

# CHAPTER OPERATIONS MANUAL

2007

## **US Lacrosse**

113 West University Parkway  
Baltimore, MD 21210-3300

Erin Sturgis, Director of Chapter Relations  
410.235.6882 x132 • [esturgis@uslacrosse.org](mailto:esturgis@uslacrosse.org) • [www.uslacrosse.org](http://www.uslacrosse.org)

*An official publication of the National Governing Body of Lacrosse*

**One for all.**



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# Table of Contents

## 2006 USL CHAPTER MANUAL

<b>Section 1: Introduction.....</b>	<b>2</b>
<b>Section 2: US Lacrosse Staff Directory.....</b>	<b>6</b>
<b>Section 3: Chapter Structure .....</b>	<b>8</b>
<b>Section 4: Chapter By-Laws .....</b>	<b>21</b>
<b>Section 5: Geographic Alignment .....</b>	<b>40</b>
<b>Section 6: Nonprofit Status &amp; Fundraising.....</b>	<b>43</b>
<b>Section 7: Finance .....</b>	<b>49</b>
<b>Section 8: Communication .....</b>	<b>52</b>
<b>Section 9: Marketing &amp; Promotion.....</b>	<b>57</b>
<b>Section 10: Recruiting &amp; Managing Volunteers.....</b>	<b>62</b>
<b>Section 11: Nat'l Programs &amp; Information Services.....</b>	<b>63</b>
<b>Section 12: National Events.....</b>	<b>65</b>
<b>Section 13: Chapter Events.....</b>	<b>66</b>
<b>Section 14: National &amp; Chapter Halls of Fame .....</b>	<b>70</b>

# Introduction - Section 1

## WHAT IS US LACROSSE?

US Lacrosse was founded on January 1, 1998, as the national governing body of men's and women's lacrosse. US Lacrosse is the support behind the sport, and exists to serve the sport of lacrosse through resources, promotion, development, and training.

### Why have a national governing body of lacrosse?

The structure and philosophy of US Lacrosse mirrors that of most successful amateur sports governing bodies in the United States. Although lacrosse is growing in popularity, it has not achieved the success of other sports. In order to develop and maintain the needed resources to further develop and support the game, lacrosse must rely on the support of every individual who benefits from the game. US Lacrosse membership not only provides valuable benefits to members, but it also provides significant long-term benefits for lacrosse.

US Lacrosse now provides a leadership role in virtually every aspect of the game throughout the United States and abroad, and offers a number of programs and information services to its national membership of over 200,000 and the more than one million lacrosse enthusiasts throughout the country.

US Lacrosse policy is determined by a national board of directors, the officers of which form an Executive Committee who meets, every month, to monitor the progress of the corporation. Men's and Women's Divisions under the board address the issues specific to the play of each version of the game; councils within and/or between each division represent each constituency in the game; and committees throughout the organization focus on specific areas of activity.

### What is the mission and vision of US Lacrosse?

*US Lacrosse is the national governing body of lacrosse. Through responsive and effective leadership, we provide programs and services to inspire participation while protecting the integrity of the sport.*

*We envision a future which offers people everywhere the opportunity to discover, learn, participate in, enjoy and ultimately embrace the shared passion of the lacrosse experience.*

## CHAPTER PURPOSE

### Chapter Definition

A chapter of US Lacrosse is an extension of the national organization. A chapter unifies, promotes, and manages the many aspects of men's and women's lacrosse in its geographic area. Each chapter serves as a conduit to the national headquarters of US Lacrosse and has the authority to conduct business that conforms with the approved requirements outlined in the Chapter Agreement and Guidelines document (see document in Section 3).

### The purpose of a chapter is to:

- Remain compliant with the guidelines set forth by US Lacrosse
- Provide service to chapter members
- Unify all constituent groups within its geographic area
- Equally represent men's and women's lacrosse
- Establish itself as the central source for information, programs, and events within its geographic area

## **Chapter Goals**

1. To serve as a geographic focal point for the promotion and development of lacrosse, incorporating representation of and involvement in all levels of men's and women's play.
2. To promote and develop the game of lacrosse as an integral part of our educational process and as a means of making available to the youth of the chapter the beneficial attributes of the game.
3. To honor players, coaches, and officials whose skill and conduct on the field and in their business and professional lives inspire in the youth of the nation a high regard for the discipline of the game of lacrosse.
4. To broaden public interest in amateur lacrosse through educational programs designed to encourage the playing of the game and to make its benefits available to ever-increasing numbers of students in schools and colleges.
5. To completely understand the purpose and responsibilities of US Lacrosse - to organize all levels of men's and women's lacrosse under a given body, and to regularly and effectively interact with other chapter areas in the areas of lacrosse promotion, expansion, preservation and information networking.

## **BENEFITS OF HAVING A US LACROSSE CHAPTER**

- Rebate dollars from national headquarter for each membership in your chapter's service area
- Credibility of direct affiliation with the national governing body of men's and women's lacrosse
- Tax exempt status under national 501(c) 3
- Direct input on US Lacrosse policy and operations through Regions Council representation on the US Lacrosse Board of Directors
- Chapter contact information, events, board list, Web site link, etc. posted on national headquarters web site
- Coverage, event promotion and contact listings in Lacrosse Magazine
- Exclusive opportunity to host US Lacrosse coaching and officials training clinics - potential profit sharing
- Opportunity to host player clinics staffed by US National Team Players
- National office staff support for new and experienced chapters - full-time US Lacrosse staff member designated to provide chapter services and address needs
- Exclusive access to all info about US Lacrosse members in chapter area
- Exclusive opportunity to share resources resulting from national partnerships with organizations such as the National Recreation and Park Association (NRPA) and the Positive Coaching Alliance (PCA)
- Exclusive opportunity to establish chapter Hall of Fame to honor outstanding players, coaches, officials and contributors, and assist with the identification of qualified nominees for the national Hall of Fame

## MEMBERSHIP CATEGORIES AND BENEFITS

Membership in US Lacrosse offers a number of valuable benefits. Chapters should be well versed in the benefits and communicate them to current and potential members. All printed membership materials have the benefits listed on them and can be found on the US Lacrosse Web site. Here is a sampling:

- **Lacrosse Magazine** - The sport's premier publication. All members (except youth, they receive 6 issues) receive 12 issues.
- **Comprehensive lacrosse insurance coverage** - Each player, coach and official receives comprehensive lacrosse insurance for the year of their membership in the category they are registered. Insurance brochures, which contain limited information, can be ordered through our website. Detailed information regarding the insurance program is on our Web site and is about 45 pages when printed out.
- **Chapter Rebate** - Each member has a portion of their dues, rebated to their local chapter to assist in the regional development of the sport.
- **Membership Card** - Each member receives a membership card and sticker. Encourage members to display their sticker prominently.
- **Discounts** - Members receive a 10% discount on books, videos and resources as well as US Lacrosse and National Team merchandise. Items can be purchased through our Web site or at the museum gift shop.
- **Museum and Hall of Fame** - Members receive free admission to the National Museum and Hall of Fame, located at National Headquarters.
- **Programs and Services** - Access to programs and information services via the Sport Development Department (see 'Programs and Services' section).
- **E-mail Newsletter** - Monthly e-mail, which details the activities of US Lacrosse and the lacrosse world each month.
- **Special Benefits** - Certain categories receive additional benefits. Women's coaches receive a rulebook. Men's and women's officials receive a rulebook and a newsletter.

### **Chapter Rebates and lists**

The Chapter Rebate Program provides funding to chapters for every membership payment. When someone becomes a member of US Lacrosse for the first time or on a renewal basis, a portion of their dues flows to the chapter of their choice, usually the one in which they live. A quarterly rebate check is sent to chapter presidents, which reflects the rebates generated within the three months prior.

### **Membership Marketing**

The more members a chapter has, the greater the rebate dollars back to that chapter. Events are a great way for chapters to be seen, recruit volunteers, inform members and non-members about chapter and national events and earn more membership dollars. Marketing materials are available by contacting the Member Service Center at 410-235-6882 ext. 102 or [membership@uslacrosse.org](mailto:membership@uslacrosse.org).

Below are examples to help the Chapter become more visible to constituents at events:

- Contact the office of the Major League Lacrosse (MLL) or National Lacrosse League (NLL) team near the chapter. Set up a table on the concourse.
- Working with MLL and/or NLL to create a partnership between the league and the Chapter.
- Contact a local college about setting up a table during a college game.
- Contact the local high school about setting up a table during a high school game including the local, regional or state championships.
- Ask local sporting good stores to display membership and chapter material.
- Work in conjunction with the local parks and recreation about setting up a table or distributing membership brochures during lacrosse registration.

Below are additional ways Chapters can be more visible by hosting their own events:

- Hold a coach's clinic. Have a price for members and an increased price for non-members, which would include a membership. Contact local college and high school coaches to conduct sessions.
- Hold a player's clinic. Have a price for members and an increased price for non-members, which would include a membership. Chapters should have representation from coaches in the area. Ask them to help out. College player's home on break would also be good contacts. Chapters should also request to hold a National Teams Clinic when applicable.
- Have a "chapter night" at a sporting event. Most major league teams, including the professional lacrosse leagues, have a program that will discount tickets to groups. Sell tickets at face value and keep a portion for the chapter. Have a great time with lacrosse friends and earn money! Think of it as an alumni association.
- When hosting or sponsoring a tournament or try-out, require membership. Chapters can not receive a certificate of insurance if all participants are not US Lacrosse members.

Besides membership and marketing materials, each chapter should try to capture names and addresses of prospective members. Look for members of the chapter who would be willing to donate items for a raffle – dinner for two, gift certificate at a sporting goods store, 1 on 1 tennis/golf/lacrosse lessons, car wash, etc. Also, contact our office for items we might have on hand. Once they become a member, your rebate dollars grow!

# US Lacrosse Staff Directory - Section 2

## US Lacrosse Staff Directory 2007

Phone: ..... 410.235.6882  
Fax: ..... 410.366.6735  
Membership Fax: ..... 410.843.0390  
National Headquarters Address: ..... 113 West University Pkwy, Baltimore, MD 21210  
Memberships Processing Address: ..... US Lacrosse, P.O. Box 526, Oakland, MD 21550-4526

### **Member Services and Call Center**

Art Zito x114 ..... Managing, Director Membership  
Membership x102 ..... This extension will send callers to the first available membership representative  
Walter Evans x129 ..... Call Center Manager  
Elizabeth Piper x120 ..... Senior Member Services Representative  
Renee Mills x146 ..... Membership Processing Manager  
Ashley Staines x128 ..... Senior Membership Associate – Groups  
  
Latoya Tisdale x100 ..... Office Manager and Receptionist

### **Sport Development**

Beth Reisinger x126 ..... Director of Sport Development  
Erin Smith x151 ..... Manager of Education & Training  
Mary Cate Slay x149 ..... Youth Development Coordinator  
Sarah Cook x104 ..... Sport Development Associate

### **Special Events**

Sarah Oglesby x113 ..... Director of Special Events  
Ariana Andis-Klein x134 ..... Event Manager  
Erin Mest x123 ..... Event Manager

### **Communications & Public Relations**

Brian Logue x106 ..... Director of Communications  
Paul Krome x107 ..... Associate Director of Communications  
Matt DaSilva x116 ..... Communications Writer, Assistant Editor Lacrosse Magazine  
Paul Ohanian x154 ..... Web Content Manager  
Gabriella Ferraro x137 ..... Art Director  
Kira Muller x105 ..... Director of Advertising  
Bill Tanton x115 ..... Senior Associate Editor, Lacrosse  
Claire Lachary x159 ..... Communications Associate

### **Financial Development**

Susan M. Koches x124 ..... Director Financial Development  
Vacant ..... Associate Director of Financial Development  
Alex Lumbard x156 ..... Major Gifts Officer  
Kate Story x138 ..... Financial Development Associate (First Sport Society)  
Karen Townsend x125 ..... Financial Development Associate  
Ammie Ducker x145 ..... Financial Development Assistant

### **Chapter Relations**

Erin Sturgis x132 ..... Director of Chapter Relations

### **Lacrosse Museum and National Hall of Fame**

Joshua W. Christian x111 ..... Managing Director, Programs & Services  
Bobbie Bardzik x133 ..... Museum & Gift Shop Manager

**Marketing**

Glen Schorr x103 ..... Managing Director, Marketing & Branding  
Celeste Grow x112 ..... Marketing Associate

**Finance**

Cara Morris x109 ..... Managing Director, Operations  
Vacant ..... Staff Accountant

**Database Technology**

Dominic Mezzanotte x118 ..... Director of Information Technology  
Akilah Jackson x144 ..... Database Administrator

**Women’s Division**

Ann Carpenetti x143 ..... Women’s Division Director  
Stacie Wentz x143 ..... Women’s Division Associate

**Men’s Division**

Jody Martin x108 ..... Men’s Division Director  
Martha Dwyer x108 ..... Men’s Division Associate

**Executive Director**

Steve Stenersen x101 ..... Executive Director  
Nancy Patrick x101 ..... Assistant to the Executive Director

**TBD**

Vacant ..... Chief Operating Officer  
Vacant ..... Human Resources Specialist  
Vacant ..... Education and Training Assistant  
Vacant ..... National Teams Coordinator

**US LACROSSE ORGANIZATIONAL STRUCTURE**

Board of Directors ..... Executive Committee  
  
Men’s Division Board of Governors ..... Athletes, Coaches, Officials, Post-Collegiate Clubs,  
At-Large, Affiliated, Intercollegiate Associates  
  
Men’s Division Councils ..... Officials, Coaches, Athletes, Post-Collegiate Clubs,  
Intercollegiate Associates  
  
Men’s Division Committees ..... Hall of Fame, International, National Teams, Coach/Official  
Education  
  
Women’s Division Board of Governors ..... Athletes, Coaches, Officials, Post-Collegiate Clubs,  
At-Large, Affiliated, Intercollegiate Associates  
  
Women’s Division Councils ..... Officials, Coaches, Athletes, Post-Collegiate Clubs,  
Intercollegiate Associates  
  
Women’s Division Committees ..... Hall of Fame, Rules, International, National Teams,  
Coach/Official Education, safety education, competitions  
  
Unified Committees ..... Special Events, Budget/Audit, Membership, Marketing, Programs &  
Services, Strategic Planning, Facilities, Insurance, Development,  
Fundraising, Sports Science & Safety, Communications, Legal  
Issues  
  
Unified Councils ..... Youth, Regions

# Chapter Structure - Section 3

## **Chapter Leadership**

Sound leadership is the base for a successful chapter. Chapter leaders work closely with US Lacrosse and their neighboring chapters in order to support and grow the game.

## **Officers of the Chapter's Executive Committee:**

President

Vice President

Secretary

Treasurer

At-Large

## **Chapter Board Members**

Coaches - High School (1 minimum, 2 maximum from each game)

Coaches – College (1 minimum, 2 maximum from each game)

Officials (1 representative from each game)

Post College Club (1 representative from each game)

Athletes (1 representative from each game)

At-Large (2 representatives from each game)

Youth (1 minimum, 2 maximum from each game)

# US LACROSSE, INC. - CHAPTER AGREEMENT

Revised  
January 17, 2005

AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, by and between US Lacrosse, Inc., a Maryland corporation having its principal offices at 113 West University Parkway, Baltimore, Maryland, 21210 ('US Lacrosse') and \_\_\_\_\_ (the 'Chapter'), a corporation.

