Football, and Basketball), is subject to the terms, conditions, and governing authority of the HAYAA Executive Board.

ARTICLE II — PROGRAM OBJECTIVES

Mission Statement

HAYAA Disc Golf is a non-profit 501(c)(3) program administered by an entirely volunteer organization dedicated to providing structured in-house, instructional, and travel disc golf opportunities for youth in the Hartland, Michigan area.

Philosophical Beliefs

We believe that youth participants should:

- Learn sportsmanship, course etiquette, and environmental stewardship.
- Experience a safe, inclusive, and enjoyable environment.
- Be challenged to develop physical skills, mental focus, and strategic play.
- Learn fundamental disc golf techniques (driving, mid-range approach, and putting).
- Receive encouragement and mentorship from qualified adult volunteer coaches.
- Have equal access to participate regardless of household income.

We believe a quality youth disc golf program requires:

- Detailed planning and organizational management.
- Safe, well-maintained course facilities, targets, and starter disc equipment.
- Sustainable funding and community support.
- Qualified and vetted volunteer leadership.
- Active instruction in sportsmanship, integrity, and fair play.

The HAYAA Disc Golf Board is responsible for:

- Providing leadership, strategic direction, and program oversight.
- Evaluating program safety, course conditions, and participant satisfaction.
- Maintaining transparent communication with families, players, and the community.
- Setting player eligibility standards, registration dates, and registration fees.
- Formulating and managing an annual operating budget.



establishing, reviewing, and enforcing program by-laws, rules, and regulations.

- Managing board elections, tenure, and volunteer appointments.
- Procuring equipment, discs, course gear, and apparel.
- Making all coaching appointments and operational decisions.
- Securing sponsorships, managing fundraisers, and conducting regular board meetings.

ARTICLE III — STRUCTURE

Operating Board

The Operating Board shall consist of seven (7) voting members:

- President
- In-House Commissioner
- Travel Commissioner
- Secretary / Webmaster
- Treasurer
- Equipment & Course Coordinator
- Fundraising & Event Coordinator

In the event of a tie vote, the President shall cast the deciding vote. The Operating Board may appoint non-voting advisory positions as necessary.

Eligibility

Board nominees must commit fully to attending board meetings, course workdays, player evaluations, instructional clinics, and league events. All members must successfully pass a background check.

Elections

Elections for Operating Board officer positions (President, Secretary, and Treasurer) shall be held annually in October and will be voted on by the current Operating Board. Current board members are eligible to vote, including for themselves.

Removal of Board Members

- **1. Notice:** Any board member may submit written charges against another member to the full Board.
- **2. Special Meeting:** A meeting requiring at least two-thirds (2/3) board attendance shall be held within one week of receiving written notice.
- **3. Investigation:** An internal review shall take place to determine whether sufficient cause exists for dismissal.
- **4. Vote:** A two-thirds (2/3) quorum is required to conduct a vote, and a simple majority vote of those present determines removal.
- **5. Notification:** The member shall receive written notice of removal within 48 hours of the vote.



ARTICLE IV — BOARD MEMBER RESPONSIBILITIES

President

- Preside over all board meetings and enforce program by-laws and safety standards.
- Arbitrate operational or rule disputes not explicitly addressed by these by-laws.
- Serve as primary liaison to the HAYAA Executive Board and attend mandatory meetings.
- Appoint a board member to act as proxy when unavailable.
- Oversee course permitting, league scheduling, and volunteer assignments.

Commissioners (In-House & Travel)

- Serve as direct liaisons for coaches, participants, and parents within their respective divisions.
- Chair pre-season coaches' meetings, organize player evaluation clinics, and build balanced rosters.
- Manage league schedules, record weekly scores, and maintain division standings.
- Oversee division-ending tournaments and showcase events.