## PRELIMINARY STATEMENT

- A. US Lacrosse is the national governing body for the sport of lacrosse in the United States. The mission of US Lacrosse is to insure a unified and responsive organization that develops and promotes the sport by providing services to its members and programs to inspire participation, while preserving the integrity of the game.
- B. In furtherance of its mission, US Lacrosse fosters men's and women's lacrosse as amateur sports in the United States through a single organization that consolidates the various lacrosse constituencies engaged in the sports; improves the quality of service provided to the game of lacrosse by each such constituency; provides activities through the various constituencies that will promote lacrosse nationwide; insures that all decisions concerning the game are made on a fiscally sound basis; and promotes and preserves the values of the game of lacrosse throughout the United States and abroad.
- C. US Lacrosse is the sole and exclusive owner of all proprietary and other property rights and interests in and to the name US Lacrosse, the Lacrosse Museum and National Hall of Fame, or any part thereof, the US Women's National Teams and the US Men's National Teams.
- D. The establishment of Chapters is designed to unite lacrosse enthusiasts within a given geographic region in order to advance the objectives of US Lacrosse.
- E. The Chapter desires to become affiliated with US Lacrosse as one of its accredited regional Chapters and to acquire the right to use US Lacrosse's name and trademarks in connection therewith.
- F. The Chapter is willing to adopt and agree to adhere to the purposes of US Lacrosse, upon the terms and conditions hereinafter set forth, and the Chapter understands and is willing to comply fully and perform in accordance with all policies, practices, and procedures of US Lacrosse, as hereinafter described.

In furtherance of the foregoing and in consideration of the mutual promises contained herein, the parties hereto agree as follows:

### 1. GRANT OF RIGHT

Subject to the terms, conditions, and limitations set forth herein, US Lacrosse hereby grants to the Chapter and the Chapter hereby accepts the right to represent to the public that the Chapter is a chapter of US Lacrosse.

The Chapter shall be known as the \_\_\_\_\_, a regional Chapter of US Lacrosse, said name to be used only in connection with the Chapter's operations provided for hereunder. Notwithstanding anything to the contrary contained herein, the parties agree that in the event the Chapter or any person, firm or entity acting on behalf of the Chapter takes any action, which in the sole discretion of US Lacrosse could adversely affect or bring public disgrace or disrepute to US Lacrosse (a "Termination Event"), US Lacrosse shall have the right to immediately cancel and terminate this Agreement and all rights granted to the Chapter hereunder.

### 2. SERVICES AND BENEFITS RENDERED BY US LACROSSE, INC.

- A. Assistance from US Lacrosse. US Lacrosse shall advise and consult with the Chapter in connection with the Chapter's operations and activities. US Lacrosse will endeavor to provide such reasonable assistance as may be requested by the Chapter.
- B. Services and Benefits to Chapters. US Lacrosse shall provide specific services and benefits to the Chapter by:
  - 1. Taking all action reasonably necessary to include the Chapter in the US Lacrosse group tax exemption letter.

2. Making available to the Chapter working knowledge and experience of US Lacrosse and its full-time staff in the promotion, development and preservation of the game of lacrosse.
3. Providing support, guidance, and promotion of events and activities.
4. Providing a means to participate in national Hall of Fame nominations;
5. Providing opportunities for individuals to participate as members of the US Lacrosse Board of Directors, US Lacrosse Councils and/or US Lacrosse committees; and
6. Providing financial support to the Chapter, as described in Paragraph 3.
7. Providing such additional services and benefits to Chapters as US Lacrosse may determine to provide from time to time during the term of this Agreement.

C. Services and Benefits to Members. US Lacrosse shall make the following benefits and services available to its members:

1. All publications published by US Lacrosse, including Lacrosse Magazine, relevant to the membership category;
2. Discount on gift shop merchandise, including books, manuals, videos and apparel;
3. Membership card and sticker;
4. Access to exclusive programs and information services offered by US Lacrosse;
5. Membership in a single regional Chapter;
6. Unlimited free admission to the Lacrosse Museum and National Hall of Fame;
7. Participation in the National Insurance Program of US Lacrosse, as described on Schedule A, which is attached hereto and made a part hereof.
8. Such other benefits and services as may be in effect from time to time.

Notwithstanding anything contained herein to the contrary, US Lacrosse expressly reserves the right to modify, change or discontinue any or all of the benefits and services that US Lacrosse makes available to its Chapters and/or members at any time, for any reason, as determined by US Lacrosse in its sole discretion, and the Chapter acknowledges and agrees that US Lacrosse shall have the right at all times to modify, change or discontinue any or all such benefits and services to Chapters and/or members of US Lacrosse.

### **3. MEMBERSHIP DUES**

US Lacrosse, by its Board of Directors, shall fix, and may amend at its discretion, the categories of US Lacrosse membership available, and the amount and method of collection of membership dues. A fixed amount of the dues from each member within the geographic borders of the Chapter, as determined by zip code and as authorized by US Lacrosse, will be paid to the Chapter, for its own proper uses and purposes (the "Chapter Membership Payment"). The amount of the Chapter Membership Payment to be paid to the Chapter will be determined from time to time by the Board of Directors of US Lacrosse. Such payments shall be made quarterly and be accompanied by a list of new and/or renewing members within the Chapter area. Both Official and Provisional Chapters, as more particularly described on Schedules B and C, which are attached hereto and made a part hereof, shall be entitled to receive Chapter Membership Payments.

All members of US Lacrosse that reside in the region of the Chapter will automatically be members of that Chapter, unless they choose otherwise.

US Lacrosse will handle all membership dues solicitation and membership renewal solicitation in coordination with the Chapters. In the event that the Chapter receives any membership payments, it shall promptly forward such payments to US Lacrosse. The Chapter agrees that it shall not at any time during the term of this Agreement require the payment by its members of any "local" membership dues or otherwise require any payments to the Chapter by its members as a condition to membership in the Chapter, and the sole payment requirement applicable to members of the Chapter shall be the payment of membership dues to US Lacrosse.

All administration of membership will be the responsibility of US Lacrosse.

#### **4. ANNUAL FUND CAMPAIGN AND CAPITAL/ENDOWMENT CAMPAIGN**

The Chapter acknowledges that US Lacrosse may solicit and collect contributions from Chapter members as part of the Annual Fund, as well as any other national fundraising program.

The Chapter may solicit, collect, and retain for its own proper uses and purposes contributions above and beyond the Annual Fund and/or Capital/Endowment Campaign of US Lacrosse, provided that such fund raising efforts shall not interfere with the fund raising efforts of US Lacrosse . The Chapter shall cooperate in good faith with the fundraising activities and goals of US Lacrosse.

#### **5. SPECIFIC DUTIES AND OBLIGATIONS OF CHAPTERS**

Without limiting the generality of anything contained in this Agreement, the Chapter specifically acknowledges and agrees as follows:

- A. Compliance with Requirements of Schedules B and C. The Chapter acknowledges and agrees that Schedules B and C set forth specific requirements applicable to each Chapter attaining "Provisional" and "Official" status. The Chapter agrees that Schedules B and C constitute part of this Agreement, and the Chapter agrees to comply with the applicable Schedule at all times during the term of this Agreement.
- B. Submission of Chapter Report. The Chapter shall submit to US Lacrosse within thirty (30) days following the end of each fiscal year of US Lacrosse during the term of this Agreement a summary of the activities and initiatives undertaken by the Chapter during the preceding fiscal year, a projection of activities and initiatives to be undertaken by the Chapter during the current fiscal year and a financial report, consisting of an income and expense statement and balance sheet for the Chapter as of the end of the fiscal year covered by the Chapter's report, together with such additional information as US Lacrosse may request from time to time (collectively, the "Chapter Report"). The Chapter acknowledges that the failure of the Chapter to submit the Chapter Report to US Lacrosse as required hereby shall constitute an Event of Default pursuant to Paragraph 11A below and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies more particularly described in Paragraph 11B below.
- C. Attendance at Chapter Assembly. The Chapter acknowledges that US Lacrosse conducts a Chapter Assembly every other year, and all Chapters are required to be represented at each Chapter Assembly conducted by US Lacrosse. The Chapter further acknowledges that the failure of the Chapter to be represented at a Chapter Assembly shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11B below.
- D. Proprietary Rights of US Lacrosse. The Chapter acknowledges that all of the photographs, images, likenesses and video that may appear at any time during the term of this Agreement in Lacrosse Magazine, on the US Lacrosse website or upon or in any other form of media that may be produced, distributed or otherwise made available by US Lacrosse to its Chapters, its members or the public generally (collectively, the "Proprietary Images") are owned either by third parties who grant to US Lacrosse the limited right to use the Proprietary Images or are owned by US Lacrosse (the "Proprietary Rights"). The Chapter acknowledges and agrees that the Proprietary Rights are personal to US Lacrosse and neither the Chapter nor its members shall have any right to use for any purpose whatsoever the Proprietary Images or any other Proprietary Rights in or to the Proprietary Images without the express written consent of the holder of the Proprietary Rights, which may be the third party that owns the Proprietary Images. The Chapter therefore agrees that any use by the Chapter of any Proprietary Images shall be subject to the prior written consent of US Lacrosse, and any such use by the Chapter shall be upon terms and conditions as US Lacrosse may establish, in its sole discretion, pursuant to a fully revocable, nonexclusive license by US Lacrosse to the Chapter. The Chapter agrees that it shall not make any use whatsoever of any Proprietary Images without first obtaining from US Lacrosse its written approval and the grant by US Lacrosse to the Chapter of a fully revocable, nonexclusive license to use any such Proprietary Image. The Chapter agrees that the use by the Chapter of any such Proprietary Image pursuant to a license granted by US Lacrosse to the Chapter as provided herein shall not create or result in the acquisition by the Chapter of any rights in or to any such Proprietary Image except the limited license rights granted by US Lacrosse to the Chapter. Any determination by US Lacrosse to grant a license as provided herein shall be made by US Lacrosse in its sole and exclusive discretion. The Chapter further acknowledges that US Lacrosse shall not have any obligation whatsoever to attempt to obtain the consent of any third party owner of the Proprietary Images and/or any third party holder of any Proprietary Rights in the event that the Chapter requests the grant by US Lacrosse of a fully revocable, nonexclusive license to use any Proprietary Images that are owned or controlled by any such third party owner or holder of the Proprietary Rights. Any use by the Chapter of any Proprietary Image that is not strictly in accordance with the requirements of this Paragraph 5D shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise any of the remedies described in Paragraph 11B below.

- E. **Membership Information.** The Chapter acknowledges that during the term of this Agreement US Lacrosse may furnish to the Chapter certain membership information with respect to the members of US Lacrosse that reside in the geographic area covered by the Chapter (the "Membership Information"). The Chapter acknowledges and agrees that any determination by US Lacrosse to provide any Membership Information to the Chapter shall be made by US Lacrosse in its sole and exclusive discretion. The Chapter further acknowledges and agrees that Membership Information shall only be furnished by US Lacrosse to the president of the Chapter or at the request of the president of the Chapter. The Chapter agrees that all Membership Information is proprietary to US Lacrosse, and the provision by US Lacrosse of Membership Information to the Chapter shall not create or otherwise result in the acquisition by the Chapter of any right, title or interest in or to the Membership Information. The Chapter agrees that all Membership Information is strictly confidential. The Chapter agrees that the Chapter shall not provide any Membership Information furnished by US Lacrosse to the Chapter to any third party, and the Chapter shall maintain at all times the confidentiality of any Membership Information furnished by US Lacrosse to the Chapter. The Chapter specifically agrees that any proposed use of any Membership Information furnished by US Lacrosse to the Chapter shall be subject to the prior written approval of US Lacrosse, and US Lacrosse shall be entitled to impose such conditions upon any such proposed use of the Membership Information as US Lacrosse may deem necessary or appropriate to maintain at all times the confidentiality of the Membership Information. The Chapter agrees that any failure by the Chapter to comply fully and completely with the requirements of this Paragraph 5E relating to Membership Information shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11B below.
- F. **Chapter Operations Manual.** The Chapter acknowledges that US Lacrosse has furnished to the Chapter a Chapter Operations Manual (the "Manual") that sets forth a wide range of requirements and policies that are applicable to the organization and operation of the Chapter. The Chapter agrees to comply fully and completely with all of the requirements set forth in the Manual, including without limitation all US Lacrosse policies or policy statements that are included in the Manual, as the Manual may be revised by US Lacrosse from time to time during the term of this Agreement. The Chapter acknowledges and agrees that any failure by the Chapter to comply fully and completely with all of the requirements applicable to the Chapter that are set forth in the Manual shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11B below.

## **6. COMPLIANCE WITH LAW**

The Chapter shall comply with any and all laws, rules and regulations that apply to the facilities and activities of the Chapter. Without limiting the generality of the foregoing, the Chapter shall comply with all fundraising and solicitation laws and shall timely pay and discharge any taxes and governmental charges or levies that may be imposed upon it.

## **7. INSPECTION**

The Chapter shall keep proper books of records and accounts of which full, true and correct entries will be made of all business transactions in accordance with generally accepted accounting principles. The premises, operations, accounts, books, records and all federal, state, and local tax returns and other filings of the Chapter shall be open to inspection, examination and/or audit by US Lacrosse and its authorized representatives at all reasonable times and with reasonable notice. Any such inspection, examination and/or audit shall be at the cost and expense of US Lacrosse.

## **8. CHAPTERS REPRESENTATIONS**

The Chapter represents and warrants that no license, consent or approval of any governmental authority is required in connection with the execution, delivery or performance, by the Chapter, of this Agreement. The Chapter holds all franchises, licenses, consents, approvals, or authorizations of any public or governmental authority required or advisable in connection with the conduct and operation of the Chapter.

## **9. TAX-EXEMPT STATUS**

US Lacrosse represents that it is presently qualified, and will endeavor to remain qualified, as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986. It is the intention of the parties that the Chapter shall be included within said tax-exempt status, as long as it remains an 'official' chapter. Accordingly, the Chapter shall not carry on any activities, which might result in that revocation of that tax exempt status. From time to time, as and when required by US Lacrosse, the Chapter shall execute and deliver such documents and instruments, required by Schedule B or the Manual and shall take such action as shall be deemed by US Lacrosse to be necessary or advisable in order to have the Chapter preserve such tax-exempt status. In particular, the Chapter agrees to comply fully and completely with the US Lacrosse policy statement that sets forth requirements applicable to participation in the US Lacrosse group tax exemption, as modified from time to time by US Lacrosse. The Chapter agrees that any failure by the Chapter to comply fully and completely with such policy statement and the requirements of this Paragraph 9 shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies set forth in Paragraph 11B

below. The Chapter hereby irrevocably appoints US Lacrosse as its agent and attorney-in-fact to execute and deliver all such documents and instruments and to take, or cause to be taken, such acts as may be necessary or advisable in order to preserve the tax-exempt status of US Lacrosse. Failure on the part of the Chapter to comply with the requirements of Schedule B and the Manual may result in the Chapter being removed from the group exemption by US Lacrosse, in addition to any and all other remedies of US Lacrosse as a result of the occurrence of any such Event of Default.

## **10. DISCLAIMER OF LIABILITY AND INDEMNIFICATION**

- A. The Chapter. The Chapter shall be solely responsible for the conduct of its affairs, and shall conduct such affairs subject to the restrictions and limitations contained herein. Without the express written consent of the Board of Directors of US Lacrosse, the Chapter is not authorized to bind or obligate US Lacrosse in any way, whether by contract, agreement or otherwise. The Chapter shall pay all of its own expenses. The Chapter agrees to indemnify and hold US Lacrosse harmless from and against any and all liabilities, losses and costs of any nature whatsoever (including reasonable attorney's fees) arising out of any claim or demand asserted against US Lacrosse based on any acts or omissions of the Chapter or any of its officers, agents or employees.
- B. US Lacrosse. US Lacrosse agrees to indemnify and hold the Chapter harmless from and against any and all liabilities, losses and costs of any nature whatsoever (including reasonable attorney's fees) arising out of any claim or demand asserted against the Chapter based on any acts or omissions of US Lacrosse or any of its officers, agents or employees.

## **11. EVENTS OF DEFAULT AND REMEDIES**

- A. Events of Default. The occurrence of any of the following events (an "Event of Default") shall constitute an Event of Default by the Chapter pursuant to this Agreement:
1. If the Chapter shall be adjudicated bankrupt or become insolvent, or if the Chapter shall make a general assignment for the benefit of creditors;
  2. If any judgment against the Chapter remains unsatisfied or unbonded of record for thirty (30) days or longer unless proceedings to set aside the judgement have been commenced during such period and have been duly prosecuted diligently;
  3. If procedures for reorganization or rearrangement of the Chapter's affairs are instituted by, for, or against the Chapter; and such proceedings have not been discontinued during a period of 30 days; nor have proceedings been commenced to set aside such procedures within such period and have been prosecuted diligently;
  4. If the Chapter fails to perform any obligation of the Chapter pursuant to this Agreement or otherwise breaches any other provision of this Agreement and such failure or breach continues for a period of fifteen (15) days after the delivery of written notice thereof by US Lacrosse to the Chapter, except as otherwise provided in Paragraph 11A5 below, with respect to which no written notice and opportunity to cure shall be required.
  5. If the Chapter takes any action or omits to take any action that constitutes a Termination Event described in Paragraph 1 above, as determined by US Lacrosse in its sole discretion, which shall constitute an immediate Event of Default without any written notice or opportunity to cure.
- B. Remedies. Upon the occurrence of any Event of Default as described in Paragraph 11A above, US Lacrosse shall be entitled to terminate this Agreement by delivering written notice of termination to the Chapter, in addition to any and all other rights and remedies that US Lacrosse may have as a result of the occurrence of any such Event of Default. Additionally, upon the occurrence of any Event of Default relating to any breach by the Chapter of the requirements of Paragraph 5E above relating to Proprietary Images or the requirements of Paragraph 5E above relating to the Membership Information, the Chapter acknowledges and agrees that US Lacrosse does not have an adequate remedy at law as a result of the occurrence of any such Event of Default and US Lacrosse shall therefore be entitled to the entry of a temporary, preliminary and permanent injunction ordering the Chapter to comply fully and completely with the applicable requirements of Paragraph 5 above.
- C. Actions Upon Termination. Upon termination of this Agreement, the Chapter shall comply with all of the following:
1. The Chapter shall not make use or avail itself of any lists of the members of US Lacrosse or disclose or reveal any such information or any portion thereof to others provided, however, that in the event of termination, US Lacrosse may consent to the continued use by the Chapter of Membership Information, as determined by US Lacrosse in its sole discretion as of the date of the termination with respect to the Chapter area so long as the former Chapter continues to operate as an advocacy group or promoter of lacrosse in the area served by the Chapter;

2. The Chapter shall discontinue the use of the name and logo of US Lacrosse or the use of any and all signs, printed material, audiovisual or any other material bearing said name or any reference thereto;
3. The Chapter shall promptly inform its members that it no longer constitutes a chapter of US Lacrosse;
4. The Chapter shall not operate or conduct any business under any name or in any manner that might tend to give to the general public the impression that this Agreement is still in force or that the former Chapter is in any way connected or affiliated with US Lacrosse or any longer has any right to the use of the name and trademarks of US Lacrosse; and
5. The Chapter shall turn over to US Lacrosse all funds that constitute Chapter Membership Payments received by the Chapter during the fiscal year in which this Agreement terminates, together with all books and records of the Chapter; those funds will be put in escrow pending the revitalization of a chapter in that region and/or expended in that region in a manner to be determined by the board of directors of US Lacrosse; provided, however, that the Chapter shall not be obligated to turn over to US Lacrosse any general purpose funds or endowment monies raised by the Chapter and restricted for the specific purpose of benefiting lacrosse in the area served by the Chapter.

## **12. TERM**

This Agreement and the rights granted hereunder, unless sooner terminated in accordance with the provisions of Paragraphs 1 or 12, shall be and remain in full force and effect until canceled by either party upon three (3) months' written notice to the other.

## **13. MISCELLANEOUS**

- A. **Partial Invalidity.** Any provision of this Agreement which is invalid or illegal shall be of no effect, and in such case all remaining terms and provisions of this Agreement shall remain and continue in full force and effect.
- B. **Submission to Jurisdiction.** The Chapter hereby submits to the jurisdiction of the courts of the State of Maryland with respect to any action arising out of or in connection with this Agreement, or the transactions contemplated herein.
- C. **No Partnership.** Nothing in this Agreement shall be construed to make any party hereto an agent or partner of, or joint venture with, the other; no party hereto shall become liable by or because of any representation, act, or omission of the other contrary to the provisions hereof.
- D. **No Waiver.** No failure on the part of US Lacrosse to exercise, and no delay in exercising, any right under this Agreement, shall operate as a waiver thereof.
- E. **Mutual Cooperation.** The parties agree to cooperate in every way appropriate in order to carry out the provisions of this Agreement.
- F. **Bind and Inure.** This Agreement and the rights granted hereunder shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns. The Chapter shall neither sell, assign, transfer, encumber, or convey any right or interest granted to it under this Agreement or suffer or permit any such assignment, transfer, conveyance, or encumbrance to occur by operation of law, without the prior written consent of US Lacrosse.
- G. **No Oral Modification.** No modification, amendment, waiver, consent, or discharge in connection with this Agreement shall be binding upon either party hereto unless in writing and signed by the party sought to be charged with the same.
- H. **Notices.** Any notice or other communication required or permitted hereunder shall be sufficiently given or served if in writing and personally delivered or mailed, postpaid, by registered or certified mail, return receipt requested, to the other party at its address set forth on the signature page(s), or to such other address as it shall designate by notice pursuant to this subparagraph.
- I. **Captions.** The captions of the various sections of this Agreement are solely for convenience, and shall not be deemed in any way to modify, explain, enlarge, or restrict any of the provisions hereof.
- J. **Counterparts.** This Agreement may be executed in one or more counterparts, all of which together shall be considered one and the same instrument.

K. Schedules. The Schedules to this Agreement are incorporated by reference in this Agreement and shall be part of this Agreement for all purposes. Any failure by the Chapter to comply with the requirements set forth in the Schedules shall constitute an Event of Default pursuant to Paragraph 11(a) above and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11(B) above.

L. Replacement of Prior Agreement. This Agreement replaces and supersedes in its entirety any prior Chapter Agreement between US Lacrosse and the Chapter.

M. Governing Law. This Agreement and all matters or issues collateral thereto shall be governed by the laws of the State of Maryland applicable to contracts made and performed entirely therein.

END OF AGREEMENT EXCEPT FOR SIGNATURE PAGE AND SCHEDULES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

(CHAPTER)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

ADDRESS (ON DATE OF SIGNATURE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

US LACROSSE, INC.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE \_\_\_\_\_

US Lacrosse, Inc.  
National Headquarters  
113 West University Parkway  
Baltimore, MD 21210-3300  
410-235-6882

## **SCHEDULE A - INSURANCE**

US Lacrosse Chapter events and lacrosse participants will have access, through membership, to the National Insurance Program of US Lacrosse. This program includes General Liability/Participant Legal Liability, Excess Accident Medical, and Catastrophic Medical Insurance.

The purchase of additional insurance will not be needed for Chapter-sponsored sport events if all of the participants (players, coaches and officials) are members of US Lacrosse. Individual insurance coverage is in place during the year of membership for players, coaches and officials.

Chapters are required to purchase Directors and Officers Insurance covering chapter board members while they serve in Chapter roles. This insurance does not cover them in out of chapter events or positions.

Certificates for proof of insurance may be obtained by calling the insurance program administrator (see below) directly; or by completing the application for a certificate of insurance that appears as 'Schedule D- Insurance.' Coverage for special Chapter sponsored sport events in which all the participants are not US Lacrosse members is available through the insurance program administrator.

It is strongly recommended that each Chapter purchase the Directors and Officers Professional Liability Insurance available through the US Lacrosse National Insurance Program. This coverage provides protection for the directors, officers, volunteers, and employees of the Chapter, in the discharge of their duties.

### US Lacrosse National Insurance Program Administrator

Bollinger  
830 Morris Turnpike  
Short Hills, New Jersey 07078  
800-350-8005  
FAX 973-467-0759

Certificates available from Bollinger

## **SCHEDULE B - CONDITIONS FOR NEW AREA TO BECOME A PROVISIONAL CHAPTER.**

### CHAPTER STATUS AND OBLIGATIONS

Chapters may either be in 'provisional' status or 'official' status. New areas (identified after January 1, 2002) that request 'official' status must first become 'provisional.' 'Provisional' status will be in place for at least six months and no longer than one year from the start of 'provisional' status. To become 'provisional', a chapter must fulfill the obligations outlined below.

Provisional Chapter: A new area can become a provisional Chapter after the following conditions are met. To become a provisional Chapter, a new area must be invited by US Lacrosse to apply to become a provisional Chapter of US Lacrosse, and once invited a new area must complete all steps in the Chapter Application process, which consists of the following:

1. Identify for approval by US Lacrosse the geographic area that the Chapter will serve by submitting the zip codes of that area.
2. Have 100 current dues-paying members of US Lacrosse within the identified geographic Chapter region.
3. Hold at least one organizational meeting of at least one representative from each major constituent group within the designated chapter area.
4. Submit the names and addresses of all organizational meeting attendees and other constituent group representatives to the national office.
5. Apply for a Federal Employer ID Number (IRS Form SS4).
6. Submit a plan that includes a budget and a proposed schedule of events and activities to be accomplished during 'provisional' status, together with projected three to five year overall goals for the Chapter.
7. Create a "Steering Committee" to fill required Chapter board positions for any Chapter board positions not yet filled and to create an action plan for filling such Chapter board positions. This action plan must be provided as part of the Chapter Application submitted to US Lacrosse.
8. Comply with the requirements of Schedule C, Paragraphs 13, 14, 15, 16, 17, 18 and 19.
9. Complete and submit to US Lacrosse a Chapter Board/Meeting Report in the form required by US Lacrosse.
10. Execute and deliver the Chapter Agreement to US Lacrosse.

## **SCHEDULE C - OFFICIAL CHAPTER OBLIGATIONS**

### CHAPTER STATUS AND OBLIGATIONS

Chapters may either be in 'provisional' status or 'official' status. New areas that request 'official' status must first become 'provisional.' 'Provisional' status will be in place for at least six months and no longer than one year from the start of 'provisional' status. To become 'provisional', a chapter must fulfill the obligations outlined in Schedule B.

Official Chapter: An Official Chapter will be established after its 'provisional' status and the completion of the following requirements. Official Chapters MUST:

1. *Submit bylaws. Existing chapters must submit a new set of by-laws based on a template that is provided by the national office. This set of by-laws must follow the model of the national by-laws.*
2. *Become incorporated. Chapters must submit a copy of their Articles of Incorporation to the national office. For legal purposes, it is in the best interest of the chapter to to maintain an incorporation status. Incorporation provides a measure of defense in case of a liability issue and better protects the individuals who manage Chapter functions. Costs to incorporate vary from state to state, unless the legal work can be done 'pro bono.' A typical state filing fee might range from \$50 to \$100.*
3. *Annually submit an updated listing of officers and board members, including areas of responsibility and titles. This information is due in the national office within thirty (30) days of the end of each fiscal year. Chapters are encouraged to follow the national headquarters fiscal year model for their own operations.*
4. *To the maximum extent reasonably possible, have its board reflect the composition of the national board of US Lacrosse as it pertains to constituent and gender representation. Chapter boards should attempt to have at least 16 members, and no more than 22, with voting privileges based on the following:*

*\*Youth - 2 minimum, 4 maximum (one men's game representative, one women's game representative)*

*\*High School - 2 minimum, 4 maximum (one men's game representative, one women's game representative)*

*\*College - 2 minimum, 4 maximum (one men's game representative, one women's game representative)*

*\*Post-College Club - 2 (one men's game representative, one women's game representative)*

**\* FOR THE ABOVE FOUR CONSTITUENCIES: Team or School coaches and/or administrators are strongly recommended.**

*Officials - 2 (one men's game representative and one women's game representative)*

*Athletes - 2 (one men's game representative and one women's game representative)*

*- individual college or post-college players that have represented the United States in international competition are recommended. If an international level player is not available, then a top level college (varsity or club) or post-college club player is permissible.*

*At-large - 4 (these individuals may not represent any of the above constituencies. It is strongly recommended that these board members be business professionals.)*

*NOTE: At no time should one person fill 2 or more constituent seats on the Chapter board.*

*Chapter boards may include additional representation from the above constituencies above the maximum 22 representatives with voting privileges, but only on a gender and constituent balanced basis. However, accepted standards of nonprofit organizations indicate that a greater number of board representatives is not recommended due to issues of function and efficiency.*

5. *Submit an annual report within thirty (30) days after the end of each fiscal year, which would include a financial statement detailing the previous year's financial activities and a summary report of all activities undertaken by the Chapter during the immediately preceding fiscal year.*
6. *Submit a summary action plan within thirty (30) days after the end of each fiscal year, which includes activities planned for the upcoming year and how the Chapter intends to use its funds during the then current fiscal year. A Chapter must maintain accurate and updated financial records at all times; chapter financial records should be available for review by its board, its membership and the national office at all times. Chapters must spend its funds appropriately and in a manner that is consistent with the policies and procedures set forth by US Lacrosse. US Lacrosse shall supply a format for the maintenance of financial reports if requested by a Chapter.*

7. Adhere to minimum Chapter insurance requirements as determined by the Insurance Committee of US Lacrosse. (See *Schedule A*)
8. Establish and attain membership growth targets. *Chapters agree to work with US Lacrosse to support membership growth in each chapter area. Chapters will be asked to achieve modest growth in membership each year. US Lacrosse work with each chapter to set those target numbers well before the beginning of each fiscal year.*
9. Meet a minimum of six times per year on an every other month basis. *It is strongly suggested that chapters meet on the same day at the same time at the same place each month to ensure the best possible attendance. Meeting minutes must be taken and kept on file.*
10. Conduct an annual meeting of its adult members. *Proper notification of this meeting should take place well in advance.*
11. Send a minimum of three communications (newsletters, letters, E-mails, etc.) per year to its non-youth membership with a copy of that communication going to the national US Lacrosse office. *If financially able, Chapters should communicate to its youth members at least once a year. These communications should also be sent to the other Chapters and the National Office. E-mail communication is acceptable but chapters are reminded that many members may not have access to E-mail. Newsletters must follow a national design and should be at least two pages in length.*
12. Have a minimum of three events per year to promote lacrosse. *That could include but is not limited to: Tournaments, festivals, golf events, play days, clinics, camps, Hall of Fame ceremonies, awards events, national events, etc.*
13. Work to establish their own webpage, which shall be linked to the national web site. *Chapters who have web sites should work with US Lacrosse staff to link them with the US Lacrosse site. The Chapter acknowledges that valuable good will is attached to the name and trademarks in which the Chapter has been granted rights hereunder and the Chapter agrees to use such name and trademarks only in the manner and to the extent prescribed and permitted by US Lacrosse.*
14. Assist US Lacrosse in maintaining annually an accurate census of lacrosse participants and entities in Chapter area.
15. Comply with the US Lacrosse's guidelines for the use of its logo and name. *Chapters of US Lacrosse must identify themselves as 'a regional chapter of US Lacrosse and use the national logo or a Chapter logo supplied or approved by US Lacrosse on all publications, video, websites and any and all other means of communication and at all events is required.*
16. Not endorse any commercial product, service or enterprise or permit its name or the name or logo of US Lacrosse to be used in any marketing or promotional material of any third party without the prior consent of US Lacrosse.
- 17. Participate in the process of identifying nominees to serve on the national Regions Council. *The Regions Council is comprised of one representative from each Region and Chapter President shall assist in the identification and nomination of candidates for the five Regions Council Executive Committee positions to lead the Regions Council and serve on the US Lacrosse Board of Directors.***
18. Acknowledge that any membership list constitutes the property and a valuable trade secret of US Lacrosse and that no right is given to or acquired by the Chapter to disclose or reveal any portion thereof, to any individual or organization without the approval of US Lacrosse. Accordingly, the Chapter hereby covenants and agrees to keep and respect the confidence of its membership lists.
19. Refer frequently to the Chapter Operations Manual for guidance and answers regarding Chapter governance, structure and policy as well as the obligations above.

IN WITNESS WHEREOF, the parties hereto have executed these Schedules as of the day and year first above written.

(CHAPTER)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

ADDRESS (ON DATE OF SIGNATURE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

US LACROSSE, INC.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE \_\_\_\_\_

US Lacrosse, Inc.  
National Headquarters  
113 West University Parkway  
Baltimore, MD 21210-3300  
410-235-6882

# Chapter By-Laws - Section 4

[NOTE: THIS IS A SUGGESTED FORM FOR USE BY AN INCORPORATED CHAPTER OF US LACROSSE, INC. THE ACTUAL TEXT SHOULD BE MODIFIED, IF NECESSARY, TO CONFORM TO THE NONPROFIT CORPORATION LAW OF THE STATE IN WHICH THE CHAPTER IS INCORPORATED.]