Secretary / Webmaster

- Document and archive all board meeting minutes and records.
- Provide documentation to the HAYAA Executive Board upon request.
- Maintain and update the website, registration portals, and social media channels.
- Manage official email accounts, league announcements, and public inquiries.

Treasurer

- Manage all accounts payable, accounts receivable, and annual financial statements.
- Prepare the annual operating budget for board and executive approval.
- Ensure expenses exceeding \$1,000 receive at least three (3) competitive vendor quotes prior to board approval.

Equipment & Course Coordinator

- Inventory, store, and distribute practice discs, loaner discs, targets, bags, and safety equipment.
- Coordinate course setup, tee-signage, directional markers, and maintenance days.
- Design official league apparel, uniform packages, and logos for board approval.

Fundraising & Event Coordinator

- Solicit local corporate sponsors and manage sponsor recognition signage on courses.
- Manage spirit wear sales, fundraising drives, and player promotional merchandise.
- Source and distribute season trophies, medals, and player reward packages.



Any board member with a personal, family, coaching, or financial interest in a matter shall disclose the conflict and recuse themselves from discussion and voting. All recusals must be documented in meeting minutes.

ARTICLE V — OPERATIONAL TIMELINE & GUIDELINES

- **March – May (In-House Season):** In-House practices and clinics take place indoors and outdoors through Hartland Community Education facilities.
- **June – August (Travel Program):** Travel league play and tournament season.
- **October:** Annual Operating Board elections.

ARTICLE VI — MEETINGS

- The Board shall hold regular monthly meetings open to all residents of the Hartland School District.
- A quorum (majority of voting members) must be present to transact official business.
- Motions pass by a simple majority vote unless otherwise specified in these by-laws.
- Executive (closed-door) sessions may be called by the President when necessary.
- Meetings shall be governed by Robert's Rules of Order.

ARTICLE VII — FINANCIAL CONTROLS

Expense Type	Approval Requirement	Control Guidelines
Standard Operating Expense	Treasurer & President Approval	Must fall within approved annual budget.
Capital Expenditures (>\$1,000)	Board Majority Vote	Requires 3 competitive vendor quotes.
Financial Assistance	Board Recommendation	Available for families unable to pay registration fees.

- **Non-Profit Status:** HAYAA Disc Golf operates as a 501(c)(3) program. Upon dissolution, all assets revert to the HAYAA Executive Board.
- **Fiscal Year:** January 1 to December 31.
- **Banking & Financial Accounts:** All accounts operated by HAYAA Disc Golf are subaccounts of HAYAA. All registration fees, donations, sponsorships, and fundraising proceeds shall be processed through approved organizational subaccounts under Treasurer oversight. Independent team or volunteer bank accounts are strictly prohibited.



ARTICLE VIII — REGISTRATION, EQUIPMENT & TEAM ASSIGNMENTS

- **Player Fees:** Registration fees cover insurance, facility/course user fees, loaner/practice disc inventory, uniforms, and administrative expenses.
- **Discs & Equipment:** Players are not provided individual game discs by the league and must supply their own game discs. HAYAA Disc Golf will maintain a shared pool of loaner discs and practice discs for instructional clinics and practices.
- **In-House Roster Assignment:** Players are assigned to In-House rosters by the division commissioner following skill evaluations.
- **Travel Team Eligibility & Travel:** Anyone is eligible to play on a Travel Team. Players participating in the Travel Program must provide their own transportation to different courses and competition venues.

ARTICLE IX — COACHING GUIDELINES

- All head and assistant coaches must complete an annual application and pass a mandatory background check.
- Priority is given to returning coaches in good standing at the Board's discretion.
- Coaches must adhere strictly to the HAYAA Coaching Code of Conduct, emphasizing safety, instruction, positive sportsmanship, and fair play.

ARTICLE X — AMENDMENTS

- Proposed amendments must be submitted in writing to the Board at least one month prior to voting.
- Amending these by-laws requires a two-thirds (2/3) board quorum present and a simple majority approval.