B Y L A W S  
OF  
[NAME OF CHAPTER]  
(a \_\_\_\_\_ Nonprofit Corporation)

## ARTICLE I

Office; Fiscal Year and [Corporate Members]

Section 1.01. Registered Office. The registered office of the corporation shall be [\_\_\_\_\_].

Section 1.02. Fiscal Year. The fiscal year of the corporation shall begin on the first day of January in each year.

(Section 1.03. Corporate Members. For all purposes of these bylaws and the [Nonprofit Corporation Law], the members of the corporation shall consist of those directors in office from time to time who are active members of U.S. Lacrosse, Inc., a Maryland nonprofit corporation.)\*

- This provision is needed only if the Chapter is a "Membership" corporation under state law.

## ARTICLE II

Board of Directors

Section 2.01. Powers. The board of directors shall have full power to conduct, manage, and direct the business and affairs of the corporation; and all powers of the corporation, are hereby granted to and vested in the board of directors.

Section 2.02. Qualification and Selection. The directors shall be elected by [specify]. Nominees for directors shall be limited to those persons nominated by the Nominating Committee and such additional nominees as may be nominated in writing by at least five Members of US Lacrosse, Inc. who reside within the region of the Chapter at least 10 days prior to the date when directors are to be elected. When selecting nominees the Nominating Committee shall seek to identify and nominate persons who will help achieve or maintain balance on the board of directors with respect to various lacrosse constituencies (including, but not limited to, youth groups, high schools, colleges, clubs and officials/referees). [add divisional balance statement]

Section 2.03. Number and Term of Office. The board of directors shall consist of such number of directors not less than [five or more than 25], as may be determined from time to time by resolution of the board of directors. Each director shall hold office for three years and until a successor shall have been elected and qualified, except in the event of death, resignation or removal. Notwithstanding the foregoing, by resolution of the board of directors, the directors in office when these bylaws are adopted shall be divided as evenly as possible into three groups, one group to serve for one year, one group to serve for two years, and one group to serve for three years, in each case until a successor shall have been elected and qualified.

Section 2.04. Vacancies. (a) The board of directors may declare vacant the office of a director if such director is declared of unsound mind by an order of court, or convicted of felony, or for any other proper cause, or if within 60 days after notice of selection, the director does not accept such office either in writing or by attending a meeting of the board of directors. (b) Any vacancy or vacancies in the board of directors because of death, resignation, removal in any manner, disqualification, an increase in the number of directors, or any other cause, may be filled by a majority of the remaining members of the board of directors though less than a quorum, at any regular or special meeting; and each person so elected shall be a director to serve for the balance of the unexpired term.

Section 2.05. Place of Meeting. Meetings of the board of directors may be held at such place as the board of directors may from time to time appoint, or as may be designated in the notice of the meeting.

Section 2.06. Regular Meetings. Regular meetings of the board of directors shall be held [every other month from September through June] at such time and place as shall be designated from time to time by resolution of the board of directors. At such meetings, the directors shall transact such business as may properly be brought before the meeting. Notice of regular meetings need not be given unless otherwise required by law or these bylaws.

Section 2.07. Special Meetings. Special meetings of the board of directors shall be held whenever called by the president or by two or more of the directors. Notice of each such meeting shall be given to each director by telephone or in writing at least 24 hours (in the case of notice by telephone) or 48 hours (in the case of notice by telegram) or five days (in the case of notice by mail) before the time at which the meeting is to be held. Every such notice shall state the time and place of the meeting.

Section 2.08. Quorum, Manner of Acting, and Adjournment. A majority of the directors in office shall be present at each meeting in order to constitute a quorum for the transaction of business. Every director shall be entitled to one vote. Except as otherwise specified in the articles or these bylaws or provided by statute, the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the board of directors. In the absence of a quorum, a majority of the directors present and voting may adjourn the meeting from time to time until a quorum is present. The directors shall act only as a board and the individual directors shall have no power as such, except that any action which may be taken at a meeting of the directors may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the directors in office and shall be filed with the secretary of the corporation.

Section 2.09. Executive and Other Committees.

(a) The board of directors may, by resolution adopted by a majority of the directors in office, establish the following committees:

- (1) Finance/Fundraising, and
- (2) Programs.

The board of directors may also establish such other committees as the board of directors may deem appropriate from time to time. Each committee shall consist of two or more directors of the corporation.

(b) The board of directors may have an Executive Committee consisting of those directors who also serve as the president, vice president, treasurer, and secretary, together with the director, if any, who served as the immediate past president. The Executive Committee shall have and exercise all of the powers and authority of the board of directors in the management of the business and affairs of the corporation, except that the Executive Committee shall not have any power or authority as to the following:

- (1) The filling of vacancies in the board of directors.
- (2) The adoption, amendment or repeal of the bylaws.
- (3) The amendment or repeal of any resolution of the board.

(c) The board of directors shall have a Nominating Committee which shall be formed in advance of each annual election of directors. The board of directors shall, by resolution adopted by a majority of the directors in office, designate at least three directors to serve on such committee.

(d) No committee of the board of directors, other than the Executive Committee, shall, pursuant to resolution of the board of directors or otherwise, exercise any of the powers or authority vested by these bylaws or the Nonprofit Corporation Law of 1988 in the board of directors as such, but any other committee of the board of directors may make recommendations to the board of directors or Executive Committee concerning the exercise of such powers and authority.

(e) The establishment of any committee of the board of directors and the delegation thereto of power and authority shall not alone relieve any director of the fiduciary duty of such director to the corporation.

(f) A majority of the directors in office designated to a committee shall be present at each meeting to constitute a quorum for the transaction of business and the acts of a majority of the directors in office designated to a committee shall be the acts of the committee.

Section 2.10. Interested Directors or Officers; Quorum. No contract or transaction between the corporation and one or more of its directors or officers, or between the corporation and any other corporation, partnership, association, or other organization in which one or more of its directors or officers are directors or officers, or have a financial interest, shall be void or voidable solely for such reason, or solely because the director or officer is present at or participates in the meeting of the board of directors which authorizes the contract or transaction, or solely because his, her or their votes are counted for such purpose, if:

(1) The material facts as to such relationship or interest and as to the contract or transaction are disclosed or are known to the board of directors and the board in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested directors, even though the disinterested directors are less than a quorum; or

(2) The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified, by the board of directors. Common or interested directors may be counted in determining the presence of a quorum at a meeting of the board of directors which authorizes a contract or transaction specified in this section.

## **ARTICLE III**

### Notice - Waivers - Meetings

Section 3.01. Notice, What Constitutes. Whenever written notice is required to be given to any person under the provisions of the articles, these bylaws, or the [Nonprofit Corporation Law], it may be given to the person, either personally or by sending a copy thereof by first class or express mail, postage prepaid, or courier services, charges prepaid, or by facsimile or electronic transmission to his or her address (or to his or her facsimile number) supplied by the person to the corporation for the purpose of notice. If the notice is sent by mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or with a courier service for delivery to that person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by law or these bylaws.

### Section 3.02. Waivers of Notice.

(a) Whenever any written notice is required to be given under the provisions of the articles, these bylaws, or the [Nonprofit Corporation Law], a waiver thereof in writing, signed by the person or persons entitled to the notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of the notice. Except as otherwise required by Section 6.05, neither the business to be transacted at nor the purpose of a meeting need be specified in the waiver of notice of such meeting.

(b) Attendance of a person at any meeting shall constitute a waiver of notice of the meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

Section 3.03. Modification of Proposal Contained in Notice. Whenever the language of a proposed resolution is included in a written notice of a meeting required to be given under the articles or these bylaws or the [Nonprofit Corporation Law], the meeting considering the resolution may without further notice adopt it with such clarifying or other amendments as do not enlarge its original purpose.

Section 3.04. Exception to Requirement of Notice. Wherever any notice or communication is required to be given to any person under the provisions of the articles or these bylaws, or the [Nonprofit Corporation Law] or by the terms of any agreement or other instrument or as a condition precedent to taking any corporate action, and communication with that person is then unlawful, the giving of the notice or communication to such person shall not be required and there shall be no duty to apply for a license or other permission to do so.

Section 3.05. Conference Telephone Meetings. One or more persons may participate in a meeting of the board or a committee of the board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.

## **ARTICLE IV**

### Officers

### Section 4.01. Number, Qualifications and Designation.

(a) The officers of the corporation shall be a president, a vice president, a secretary, a treasurer, and such other officers as may be designated by the board of directors. Any number of offices may be held by the same person. Only directors of the corporation shall be eligible to serve as officers. The board of directors may elect from among the members of the board a chairman of the board who shall also be an officer of the corporation.

(b) In lieu of the standards of conduct otherwise provided by law, officers of the corporation shall be subject to the same standards of conduct, including standards of care and loyalty and rights of justifiable reliance, as shall at the time be applicable to directors of the corporation. An officer of the corporation shall not be personally liable, as such, to the corporation for monetary damages for any action taken, or any failure to take any action, unless the officer has breached or failed to perform the duties of his or her office under the articles of incorporation, these bylaws, or the applicable provisions of law and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this subsection shall not apply to the responsibility or liability of an officer pursuant to any criminal statute or for the payment of taxes pursuant to local, state or federal law.

Section 4.02. Election and Term of Office. The officers of the corporation shall be elected every other year by the board of directors, and each such officer shall hold office until the second annual organization meeting of directors following such election and until a successor shall have been elected and qualified, or until death, resignation, or removal.

Section 4.03. Removal. Any officer, committee, employee or other agent of the corporation may be removed, either for or without cause, by the board of directors or other authority which elected, retained or appointed such officer, committee or other agent whenever in the judgment of such authority the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

Section 4.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled by the board of directors, and if the office is one for which these bylaws prescribe a term, shall be filled for the unexpired portion of the term.

Section 4.05. General Powers. All officers of the corporation, as between themselves and the corporation, shall have such authority and perform such duties in the management of the corporation as may be determined by resolutions or orders of the board of directors, or, in the absence of controlling provisions in resolutions or orders of the board of directors, as may be provided in these bylaws.

Section 4.06. The President. The president shall be the chief executive officer of the corporation and shall have general supervision over the activities and operations of the corporation, subject, however, to the control of the board of directors and the chairman. The president shall sign, execute, and acknowledge, in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments, authorized by the board of directors, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors, or by these bylaws, to some other officer or agent of the corporation; and, in general, shall perform all duties incident to the office of president, and such other duties as from time to time may be assigned by the board of directors or the chairman. The president shall not serve consecutive terms in office.

Section 4.07. The Vice President. The vice president shall perform the duties of the president in the absence of the president and such other duties as may from time to time be assigned to him or her by the board of directors, the chairman or the president.

Section 4.08. The Secretary. The secretary shall record all the votes of the directors and the minutes of the meetings of the board of directors and of committees of the board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by the corporation as required by law; shall be the custodian of the seal of the corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of secretary, and such other duties as may from time to time be assigned by the board of directors, the chairman or the president.

Section 4.09. The Treasurer. The treasurer shall have or provide for the custody of the funds or other property of the corporation; shall collect and receive or provide for the collection and receipt of moneys earned by or in any manner due to or received by the corporation; shall deposit all funds in his or her custody as treasurer in such banks or other places of deposit as the board of directors may from time to time designate; shall, whenever so required by the board of directors, render an account showing all transactions as treasurer, and the financial condition of the corporation; and, in general, shall discharge such other duties as may from time to time be assigned by the board of directors, the chairman or the president.

## **ARTICLE V**

### Indemnification of Directors, Officers and Other Authorized Representatives

Section 5.01. Indemnification of Directors, Officers, etc. To the extent that a director, officer, or agent of the corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding in which such person was a party as the result of servicing as a director, officer or agent of the corporation (or in defense of any claim, issue or matter therein), such person shall be indemnified against expenses actually and reasonably incurred by such person in connection therewith. In addition the corporation may provide indemnification in other circumstances to the extent permitted by [the Nonprofit Corporation Law].

## **ARTICLE VI**

### Miscellaneous

Section 6.01. Chapter Affiliation. The corporation shall at all times conduct its activities and programs in a manner consistent with the purposes of US Lacrosse, Inc. and maintain its status as a recognized chapter of such organization.

Section 6.02. Checks. All checks and notes shall be signed by such one or more officers or employees of the corporation as the board of directors may from time to time designate. No expenditure of \$500 or more and no commitment to expend such amount shall be made without the prior approval of the board of directors.

Section 6.03. Contracts. Except as otherwise provided in these bylaws, the board of directors may authorize any officer or officers, agent or agents, to enter into any contract or to execute or deliver any instrument on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 6.04. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such

banks, trust companies, or other depositories as the board of directors may approve or designate, and all such funds shall be withdrawn only upon checks signed by such one or more officers or employees of the corporation as the board of directors shall from time to time designate.

Section 6.05. Amendment of Bylaws. These bylaws may be amended or repealed, or new bylaws may be adopted, by vote of a majority of the board of directors of the corporation in office at any regular or special meeting of directors. Such proposed amendment, repeal or new bylaws, or a summary thereof, shall be set forth in any notice of such meeting, whether regular or special.

# US Lacrosse, Inc. By-Laws - Section 4 Continued

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US LACROSSE, INC.  
BY-LAWS  
(As amended January 13, 2002)

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BY-LAWS OF US LACROSSE, INC.

## TABLE OF CONTENTS

CHAPTER 1–NAME.....	
CHAPTER 2–DEFINITIONS.....	
CHAPTER 3–PURPOSES.....	
CHAPTER 4–PROHIBITED ACTIVITIES .....	
CHAPTER 5–POWERS OF US LACROSSE.....	
CHAPTER 6–MEMBERSHIP; DIVISIONS.....	
CHAPTER 7–DUES.....	
CHAPTER 8–RECOGNITION AND SUSPENSION OR REMOVAL OF MEMBERS.....	
CHAPTER 9–COUNCILS; MEETINGS OF COUNCILS.....	
CHAPTER 10–DIRECTOR NOMINATING PROCEDURES.....	
CHAPTER 11–BOARD OF DIRECTORS .....	
CHAPTER 12–EXECUTIVE COMMITTEE .....	
CHAPTER 13–OFFICERS AND DUTIES.....	
CHAPTER 14–EXECUTIVE DIRECTOR AND DIVISION DIRECTORS .....	
CHAPTER 15–COUNSELOR.....	
CHAPTER 16–REPRESENTATIVES TO THE IF.....	
CHAPTER 17–ACTION AND ATTENDANCE AT MEETINGS.....	
CHAPTER 18–COMMITTEES.....	
CHAPTER 19–AMENDMENTS TO BY-LAWS .....	
CHAPTER 20–ELIGIBILITY .....	
CHAPTER 21–INTERNAL GRIEVANCE PROCEDURES .....	
CHAPTER 22–SANCTIONING OF AMATEUR ATHLETIC COMPETITION .....	
CHAPTER 23–CONFLICT OF INTEREST AND ETHICAL PRACTICES .....	
CHAPTER 24–INDEMNIFICATION .....	
CHAPTER 25–ADMINISTRATIVE, FISCAL AND LEGAL MATTERS.....	
CHAPTER 26–TRANSACTIONING BUSINESS BY CONFERENCE TELEPHONE.....	
CHAPTER 27–PRINCIPAL OFFICE .....	
CHAPTER 28–GENERAL.....	

## CHAPTER 1– NAME

Section 1.1: The name of this corporation shall be US Lacrosse, Inc.

## CHAPTER 2– DEFINITIONS

Section 2.1: As used in these By-Laws, the term:

- A. “Active Athlete” means any male or female individual over the age of 18 years who is actively engaged in Amateur Athletic Competition in the sport of Lacrosse or who has represented the United States on a national team in Amateur Athletic Competition held under IF jurisdiction in the sport of Lacrosse within the preceding ten years.
- B. “Affiliated Sports Organizations” means the National Collegiate Athletic Association and the National Federation of State High School Associations.
- C. “Amateur Athlete” means any male or female athlete who meets the eligibility standards established by US Lacrosse for the sport of Lacrosse.
- D. “Amateur Athletic Competition” means a contest, game, tournament, or other event in which only Amateur Athletes compete.
- E. “Amateur Sports Organization” means a not-for-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any Amateur Athletic Competition in the sport of Lacrosse.
- F. “Armed Forces” means the United States Army, United States Navy, United States Air Force, and United States Marine Corps.
- G. “Council” means the members of US Lacrosse in any one of the following classes of membership: Athletes, Coaches, Officials, Post-Collegiate Clubs, Intercollegiate Associates, Affiliated Sports Organizations, Regional Associations and Youth Organizations.
- H. “Division” means one of the organizational units of US Lacrosse, being either the Men’s Division or the Women’s Division.
- I. “IF” means such international sports federation(s), if any, as is (are) recognized by the Board as having jurisdiction over International Amateur Competition in Lacrosse.
- J. “Intercollegiate Associates” means team organizations, other than varsity or junior varsity teams, which engage in intercollegiate Lacrosse competition.
- K. “International Amateur Athletic Competition” means any Amateur Athletic Competition involving athletes from two or more countries.
- L. “Lacrosse” means all of the lacrosse disciplines recognized by US Lacrosse or recognized in the IF sanctioned styles of play. It shall include the women’s and men’s games as well as other developmental styles of the game.
- M. “Lacrosse Clubs” means Post-collegiate Clubs and Intercollegiate Associates. (The term shall not include scholastic clubs.)
- N. “NGB” means National Governing Body.
- O. “Post-collegiate Clubs” means team organizations, other than professional teams, which engage in post-collegiate Lacrosse competition.
- P. “Regional Association” means any organization within a region or state, as defined by the Board of Directors, that is designated by the Board to carry out US Lacrosse responsibilities in that region or state.
- Q. “Sanction” means a written approval issued by US Lacrosse.
- R. “US Lacrosse” means US Lacrosse, Inc., a Maryland not-for-profit corporation.
- S. “Youth” shall mean any male or female individual 15 years of age or younger, who is actively engaged in Amateur Athletic Competition, or otherwise participating in the sport of Lacrosse.

- T. "Youth Organizations" means any Amateur Sports Organization, club, association or community group which sponsors or arranges any Amateur Athletic Competition or training for Youth in the sport of Lacrosse.

### CHAPTER 3– PURPOSES

Section 3.1: The purposes of US Lacrosse are stated in the Articles of Incorporation. In furtherance of such purposes, US Lacrosse shall serve as the National Governing Body for the sport of Lacrosse in the United States and may serve as the member of any IF for Lacrosse. In furtherance of such purposes, US Lacrosse shall:

- A. Establish national goals for amateur athletic activities related to the sport of Lacrosse and encourage the attainment of those goals.
- B. Coordinate and develop amateur athletic activity in the United States relating to Amateur Athletic Competition in the sport of Lacrosse and to promote Lacrosse participation and the development of athletes' skills at all levels through programs for Lacrosse coaches and officials.
- C. Exercise exclusive jurisdiction over all matters pertaining to the participation of the United States in the sport of Lacrosse in world championships and other international competitions.
- D. Promote and support amateur athletic activities in the sport of Lacrosse involving the United States and foreign nations.
- E. Keep Amateur Athletes informed of policy matters of the NGB.
- F. Promote and encourage physical fitness and public participation in the sport of Lacrosse and the education of the public with respect thereto.
- G. Assist organizations and individuals concerned with sports in the development of amateur athletic programs for Amateur Athletes in the sport of Lacrosse from grassroots junior development through advanced levels.
- H. Protect the right of opportunity, without discrimination on the basis of race, color, religion, age, sex, sexual preference or national origin, of any Amateur Athlete, coach, trainer, manager, administrator, or official to participate in Amateur Athletic Competition in the sport of Lacrosse.
- I. Provide for the swift resolution of conflicts and disputes involving Amateur Athletic Competition in the sport of Lacrosse.
- J. Foster the development of amateur athletic facilities for use by Amateur Athletes training for competitions in the sport of Lacrosse and assist in making such facilities available to such athletes.
- K. Provide and coordinate technical information on physical training, equipment design, coaching, and performance analysis in the sport of Lacrosse.
- L. Encourage and support research, development and dissemination of information in the areas of sports medicine, sports science and sports safety related to the sport of Lacrosse.
- M. Maintain and promote the highest ethical standard in all aspects of the sport of Lacrosse.
- N. Encourage and provide assistance to amateur athletic programs and competitions for disabled individuals in the sport of Lacrosse including, where feasible, the expansion of opportunities for meaningful participation by disabled individuals in lacrosse competition for able-bodied individuals.
- O. Encourage and provide assistance to Amateur Athletes of racial and ethnic minorities for the purpose of increasing the participation of such athletes in the sport of lacrosse.
- P. Fulfill any other purposes outlined for National Governing Bodies.
- Q. Honor men and women, past and present, who by their deeds as players, coaches, officials, and/or contributors, and by the example of their lives, personify the great contribution of the sport of Lacrosse to our way of life, and to enshrine such individuals in the Lacrosse Hall of Fame.
- R. Maintain a museum, depository or showplace for memorabilia, artifacts, equipment, uniforms, written material and documents relating to and descriptive of the sport of Lacrosse and its history, including its Native American origins.

## CHAPTER 4– PROHIBITED ACTIVITIES

Section 4.1: US Lacrosse shall not participate or intervene directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office.

Section 4.2: No substantial part of the activities of US Lacrosse shall be attempting to influence legislation by propaganda or otherwise, or contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting or opposing legislation.

## CHAPTER 5– POWERS OF US LACROSSE

Section 5.1: US Lacrosse shall be autonomous in its governance of the sport of Lacrosse, in that it independently shall determine and control all matters central to such governance, shall not delegate such determination and control to other organizations, and shall be free from outside restraint. This provision shall not be construed as preventing US Lacrosse from contracting with third parties for administrative assistance and support in connection with its purposes or from delegating to its members the authority to conduct certain portions of the NGB's program. In connection therewith, and without limiting any powers granted by applicable state law, US Lacrosse shall have the following powers:

- II. Represent the United States in relations with any IF.
- III. Serve as the coordinating body for Amateur Athletic Competition in the sport of Lacrosse in the United States.
- IV. Exercise jurisdiction over international amateur athletic activities and sanction International Amateur Athletic Competition held in the United States and sanction the sponsorship of International Amateur Athletic Competition held outside the United States in the sport of Lacrosse, in accordance with the provisions of these By-Laws.
- V. Conduct Amateur Athletic Competition in the sport of Lacrosse, including regional championships, national championships, and International Amateur Athletic Competition in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions except for restricted competition referred to in Paragraph E below.
- VI. Designate individuals and teams to represent the United States in International Amateur Athletic Competition (other than the Olympic or Pan American Games) in the sport of Lacrosse and certify, in accordance with the rules of any IF, the eligibility of such individuals and teams, provided that any Amateur Sports Organization which conducts Amateur Athletic Competition, participation in which is restricted to a specific class of Amateur Athletes (such as high school students, college students, members of the Armed Forces or similar groups or categories), shall have exclusive jurisdiction over such competition. If such an Amateur Sports Organization wishes to conduct International Amateur Athletic Competition for Lacrosse either inside or outside the United States, it shall obtain a Sanction from US Lacrosse as provided in Chapter 22.
- VII. Facilitate, through orderly and effective administrative procedures, the resolution of conflicts or disputes which involve any of its members and any Amateur Athlete, coach, trainer, manager, administrator, official, or Amateur Sports Organizations, and which arise in connection with their eligibility for and participation in the World Championship competition or other international or national competitions.
- VIII. Establish and maintain offices for the conduct of the affairs of US Lacrosse.
- IX. Publish one or more newspapers, magazines, or other publications consistent with its corporate purposes.
- X. Promote and encourage educational programs in the sport of Lacrosse, including programs that inform the people of the United States of the virtues of good citizenship and sportsmanlike conduct, of the cultural aspects of amateur athletic activities, and of the benefits of physical fitness and participation in amateur athletic activities.

## CHAPTER 6– MEMBERSHIP; DIVISIONS

Section 6.1: Membership in US Lacrosse shall be open to:

- A. Any athlete, youth player, coach, trainer, manager, administrator, official, referee or other individual active or interested in the sport of Lacrosse.
- B. Any Affiliated Sports Organization, Intercollegiate Associate, Post-collegiate Club or Youth Organization which conducts programs or competitions in Lacrosse in the United States.

Section 6.2: Anyone wishing to participate in US Lacrosse's formal, non-developmental sanctioned competition, must be a member of US Lacrosse or one of its member amateur organizations. For international competition, an athlete must also be declared eligible under IF rules to participate. This provision shall also apply to any lacrosse coach, trainer, manager, administrator or other official seeking to participate in the conduct of formal, non-developmental sanctioned competition.

Section 6.3: US Lacrosse shall be divided into two separate divisions, the Women's Division and the Men's Division. Each Division may establish its own operating structure, including the formation of an executive committee or other equivalent leadership group, and adopt its own rules of governance, except to the extent inconsistent with these By-laws.

Section 6.4: The classes of members in each Division shall be as follows:

- A. Athletes. Athletes who have represented the United States on a national team in Amateur Athletic Competition in the sport of Lacrosse within the preceding ten years shall be eligible to be members of the Athletes Council of US Lacrosse.
- B. Coaches. Active coaches in the sport of Lacrosse in the United States shall be eligible to be members of the Coaches Council of US Lacrosse.
- C. Officials. Active officials in the sport of Lacrosse in the United States shall be eligible to be members of the Officials Council of US Lacrosse.
- D. Post-collegiate Clubs. Post-collegiate Clubs shall be eligible to be members of the Post-collegiate Clubs Council of US Lacrosse.
- E. Intercollegiate Associates. Intercollegiate Associates shall be eligible to be members of the Intercollegiate Associates Council of US Lacrosse.
- F. At Large Members. Individuals who are not members of another class of membership but who have an interest in the sport of Lacrosse and who support the purposes of US Lacrosse shall be eligible to be At Large members of US Lacrosse.
- G. Affiliated Sports Organizations. Any Affiliated Sports Organization shall be eligible to be an Affiliated Sports Organization member of US Lacrosse. The NCAA shall automatically be an Affiliated Sports Organization member.

Section 6.5: In addition to the classes of membership organized by Division, there shall be the following additional classes of membership:

- A. Regional Associations. Each Regional Association automatically shall be a member of the Regional Associations Council of US Lacrosse.
- B. Youth Organizations. Youth Organizations shall be eligible to be members of the Youth Council of US Lacrosse. (Youth players shall be eligible to be members of US Lacrosse but shall not be part of the Youth Council.)

## CHAPTER 7– DUES

Section 7.1: The Board of Directors shall fix the amount of dues for each class or subclass of members. Such dues shall be fixed on an equitable basis and shall be due and payable on such date or dates as may be determined by the Board of Directors. The dues established shall reasonably reflect the rights and services which the member receives within the member classification. The assessment of dues shall not prevent charging members fees for services unrelated to membership.

## CHAPTER 8– RECOGNITION AND SUSPENSION OR REMOVAL OF MEMBERS

Section 8.1: Any individual eligible for membership may become a member of US Lacrosse by applying to the Secretary of US Lacrosse indicating which class of membership the applicant wishes to join and making payment of the applicable dues.

Section 8.2: Any organization (other than a Regional Association) seeking to become a member of US Lacrosse shall apply in writing to the Secretary for recognition by US Lacrosse. Such application shall set forth the qualifications of the applicant for membership and shall be referred to the Membership Committee. The Membership Committee shall promptly review the application and forward same to the Board together with its assessment of the qualifications of the applicant and the action recommended by the Membership Committee. No applicant for membership as a Post-collegiate Club, Intercollegiate Associate, or Youth Organization shall be recommended for membership without the endorsement of the particular Council of which such applicant would be a part. The final decision on an application for membership shall be the responsibility of the Board.

Section 8.3: No member shall be eligible to vote unless all applicable dues have been paid by such member and the member (other than a member that is a Regional Association) has been a member for at least 60 days prior to the date of the vote.

Section 8.4: The Board of Directors shall have the authority to establish operating policies detailing responsibilities of members.

Section 8.5: Any member which violates any of the provisions of these By-Laws, or any operating policy of US Lacrosse approved by the Board of Directors may, after due notice and an opportunity to be heard before the Board, be suspended or removed by a vote of two-thirds of the entire Board.

## CHAPTER 9– COUNCILS; MEETINGS OF COUNCILS

Section 9.1: Annual meetings of the members of each Council in the Women's Division, each Council in the Men's Division, the Regional Associations Council, and the Youth Organizations Council shall be held at such places and times as may be fixed by the Board of Directors. The Secretary of US Lacrosse shall send a notice of each annual meeting to all members of the respective Council, not less than ten or more than 60 days prior to the scheduled date of the meeting.

Section 9.2: Special meetings of the members of a Council may be called by the Chair on 45 days written notice to each member of such Council, and shall be called by the Chair when requested by a majority of the Board.

Section 9.3: A scheduled annual or special meeting shall not be canceled. The Board may postpone a scheduled annual or special meeting for good cause by written notice to the members of the affected Council not later than five days in advance of such meeting. The reasons for the postponement shall be stated in the notice which shall also announce the place and time of the rescheduled meeting, which meeting shall be held not later than 120 days following the original meeting.

Section 9.4: A quorum for the transaction of business at any meeting of an Athletes Council, Coaches Council or Officials Council, shall consist of at least 10% of all members of such class unless the affected Council establishes a lower quorum requirement. A quorum for the transaction of business at any meeting of any other class of members shall consist of members constituting at least a majority of all members of such class.

Section 9.5: At any meeting of a Council each member of such Council shall be entitled to one vote.

Section 9.6: Every member entitled to vote at a meeting of members of a Council may authorize another person or persons to act for such member by written proxy. Members may also vote by mail ballot on such form as may be supplied by the Secretary of US Lacrosse for such purpose. For purposes of determining the existence of a quorum, members represented by proxy or voting by means of mail ballot shall be counted as present.

Section 9.7: Each Council (other than the two Athletes Councils) may elect its own executive committee to serve as a leadership group for such Council. Each such executive committee shall consist of not more than ten members of such Council unless expressly approved by the Executive Committee of the Board. In the case of the men's Athletes Council, the members of the Athletes Advisory Committee from the Men's Division shall constitute the executive committee of such Council; in the case of the woman's Athletes Council, the members of the Athletes Advisory Committee from the Women's Division shall constitute the executive committee of such Council.

Section 9.8: Joint meetings of the corresponding Councils from each of the Men's and Women's Divisions may be held from time to time. Such joint Council meetings may be called by the Chair of US Lacrosse or by action of the Board of Directors.

Section 9.9: Except to the extent inconsistent with these By-laws, each Council may from time to time adopt rules governing the organization and governance of such Council, including rules governing its executive committee or equivalent body.

Section 9.10: The Youth Council shall have two sub-committees, one for each Division, to focus on the issues of on-the-field play, including rules and officials. Recommendations of any such sub-committee shall require approval of the respective Division.

## CHAPTER 10– DIRECTOR NOMINATING PROCEDURES

Section 10.1: Directors to be elected by Councils shall be nominated as provided in this Section 10.1. At least 60 days prior to the meeting of a Council at which directors are to be elected, the Council shall submit to the Executive Committee the names of nominees for directors to be elected by such Council. At the time such nominations are submitted, the Council shall confirm that each nominee has been advised of the responsibilities such nominee would have, if elected, and that each nominee is willing to serve as a director of USL. The Executive Committee may make additional nominations by submitting names of additional nominees to the appropriate Council not less than 10 days prior to the meeting of the Council at which directors are to be elected.

Section 10.2: Directors to be elected by the Board of Directors as "at large" directors shall be nominated as provided in this Section 10.2. At least 30 days prior to the meeting of the Board at which at large directors are to be elected, the Nominating Committee shall submit to the Board the names of nominees to be elected by the Board. Any three members of the Board may make additional nominations by filing a petition with the Secretary setting forth the names of the additional nominees. Such petition shall be filed not less than ten days before the meeting at which at large directors are to be elected.

Section 10.3: Only those nominated in accordance with the procedures set forth in this Chapter 10 shall be eligible for election as directors.

## CHAPTER 11– BOARD OF DIRECTORS

Section 11.1: US Lacrosse shall be governed by a Board of Directors whose members are selected without regard to race, color, age, religion, national origin, sexual preference, or sex.

Section 11.2: The Board of Directors shall have general responsibility to define the policies to be followed in carrying out the objectives and purposes of US Lacrosse, as set forth in US Lacrosse's Articles of Incorporation and By-Laws. Except for matters relating to US Lacrosse's budget, specific matters regarding only the Men's Division shall be decided by the directors elected from that Division and specific matters regarding only the Women's Division shall be decided by directors elected from that Division. Without limiting the generality of the foregoing, each Division shall have exclusive jurisdiction over the adoption and modification of rules governing athletic competition, officials and national teams for its Division.

Section 11.3: The Chair of US Lacrosse shall preside at meetings of the Board of Directors. In the absence of the Chair, the Vice Chair shall preside, and in the absence of both, the directors shall choose a presiding officer.

Section 11.4: A quorum for the transaction of business at a meeting of the Board of Directors shall exist if a majority of the members of the Board of Directors are present. Unless otherwise provided in these By-laws, any action of the Board shall be taken by majority vote of those Directors present at a meeting at which a quorum exists.

### Section 11.5:

(a) Except as otherwise provided in subsection (c) below, the Board of Directors shall consist of 30 directors, selected as follows:

1. Athletes - Each of the two Athletes Councils shall have the power to elect one director.
2. Coaches - Each of the two Coaches Councils shall have the power to elect two directors.
3. Officials - Each of the two Officials Councils shall have the power to elect two directors.
4. Post-Collegiate Clubs - Each of the two Post-Collegiate Clubs Councils shall have the power to elect two directors.
5. Intercollegiate Associates - Each of the two Intercollegiate Associates Councils shall have the power to elect one director.
6. At Large - The Board of Directors shall have the power to elect four At Large directors, two of whom shall be from the Women's Division and two of whom shall be from the Men's Division. (Nominations for such At Large directors may be made by petition of any five At Large members or by any other means designated by the Board.)
7. Affiliated Sports Organizations – Each Affiliated Sports Organization shall have the power to elect one director.
8. Regional Associations - The Regional Associations Council shall have the power to elect four directors (two of whom shall be from the Women's Division and two of whom shall be from the Men's Division). The election of any such person shall not be effective until the person so elected has been approved by the respective Executive Committee, if any, of the Division with which such person is affiliated.
9. Youth Organizations - The Youth Organizations Council shall have the power to elect four directors (two of whom shall be from the Women's Division and two of whom shall be from the Men's Division). The election of any such person shall not be effective until the person so elected has been approved by the respective Executive Committee, if any, of the Division with which such person is affiliated.

(b) Elections for directors to be elected by the Athletes Councils, the Intercollegiate Associates Councils and the Affiliated Sports Organizations Council shall be held in odd numbered years. Elections for half of the directors to be elected by the Coaches Councils, the Officials Councils, the Post-Collegiate Clubs Councils, the Board (for At Large directors), the Regional Associations Council and the Youth Organizations Council shall also be held in odd numbered years. All other elections shall be held in even numbered years.

(c) The immediate past Chair shall, by virtue of such past office, be a director of US Lacrosse. If a person who is not otherwise a director is elected as the Chair, Vice Chair or Secretary of US Lacrosse, such person shall, by virtue of such office, also be a director for the duration of such office.

Section 11.6: Each director shall be elected for a term of two years and until his or her successor has been elected (except that by resolution of the Board, certain directors may be designated as having an initial term of one or three years in order

to achieve the staggered terms contemplated by Section 11.5). No director may serve more than two consecutive full terms unless elected to an officer position which, by virtue of such office, results in such person becoming a director. A director elected to fill a vacancy shall hold office for the period remaining of his or her predecessor's term. A partial term shall not count as a full term.

Section 11.7: The Counselor, the Treasurer, the senior U.S. official(s) in each Division's respective IF, the Executive Director, the Men's Division Director, the Women's Division Director and the chair of each advisory committee established pursuant to Section 18.2 shall be entitled to attend meetings of the Board of Directors with voice but without vote. At the invitation of the Board, guests may be permitted to attend meetings of the Board of Directors without voice or vote, but such guests may be given voice by vote of the Board of Directors.

Section 11.8: In the event that one individual is elected to two or more positions on the Board of Directors, the individual shall be entitled to hold only one such position, to be chosen by the individual, and the other position(s) shall be filled in the manner provided by Section 11.9.

Section 11.9: In the case of any vacancy on the Board of Directors, whether due to death, resignation or removal of a director, the vacancy may be filled by action of the Board.

Section 11.10: Any director may be removed for continued and excessive unexcused absences or for other cause by the affirmative vote of two-thirds of the entire Board of Directors. A removal without cause may only be by vote of a majority of the members of the Council or the class of members which elected such director. Any removal whether for cause or without cause must be on notice to the director and after he or she has an opportunity to answer the charges.

Section 11.11: A director may resign at any time by giving written notice to the Secretary. Unless otherwise specified, the resignation shall take effect upon receipt thereof. An acceptance of the resignation is not necessary to make it effective.

Section 11.12: Reasonable expenses for all directors may be borne by US Lacrosse.

Section 11.13: Meetings of the Board of Directors may be called upon not less than 30 days notice by the Chair. Special or emergency meetings may be called by the Chair upon three days notice for the limited purpose of considering the emergency or special agenda item set forth in the notice of the meeting. Such special or emergency meetings may also be called at the written request of five directors. In the event that no meeting of the Board of Directors is held for a period of more than nine months, a meeting may be called at the written request of five directors.

Section 11.14: For purposes of any matter which under applicable state law requires the approval or other action of members of a nonprofit corporation, the members of US Lacrosse shall consist of those persons who are members of the Board of Directors.

## CHAPTER 12– EXECUTIVE COMMITTEE

Section 12.1: There shall be an Executive Committee of the Board comprised of the Chair, the Vice Chair, the immediate past Chair, the Secretary, and two other directors, one from each Division, designated by the Board of Directors. The Executive Director of US Lacrosse, the Treasurer, the Counselor, the Division Directors, and the senior U.S. official from each Division's IF, shall be entitled to attend meetings of the Executive Committee with voice but without vote.

Section 12.2: The Executive Committee shall have responsibility for administering the business, routine affairs, and other activities of US Lacrosse between the meetings of the Board consistent with the policies established by the Board.

Section 12.3: Reasonable expenses of the members of the Executive Committee to attend meetings may be borne by US Lacrosse.

Section 12.4: Unless otherwise provided in these By-laws, any action of the Executive Committee shall be by majority vote of those members of the Executive Committee present at a meeting at which a quorum exists.

## CHAPTER 13– OFFICERS AND DUTIES

Section 13.1: The officers shall be elected by the Board of Directors. The officers of US Lacrosse shall be a Chair, Vice Chair, Secretary, Treasurer, Counselor and such other officers as the Board of Directors may determine who shall have such duties as the Board may determine. The term of office for the officers shall be two years. Upon the end of one term as Chair, the director serving as Chair shall relinquish such position and the Vice Chair shall automatically become the Chair for the next succeeding term (whether or not the Vice Chair's term as a director would otherwise expire). Only persons who are not affiliated with the Division with which the Chair is affiliated shall be eligible for election as Vice Chair. Only persons who are affiliated with the

Division with which the Chair is affiliated shall be eligible for election as Secretary. Officers other than the Chair, Vice Chair or Secretary may be reelected to the same office but may not serve more than two consecutive terms in the same office. No one person may simultaneously hold more than one such office.

Section 13.2: The Chair shall be the President and Chief Executive Officer of US Lacrosse. The Chair shall be an ex-officio member of all committees of the Board (without vote on such committees, except the Executive Committee). The Chair shall perform such duties as may be assigned by the Board of Directors.

Section 13.3: The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event the Chair is unable to act. The Vice Chair shall discharge such other duties as may be assigned by the Chair or the Board of Directors.

Section 13.4: The Secretary shall keep the seal and records of US Lacrosse, supervise the taking, making and distribution of all minutes, attend to the publication of official reports, attest documents, and perform such other functions as usually pertain to that office. The Secretary shall also be a member of the Membership Committee. A record of the names and addresses of the members of each Council and other class of members shall be maintained by the Secretary.

Section 13.5: The Treasurer shall have charge of the funds of US Lacrosse and shall keep correct and complete books and records of account of such funds. In cooperation with staff, the Treasurer shall receive and deposit the funds of US Lacrosse in such bank or banks as shall be designated by or under the authority of the Board of Directors. The Treasurer shall disburse such funds in the manner designated by or under the authority of the Board of Directors. The Treasurer shall cause independently audited financial reports of US Lacrosse to be prepared annually and such special reports as may from time to time be called for by or under the authority of the Board of Directors. The Treasurer shall discharge such other duties as may be assigned by majority vote of the Board of Directors.

Section 13.6: The officers of the corporation shall submit for approval at least 30 days before the end of the fiscal year the operating budget for the ensuing fiscal year. Such budget, as revised or amended, shall require the approval of the Board of Directors.

Section 13.7: All officers, directors and members of all committees shall act and serve without compensation and as a public service in furtherance of the charitable and educational purposes of US Lacrosse set forth in the Articles of Incorporation, except that this provision shall not preclude the reimbursement of reasonable expenses incurred in the performance of their official duties. Such reimbursement must be approved by the Board of Directors from time to time. No paid employee of US Lacrosse shall be eligible to be a member of the Board of Directors.

Section 13.8: All officers and employees handling funds of US Lacrosse shall be bonded in such amounts as may be determined by the Board of Directors. The expense of furnishing such bonds shall be paid by US Lacrosse.

Section 13.9: Any officer elected by the Board of Directors may after due notice and an opportunity to be heard before the Board, be removed by the Board by the affirmative vote of two-thirds of the entire Board of Directors with or without cause.

#### **CHAPTER 14– EXECUTIVE DIRECTOR AND DIVISION DIRECTORS**

Section 14.1: There shall be a paid Executive Director who shall be selected by and shall serve at the direction and will of the Board, and have all of the powers and duties usually vested in the office of the chief operating officer of a business corporation, and who shall carry out the policies of US Lacrosse in accordance with these By-laws. The Executive Director shall report to the Chair, the Vice Chair and the Executive Committee in the interim between Board meetings. The Executive Director shall have, among others, the following duties:

- A. Supervision and Appointment of Staff: Supervising the paid staff of US Lacrosse, including the appointment of such paid personnel (other than the Men's Division Director and the Women's Division Director).
- B. International Communications: Supervising the proper handling of the correspondence and communications with individuals and organizations in foreign countries and the arrangements for attendance of United States teams competing in the United States and for participation of foreign athletes in the United States.
- C. Execution of Legal Documents: Ensuring that all contracts and other legal commitments of US Lacrosse are reviewed by the Counselor and signed by the authorized officers of US Lacrosse.
- D. Ex-Officio Memberships: Serving as a non-voting member of the Board, the Executive Committee, and all committees.
- E. Exclusive Employment: Devoting full-time to the affairs of US Lacrosse without engaging in any other profession,

consulting or employment, unless disclosed by the Executive Director and approved by the Executive Committee.

- F. Commitment Review: Ensuring that all commitments of US Lacrosse made by the Executive Director are submitted to the appropriate officers of US Lacrosse for review and final approval or rejection prior to execution.
- G. Budgetary Limitation: Operating within a yearly budget previously approved by the Board. In addition, all major funding matters and expenditures shall be approved by the Treasurer.
- H. Yearly Report: Preparing and presenting to US Lacrosse a report on the state of US Lacrosse at the annual meetings of members of each class of members.
- I. Meetings: Attend the annual meetings of each class of members to the extent feasible and all meetings of the Board of Directors and Executive Committee unless excused.
- J. Other Duties: Carrying out the implementation of the purposes enumerated in Chapter 3 of these By-laws and such other responsibilities assigned by the Board from time to time.

Section 14.2: There shall be two paid Division Directors: one for the Men's Division and one for the Women's Division. Each Division Director shall serve at the direction and will of the Board and shall carry out the policies of US Lacrosse in accordance with these By-laws. Each Division Director shall report to the Executive Director and shall have such duties with respect to his or her Division as may be assigned from time to time by the Executive Director and the Board.

#### CHAPTER 15– COUNSELOR

Section 15.1: The Board shall select a member of the legal profession to serve as Counselor. The Counselor shall advise and consult with the directors, officers and agents of US Lacrosse. The Counselor shall have the right to the floor at any US Lacrosse membership or Board meeting for explanatory purposes. Except as may be voted by the Board, the Counselor shall receive no salary or other compensation, but may receive necessary expenses.

Section 15.2: The Board may authorize the appointment of special legal counsel or consultants as may be required from time-to-time at such fees and compensation as agreed upon.

#### CHAPTER 16– REPRESENTATIVES TO THE IF

Section 16.1: Each Division shall submit to the Secretary its nominees for representative and alternate to serve as delegates to their respective IF. Such nominations shall be subject to review of the Executive Committee and upon recommendation of the Executive Committee, approval of the Board of Directors.

Section 16.2: Any representative of US Lacrosse selected to a position in an IF shall be expected to attend appropriate meetings of the IF and shall submit timely written reports to the Board of Directors and to the Executive Committee of his or her Division. Reasonable expenses for all representatives to an IF may be born by US Lacrosse.

#### CHAPTER 17– ACTION AND ATTENDANCE AT MEETINGS

Section 17.1: Actions taken at a meeting of the Board of Directors or of the members of a Council or other class of membership shall become effective immediately following the adjournment of the meeting, except as otherwise provided in these Bylaws or when an effective date has been recited in the record of the action taken.

Section 17.2: The minutes of meetings of the members of a Council or other class of membership, the Board of Directors, the Executive Committee and any committees shall be distributed prior to the next meeting of such group. Full copies of all minutes shall be available upon request of any member through the offices of the Executive Director.

#### CHAPTER 18– COMMITTEES

Section 18.1: In addition to the Executive Committee, there shall be Board Committees, consisting of members of the Board, appointed by the Chair and approved by the Board of Directors, as follows:

- ADMINISTRATIVE/PERSONNEL
- BUDGET AND AUDIT
- DEVELOPMENT
- STRATEGIC PLANNING

The Chair of each such Committee shall be selected by the Board of Directors. From time to time the Board of Directors may establish such other Board Committees as it deems appropriate. Each Board Committee shall have equal representation from the Men's and Women's Divisions.

Section 18.2: There shall be Advisory Committees, that meet and provide recommendations to the board on a particular topic,

which may consist of and be chaired by members of US Lacrosse who are not members of the Board of Directors. Advisory Committees are appointed by the Chair and approved by the Board of Directors. These committees include:

PROGRAMS & SERVICES COMMITTEE  
INSURANCE COMMITTEE  
MEMBERSHIP COMMITTEE  
NOMINATING COMMITTEE  
MEN'S INTERNATIONAL/NATIONAL TEAM COMMITTEE  
WOMEN'S INTERNATIONAL/NATIONAL TEAM COMMITTEE  
MEN'S HALL OF FAME COMMITTEE  
WOMEN'S HALL OF FAME COMMITTEE

The Chair of each such Committee shall be selected by the Board of Directors. From time to time the Board of Directors may establish such other Advisory Committees as it deems appropriate. Except for the International/National Team Committees and the Hall of Fame Committees, each Advisory Committee shall have equal representation from the Men's and Women's Divisions.

Section 18.3: The duties of each standing committee and each Advisory Committee shall be as assigned by the Chair, subject to the approval of the Board of Directors.

Section 18.4:

- A. In addition to the committees established pursuant to Sections 18.1 and 18.2, there shall be an Athletes Advisory Committee. The Athletes Advisory Committee shall consist of 12 Active Athletes, six of whom shall be elected by the men's Athletes Council and six of whom shall be elected by the women's Athletes Council.
- B. Three members of the Athletes Advisory Committee elected by the women's Athletes Council and three members elected by the men's Athletes Council shall initially serve a term of one year; the other members of the Athletes Advisory Committee shall initially serve a term of two years. Thereafter, each member shall be elected for a term of two years. After serving his or her full term, a member of the Athletes Advisory Committee shall not be reelected for an additional term for a period of one year following the end of his or her term. A member elected to fill a vacancy shall hold office for the period remaining of his or her predecessor's term. A partial term or the initial term of one year shall not count as a full term.
- C. The Athletes' Advisory Committee shall serve in an advisory capacity to the Board of Directors in order to broaden communications between US Lacrosse and Active Athletes as well as to serve as a source of opinion and advice to the Board of Directors with regard to both current and contemplated policies of US Lacrosse.

Section 18.5: The Chair may also appoint, subject to approval of the Executive Committee, Ad Hoc Committees or Task Forces for specific one-time purposes.

Section 18.6: Except to the extent inconsistent with these By-laws, each Board and Advisory Committee shall determine its own operating procedure, which must be submitted to the Board for approval.

The minutes of the meetings of all committees shall be provided to the Secretary and the Executive Director for distribution to the members of that committee and, if requested, the Executive Committee.

The Executive Committee will annually review the operations of each Board and Advisory Committee.

## CHAPTER 19– AMENDMENTS TO BY-LAWS

Section 19.1: These By-Laws may be amended by unanimous written consent or the affirmative vote of at least a majority of the votes cast at a meeting at which at least 2/3 of the directors are present.

Section 19.2: The text (or a summary thereof) of any proposed amendment to be adopted at a meeting shall be sent to the directors at least 15 days prior to the meeting at which such action is to be taken.

Section 19.3: Except for proposed amendments distributed in accordance with Section 19.2, no amendment may be adopted at a meeting of the Board of Directors, except that this section shall not prevent the Board from modifying the text of any proposed amendments at the time of adoption if the modifications do not materially alter the substance of the proposed amendments.

Section 19.4: Such amendments shall be effective as of the date of adoption unless otherwise specified in either the amendment or the resolutions adopting the amendment.

## CHAPTER 20– ELIGIBILITY

Section 20.1: The eligibility criteria of US Lacrosse for athletes shall be the eligibility rules pertaining to Lacrosse as issued by US Lacrosse or the IF or its successor(s) as the appropriate international sports federation(s) for the sport of Lacrosse.

Section 20.2: Eligibility rules for Lacrosse shall be published from time to time by US Lacrosse.

Section 20.3: Questions of eligibility shall be determined by the Board of Directors or such committee as the Board may designate. No athlete shall be declared ineligible to participate without fair notice and an opportunity for a hearing before the Membership Committee.

## CHAPTER 21– INTERNAL GRIEVANCE PROCEDURES

Section 21.1: Filing. Any member of US Lacrosse having a grievance with US Lacrosse regarding eligibility for competition or the right to participate (as an athlete, coach, trainer, manager, administrator or official) in any competition may file written notice of such grievance with the Secretary and shall send a copy to the Executive Director.

Section 21.2: Form. Any grievance shall be signed under oath and shall allege with particularity the nature of the grievance and the facts related thereto.

Section 21.3: Grievance Disposition. Upon receipt of a grievance, the Secretary shall promptly refer it to the Board of Directors. Every effort shall be made to resolve the grievance through informal means.

Section 21.4: Hearing Panel. In the event that the member filing a grievance is not satisfied with the proposed resolution of the matter reached by informal methods, or if no action is taken to resolve the matter informally within 30 days, the member may request a hearing. Upon such request the Chair shall promptly appoint a hearing panel of at least three members of the Board of Directors, none of whom shall have any interest in the subject matter of the grievance.

Section 21.5: Hearing. The hearing panel may adopt such procedures as it deems appropriate for the conduct of the hearing, including procedures for interested parties to present their respective positions. Promptly following the conclusion of the hearing, the hearing panel shall report its recommendations to the Board of Directors and all interested parties. The Board of Directors shall then decide to accept, modify or reject the recommendations or send the matter back for a further hearing.

Section 21.6: Fair Notice. Fair notice and an opportunity for a hearing shall be accorded to any Amateur Athlete, coach, trainer, manager, administrator, or official before such person is declared by US Lacrosse to be ineligible to participate in any competition. This includes the right to an expedited hearing in the event that a competition is so scheduled that an expedited proceeding is necessary.

## CHAPTER 22– SANCTIONING OF AMATEUR ATHLETIC COMPETITION

The Board of Directors may from time to time establish an impartial policy concerning the sanctioning of Amateur Athletic Competition in Lacrosse, which policy shall be consistent with the principles of the Amateur Athletics Act.

## CHAPTER 23– CONFLICT OF INTEREST AND ETHICAL PRACTICES

Section 23.1: Conflict of Interest. If any officer, or member of the Board of Directors, Executive Committee, or any other Committee, has a financial interest in any contract or transaction involving US Lacrosse, such individual shall not participate in the evaluation or approval of such contract or transaction. The member must disclose such conflict to US Lacrosse. Upon such disclosure being made, the contract or transaction shall not be voidable if the Board or Committee in good faith authorized the contract or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members present at the meeting, provided a quorum is present, or if the votes of the disinterested directors are insufficient to constitute an act of the Board or Committee by the unanimous vote of the disinterested directors, provided the contract or transaction is fair to US Lacrosse at the time it is authorized.

Section 23.2: Ethical Practices. The Board of Directors may adopt a written code of conduct and ethical practices for US Lacrosse which may contain the requirement that each officer, member of the Board of Directors, Executive Committee, other committees, and each key employee of US Lacrosse annually agree in writing to abide by such code.

## CHAPTER 24– INDEMNIFICATION

Section 24.1: US Lacrosse may indemnify each of its present or former directors, officers, employees, or official representatives, or any person who is or was serving another corporation or other entity in any capacity at the request of US Lacrosse, against all expenses actually and reasonably incurred by such person (including, but not limited to, judgments, costs, and counsel fees) in connection with the defense of any pending or threatened litigation to which such person is, or

is threatened to be made, a party because such person is or was serving in such capacity, or in connection with an appeal therein. This right of indemnification may also apply to expenses of litigation which is compromised or settled, including amounts paid in settlement, if US Lacrosse approves such settlement as provided in Section 24.2. An individual referred to above shall be indemnified if the individual acted in good faith and in a manner the individual reasonably believed to be in or not opposed to the best interests of US Lacrosse, and in the case of criminal actions, had no reasonable cause to believe that the conduct was unlawful. The termination of any litigation by judgment, order, settlement, conviction, or plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the individual did not act in good faith and in a manner the individual reasonably believed to be in or not opposed to the best interests of US Lacrosse.

Section 24.2: Any amount payable as indemnification pursuant to this Chapter shall be determined and paid by US Lacrosse upon a determination by majority vote of the Board of Directors, not including those members who have incurred expenses in connection with the litigation of which indemnification is sought, that the individual in question has met the standard of conduct set forth in Section 24.1. If no such disinterested Board members are available, the required determination may be made either by the Counselor of US Lacrosse in a written opinion, or by such other means as may be permitted by applicable law.

Section 24.3: Any expenses incurred by a qualified individual in connection with the defense of any litigation may be paid by US Lacrosse in advance of a final disposition of such litigation upon the request of such person and receipt of a written commitment by such person to repay the amount advanced if it is determined under Section 24.2 hereof that such person is not entitled to indemnification pursuant to this Chapter.

Section 24.4: The Board of Directors may, at its discretion, authorize the purchase of insurance on behalf of any persons indemnifiable under this Chapter. Such insurance may include provisions for indemnification of such persons for expenses of a kind not subject to indemnification pursuant to this Chapter.

## CHAPTER 25– ADMINISTRATIVE, FISCAL AND LEGAL MATTERS

### Section 25.1:

- A. Depositories. The Board shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of US Lacrosse.
- B. Imprest Accounts: The Board may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one officer or employee.

Section 25.2: Bonding. Corporate fidelity bonds shall be obtained at the expense of US Lacrosse in a form and amount as may be required by the Board, indemnifying US Lacrosse against losses resulting from infidelity, defalcation, or misappropriation by officers, employees, or agents of funds, property, or assets owned by or under the control of US Lacrosse.

Section 25.3: Audit Schedule. The Board shall select an independent certified public accountant to audit the books and financial records of US Lacrosse. After completing the audit with respect to a particular year, the auditor shall submit an audit report to the Board, and as soon thereafter as reasonably possible, a copy of such audit report shall be available to the members of US Lacrosse upon request.

Section 25.4: Contracts. All contracts not in the ordinary course of affairs of US Lacrosse, shall be examined and approved for form by the Counselor of US Lacrosse, prior to execution. The contents of any contract affecting a standing committee shall, during the negotiation phase, be communicated to the appropriate committee and to the Counselor. Unless otherwise directed by the Board, all written contracts shall be executed on behalf of US Lacrosse by the Chair or the Vice Chair and the Executive Director.

## CHAPTER 26– TRANSACTING BUSINESS BY CONFERENCE TELEPHONE

Section 26.1: Members of the Board of Directors and any committee may participate in a meeting by means of a conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time and if proper notice of the meeting has been sent to all the members. Participating in a meeting by these means shall constitute presence in person at the meeting.

## CHAPTER 27– PRINCIPAL OFFICE

Section 27.1: The principal office of the corporation shall be located in the state of Maryland, provided, however, that offices may also be established and maintained in any of the states of the United States, its territories or possessions, as may from time to time be authorized by the Board of Directors.

## CHAPTER 28– GENERAL

Section 28.1: The corporation shall keep its books of account and records on the basis of a fiscal year ending July 31.

Section 28.2: Questions of order shall be decided by the presiding officer in accordance with the most recent edition of Robert's Rules of Order, except that in the event of a conflict between these By-laws and Robert's Rules of Order, these By-laws shall prevail. A motion to table will not be debatable. The Counselor shall serve as parliamentarian.

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# Geographic Alignment - Section 5

**OVERVIEW** - One of the primary goals of US Lacrosse is to provide unprecedented service to the national lacrosse community. When the organization was launched on January 1, 1998, after four years of planning, there was still much work to be done. The organizational plan for US Lacrosse projected at least two years of transition and fine-tuning in order to effectively integrate and unify the operations of ten national organizations. One of the most critical steps of this transition has been the effort to create a unified geographic grid through which US Lacrosse can most effectively and efficiently deliver services to lacrosse constituencies throughout the United States. Several of the organizations that merged into US Lacrosse (Lacrosse Foundation, NILOA & the USWLA) had created different and unique grid models through which they were providing services to members throughout the country. The US Lacrosse goal, therefore, has been to create a new, unified grid model through which all US Lacrosse Councils can deliver services and represent geographic regions of lacrosse more efficiently and effectively.

## 3 TIER MODEL OF REPRESENTATION

### CHAPTER (Top Tier)

Definition: The local lacrosse entity affiliated with US Lacrosse charged with the promotion and development of men's and women's lacrosse at all levels within a limited geographic area.

Service: The value & support provided to the member & non-members. Youth: clinics, tournaments, promotion of league play, funding. Athletes: recognition, playing opportunities. Post Collegiate: recognition, playing opportunities.

Intercollegiate Association: recognition, playing opportunities. Coaches: clinics, recruiting, training, recognition.

Officials: recruiting, training, recognition. At Large: recognition (HOF), information, and connection to the game.

Activities & Requirements: Compliance with Chapter Guidelines document and Chapter Agreement.

### REGIONS (Middle Tier)

Definition: A defined geographic section of the United States which is established to represent specific geographic interests to the national organization; to mentor and assist with Chapter activities, and to establish a practical geographic boundary for the effective delivery of US Lacrosse programs and services.

Service: Youth: tournaments. Athletes: playing opportunities, recognition. Post Collegiate: playing opportunities, recognition.

Intercollegiate Association: playing opportunities. Coaches: training, recognition. Officials: training, assignments At Large:

Activities: Regional representation to allow Council structure- advisory, management assistance, unification, standardization, compliance assistance, mentoring, represent chapters, report to regions council.

Requirements: Assist with national program implementation, regional representation to allow Council structure- advisory, management assistance, unification, standardization, compliance assistance, mentoring, represent chapters, report to regions council.

### NATIONAL (Bottom Tier)

Definition: The Board of Directors and staff of US Lacrosse. The implementation of national services and activities; wherever possible through Chapters and/or the regional structure.

Service: Support & develop national programs for all constituencies, member service, membership benefits, information, tournaments, funding, game promotion & development, council program administration support.

Activities: Rules, facilitate communication flow, member acquisition, standardization, management assistance, recognition (HOF, COY...), certification, solicit member feedback, representation (chapter - regional - national), take lacrosse to the next level.

Requirements: Board & staff act on behalf of constituencies, staff implements board directives & coordinates council activities.

# Region/State/Chapter - Section 5 Continued

REGION	STATE	No. of Chapters	CHAPTER (as of 10/1/03)
Upper New England	Maine, Vermont, New Hampshire	3	Maine, Vermont, New Hampshire
Lower New England	Massachusetts, Connecticut, Rhode Island	4	Connecticut, Eastern Mass, Western Mass, Rhode Island
New York Region	New York	6	Adirondack, Hudson Valley, Long Island Metro NYC, Greater Rochester, Upstate NY, Western NY
Upper Atlantic	Pennsylvania, New Jersey, Delaware	6	Philadelphia-Eastern PA, Central PA, Pittsburgh, Delaware, New Jersey North & South
Middle Atlantic	Maryland, West Virginia, Virginia, District of Columbia	8	Greater Baltimore, Chesapeake, DelMarVa, Potomac, VA-Charlottesville, VA-Richmond, MD-Western MD, VA Hampton Roads
Lower Atlantic	North Carolina, South Carolina	2	North Carolina, South Carolina
Southeast	Tennessee, Alabama, Georgia, Florida	5 1/2	South Florida, Georgia, Orlando-Central Florida, Gulf Coast-FL, Tennessee, Alabama (Ala- Miss)
Deep South	Arkansas, Mississippi, Louisiana	1 1/2	Louisiana, Mississippi (Ala-Miss)
Great Lakes	Wisconsin, Michigan, Illinois, Indiana, Ohio, Kentucky	7	Michigan, Indiana, Kentucky, Chicago-Illinois, Northern Ohio, Southern Ohio, Greater Cincinnati
North Central	North Dakota, South Dakota, Minnesota	1	Minnesota
Central	Iowa, Nebraska, Kansas, Missouri	1	St. Louis-Missouri
South Central	Oklahoma, Texas	2	North Texas, South Central Texas
Southwest	New Mexico, Arizona	1	Arizona
Mountain	Colorado, Utah, Wyoming	2	Colorado, Utah
Northwest	Montana, Idaho, Washington, Oregon, Alaska	3	Idaho, Washington, Oregon
Pacific	California, Nevada, Hawaii	5	CA-Northern, CA-San Diego, CA-Greater Los Angeles, CA-Orange County, HI - Hawaii

## Regions Council Mission/Vision Statement

We envision a unified connection between chapter, regions, and national to provide for leadership, respect, good spirit, tradition, trust, and youth for the sport of lacrosse, while supporting the overall US Lacrosse mission.

## Regions Council Role:

To facilitate the US Lacrosse mission and achievement of the US Lacrosse strategic plan at a regional and local level, and advocate for chapters at the national level.

## **Council Duties**

The Regions Council will serve as the voice of the Chapters. 5 Executive Team members will contribute in the capacity of advisor for items, which affect the membership. The Executive Team will also keep in touch on a quarterly basis with the Representatives in their area of the country. This council will provide assistance in the following areas included but not limited to: areas which are ripe for growth and where we can benefit from a larger US Lacrosse presence. The RC will not serve as regulators or monitors of each individual Chapter. It is expected that RC reps will report any suspect behavior or issues to the Dir. of Chapter Relations. The RC will work with staff to determine protocol for chapter issues such as closing a chapter, provisional and affiliate membership definitions, revision of chapter procedures, documents and other areas as needed. The council will discuss the issues impacting the chapters (i.e. sportsmanship) across the country and stimulate conversation within the regions nationwide. The RC will educate the individuals in their region on what US Lacrosse does and does not do. They will also serve as US Lacrosse representatives at chapter/regional functions if needed.

The Regions Council Executive Committee will meet annually in July at National Headquarters and in January at the National Convention. The National Convention will also pose an opportunity for all Regions Council members to meet and develop relationships with representatives from their regions. In the event the Regions Council feels all representatives need to meet annually prior to the convention, the meeting should take place no later than September of each year, in a central location where majority of the representatives can attend.

## **The Regions Council Will:**

- Connect national and regions/chapters
- Build personal relations
- Review new chapter applications
- Advocate at the national level
- Educate on US Lacrosse programs and grants
- Trouble-shooting where needed with guidance from the National Office
- Connect chapters within regions

# Nonprofit Status & Fundraising - Section 6

**NONPROFIT STATUS AND FUNDRAISING** - As a chapter of US Lacrosse, there are a number of standards and ethical practices which chapters must be aware and practice. All nonprofit organizations must comply with applicable local, state, and federal laws. The following guidelines and standards are to assist each chapter with complying with these laws and ethical standards.

## **FREQUENTLY ASKED QUESTIONS:**

**Chapter Incorporation** - why is this important for chapters?

**Federal Tax Exemption Status** - what standards should be followed?

**State Sales Tax Exemption** - do chapters have to pay state sales tax?

**Fundraising** - IRS Guidelines; donations and fundraising events

**Resource List** - web sites and referrals

## **CHAPTER INCORPORATION**

US Lacrosse requires each chapter to incorporate. For legal reasons at both the national and local levels, it is in the best interest of the chapter to maintain an incorporated status.

### **Why Incorporate?**

If some unfortunate incident should happen (such as an injury at a tournament or fund raising event), and the injured party decides to sue, those managing an unincorporated organization are more likely to face personal liability. Incorporation does not guarantee no one will sue chapter leadership, but it does provide a measure of defense. The corporation would be the defendant instead of the individuals.

### **Costs**

The costs for becoming incorporated will vary from state to state. The costs will include a filing fee and in some states an advertising fee to publish the fact of incorporation. In addition, unless someone does the legal work for free ("pro bono"), there will be the costs of preparing the legal documents - the articles of incorporation ("charter") and bylaws. A typical state filing fee might be \$50 - \$100.

## **FEDERAL TAX EXEMPT STATUS**

### **What's a "501(c)(3) organization"?**

"501(c)(3)" refers to a section of the Internal Revenue Code, which is the law that governs federal income tax. A "501(c)(3) organization" is a nonprofit organization that is exempt from federal income tax because it meets the requirements of section 501(c)(3).

### **What's so special about being a 501(c)(3) organization?**

People who contribute to 501(c)(3) organizations can take a charitable contribution deduction on their federal income tax return (and often on their state income tax return as well). Contributions to most other kinds of tax-exempt organizations are not deductible. So a 501(c)(3) organization can have a big advantage when it asks for contributions. In addition, most foundations prefer to make grants to 501(c)(3) organizations.

## **FUNDRAISING**

### **Chapter Contributions - IRS law regarding donations and goods and services provided**

Each chapter of US Lacrosse is eligible to receive tax-deductible contributions under the 501(c)(3) charitable group exemption of US Lacrosse. It is recommended that all donations be recorded in a ledger or spreadsheet and all checks copied and maintained on file for a minimum of three years.

### **Fund-Raising Event**

If a donor receives something of value in return for a contribution, a common occurrence with fund-raising efforts, the donation may not be fully deductible. This may apply to fund-raising activities such as banquets, auctions, concerts, athletic events, and solicitations for contributions when merchandise or benefits are given in return for payment of a specified minimum contribution.

## **STATE SALES TAX EXEMPTION**

**Chapters qualify for a sales tax exemption certificate under the group exemption granted by US Lacrosse, Inc. Each chapter must register in their state of business for this benefit.** Most states grant sales tax exemption certificates, but check with your local state office for verification. Information regarding the national body (US Lacrosse) may be needed for state registration and is available upon request through US Lacrosse.

### **Retail Sales Involving Tax Exemption Certificates - What is an exemption certificate?**

The exemption certificate is a wallet-sized card bearing the holder's eight-digit exemption number and an expiration date. The card entitles the chapter to make specific purchases without paying sales and use taxes.

The state comptroller office issues exemption certificates to non-profit organizations. Chapters may apply for an exemption certificate by completing an application either on-line or by calling the state's comptroller office.

### **What kinds of purchases may be made with an exemption certificate?**

A chapter may use its exemption certificate to purchase tangible personal property that will be used in carrying on its work. This includes office supplies and equipment and supplies used in fund-raising activities, but does not include items used to conduct an "unrelated trade or business" (example: for personal use). An exemption certificate is not transferable and applies only to purchases made by the registered chapter.

### **If a chapter has an exemption certificate, does it have to collect tax on items it sells?**

Usually, yes. Any organization making ordinarily taxable sales of tangible personal property, including t-shirts, etc., must obtain a sales and use tax license and collect and remit the tax, even though the organization has an exemption for items it purchases. The organization must collect tax on sales to anyone, including members, students and beneficiaries, even if the item has been donated or sold at or below cost (i.e.: benefit auction).

### **Which sales by a chapter with an exemption certificate are exempt from sales & use taxes?**

Food sales by a non-profit organization are exempt from sales and uses taxes if 1) there are no facilities for food consumption on the premises and 2) the food is not sold within an enclosure for which admission requires a fee.

### **May an exemption certificate be used to purchase items that will be resold?**

Only churches, religious organizations, and government agencies may use an exemption certificate to purchase items for resale without paying sales and use tax. All other organizations must be issued a resale certificate, with their state sales and use tax registration number, to purchase these items tax free. (For additional information on Sales Tax and User Tax: call your state Taxpayer Service)

### **Chapter Exemption Status – Determination Letter (see end of this section for letter)**

As a subordinate of US Lacrosse, your chapter is not required to file a separate application for recognition of exemption. Your chapter is considered as a non-profit organization that is exempt from federal income tax because it meets the requirements of section 501(c)(3) of the US Lacrosse, Inc. group exemption letter.

At times, you will be asked to supply proof of your chapter's non-profit tax exemption status. This is often requested by a prospective donor/sponsor or when the chapter is making a purchase. Please supply your chapter's EIN number (9-digit number given to you by IRS to open back account) as well as the US Lacrosse, Inc. group exemption number, 3570. If written verification of your non-profit status is requested, you may supply them a copy of the US Lacrosse, Inc. group exemption letter. All chapters IRS correspondence is to include the chapter's EIN number as well as the US Lacrosse group exemption number (GEN: 3570).

Please review the US Lacrosse IRS exemption letter dated February 23, 2000 to better understand the group ruling granting your chapter exemption status. This letter also references specific chapter (subordinate) actions required by the IRS to comply to the IRS ruling. Failure to comply will jeopardize a chapter's exemption status.

### **IRS Law regarding donations**

All gifts of \$250 and above require written acknowledgement from the chapter. A letter with the following details is sufficient: the name of the not-for-profit, the date of receipt of the gift, amount of the transaction, value of any goods or services received in exchange for the transaction. Sample text to be included in a receipt/letter acknowledging donation of \$250 or more:

*Thank you for your contribution of \$250 on [date]. You should retain this receipt/letter in your records for tax purposes. As you may be aware, the IRS will no longer accept a cancelled check as substantiation of a charitable contribution of \$250 or more. [SELECT ONE:] This letter further serves to verify that you did not receive anything of value in exchange for your contribution. Therefore, the entire amount of your donation is tax-deductible. [OR] This letter further serves to verify that you received \_\_(goods and services)\_\_, which had a fair market value of \$ \_\_\_\_\_. Therefore, only \$ XX.XX of your donation is*

*tax-deductible. [OR] This letter further serves to verify the items you received in exchange for your donation were insubstantial under IRS guidelines. Therefore, the entire amount of your donation is tax-deductible.*

### **Non-cash gifts**

For non-cash contributions valued at \$250 or above, the written acknowledgment must describe the donation(s), with the amount of specific detailing increasing with the value of the gift. "Good faith estimates" or fair market value are acceptable for all non-cash gifts valued at less than \$500. Gifts valued over \$500 require the donor to file an IRS Form 8283. The chapter does not establish a value for the gift but may need to sign the form that it did indeed receive the gift.

### **Goods and services received**

If a donor makes a gift to a chapter and receives benefits with a fair market value of not more than two percent of the amount of the payment (up to a maximum of \$72 for the year), the benefits received are considered to have insubstantial value and the gift is fully tax-deductible. If a donor makes a payment of \$34.50 or more to a charity and receives only token items in return, the items are considered to be insubstantial if they (1) bear the charity's name or logo, and (2) have an aggregate cost to the charity of \$6.90 or less.

## **RESOURCE LIST - WEB SITES & PUBLICATIONS**

The following list includes descriptions and links to selected web sites of interest to people involved with nonprofit organizations. For easier browsing, they are arranged by subject.

### **BOARDS OF DIRECTORS**

#### **National Center for Nonprofit Boards [www.ncnb.org/main.html](http://www.ncnb.org/main.html)**

Nonprofit organization dedicated to building stronger nonprofit boards and stronger nonprofit organizations. Educational programs, consulting services, and publications on all aspects of nonprofit governance.

#### **Robert's Rules of Order [www.robertsrules.com](http://www.robertsrules.com)**

By Henry M. Robert, Sarah Corbin Robert, and William J. Evans; explains the language and procedures for running an official board meeting.

#### **Carverguide Series on Effective Board Governance**

John Carver and Miriam Mayhew Carver

A variety of guides offering helpful information on operating a board of directors.

### **GENERAL**

#### **The NonProfit Times [www.nptimes.com](http://www.nptimes.com)**

Web site of the popular monthly newspaper covering all aspects of nonprofit work, including volunteers.

#### **The Chronicle of Philanthropy [www.philanthropy.com](http://www.philanthropy.com)**

The Chronicle, published every other week, is a prime news source for people involved in the philanthropic enterprise. The web site offers a summary of the contents of the current issue of The Chronicle, a list of forthcoming conferences and workshops, job opportunities in the non-profit world, and other information.

#### **Philanthropy Journal Online [www.pnnonline.org](http://www.pnnonline.org)**

The Philanthropy Journal Online provides the latest news on the nonprofit sector, including an entire section dedicated to volunteerism.

#### **Learning Institute for Nonprofit Organizations [www.uwex.edu/li](http://www.uwex.edu/li)**

This collaboration between the Society for Nonprofit Organizations, the University of Wisconsin Extension, and Wisconsin Educational Television has many components, including a Web site. Among other things, you can learn more about LINO's distance learning plans to use video broadcasts for teaching management skills.

#### **National Center for Nonprofit Boards [www.ncnb.org](http://www.ncnb.org)**

If you want to learn more about working with boards of directors--that special category of volunteers--then this site will be very useful to you.

#### **Non-Profit Nuts & Bolts [www.nutsbolts.com](http://www.nutsbolts.com)**

Provides practical tips from its monthly printed newsletter to help non-profit executives better manage their organization.

Articles cover topics such as fundraising, volunteer management, public relations, special events, committees, board relations.

## **VOLUNTEERISM**

Points of Light Foundation [www.pointsoflight.org](http://www.pointsoflight.org)

Volunteer Today [www.volunteertoday.com](http://www.volunteertoday.com)

Best Practices for Developing a Volunteer Program Packet by MD Advisory Committee on Volunteerism  
(available through National Headquarters)

## **GOVERNMENT RESOURCES**

Attorneys General Internet Web Sites [www.naag.org](http://www.naag.org)

US Nonprofit Gateway [www.nonprofit.gov](http://www.nonprofit.gov)

## **FOUNDATIONS AND CORPORATIONS**

### **Council on Foundations [www.cof.org](http://www.cof.org)**

The Council on Foundations is an association of foundations and corporations that serves the public good by promoting and enhancing responsible and effective philanthropy. Their web site includes a great deal of helpful information about foundations, including a directory of community foundations, FAQs about foundations, finding foundation grants, and starting a foundation.

Philanthropy Links [www.pnnonline.org](http://www.pnnonline.org)

Hoover's Online [www.hoovers.com](http://www.hoovers.com)

Gifts in Kind [www.giftsinkind.org](http://www.giftsinkind.org)

NAEIR [www.freegoods.com](http://www.freegoods.com)

Sponsorship Sourcebook [www.sponsorship.com](http://www.sponsorship.com)

CompuMentor (good source of discounted hardware/software for non-profits) [www.compumentor.org](http://www.compumentor.org)

## **GRANT PROPOSALS**

Proposal Writing [www.fdncenter.org](http://www.fdncenter.org)

The Gransmanship Center (TGCI) [www.silcom.com/~paladin/promaster.html](http://www.silcom.com/~paladin/promaster.html)

## **OFFICE ADMINISTRATION**

National Address Server [www.cedar.buffalo.edu/adserv.html](http://www.cedar.buffalo.edu/adserv.html)

Switchboard [www.switchboard.com](http://www.switchboard.com)

US Postal Service/Zip Code Look-ups [www.usps.gov/ncsc](http://www.usps.gov/ncsc)

UPS [www.ups.com](http://www.ups.com)

**Please note that much of the preceding materials and supporting documents have been furnished by the IRS and other supporting agencies. Web sites/contact information may be subject to change. This information should not be considered legal advice but shall only serve as a guide. Questions may be directed to your local/state or governmental agencies or you may seek further assistance from the US Lacrosse development office.**

# **US LACROSSE, INC.**

## **Policy Statement**

### **Requirements Applicable to Participation in Group Tax Exemption**

US Lacrosse, Inc. ("US Lacrosse") has qualified as an organization described in Section 501(3)(c) of the Internal Revenue Code of 1986 and the regulations promulgated there under (the "Internal Revenue Code"). As a 501(c)(3) organization, US Lacrosse is generally exempt from the payment of state and federal income tax. US Lacrosse applied for and received from the Internal Revenue Service a group exemption letter recognizing that its subordinate organizations are also exempt from income tax as organizations described in Section 501(c)(3) of the Internal Revenue Code (the "Group Exemption").

The essence of the Group Exemption is that US Lacrosse, as a central organization that has received recognition of exemption from income tax under Section 501(c)(3) of the Internal Revenue Code, has one or more subordinate organizations under its general supervision or control. A subordinate organization is a chapter, local, post or unit of a central organization.

Those Chapters of US Lacrosse that achieve compliance with US Lacrosse Chapter requirements participate in the US Lacrosse tax exemption through the Group Exemption obtained by US Lacrosse. Since all of the Chapters participate in the US Lacrosse tax exemption based upon the general supervision or control of Chapters exercised by US Lacrosse, it is necessary for Chapters to adhere to US Lacrosse requirements in order to maintain and preserve the overall tax exempt status of US Lacrosse and its Chapters. The purpose of this policy statement is to address in general certain issues that may arise at the Chapter level that could affect the overall tax exempt status of the group and to set forth the position of US Lacrosse as the central organization with general supervision or control over the Chapters with respect to certain tax related issues, as follows:

1. In order for a Chapter to maintain in effect its participation in the Group Exemption, the Chapter must maintain its affiliation with US Lacrosse as a Chapter and must remain subject to the general supervision or control of US Lacrosse. Accordingly, only Chapters in good standing with US Lacrosse are eligible to participate in the Group Exemption.
2. In addition, the activities carried on by Chapters must remain consistent with the overall purpose of US Lacrosse as the central organization and the sources of receipts and the nature of expenditures made by each Chapter must be and remain consistent with the US Lacrosse sources of receipts and expenditures. Accordingly, the Chapter agreement that every Chapter is required to sign provides that Chapters shall not carry on any activities which might result in the revocation of tax exempt status and that Chapters shall take such actions as shall be deemed by US Lacrosse to be necessary or advisable in order to enable Chapters to preserve their tax exempt status.
3. Specifically, each Chapter is required to continue to perform all of its obligations pursuant to the Chapter agreement with US Lacrosse and to comply with all of the requirements applicable to Chapters that are set forth in the Chapter agreement between US Lacrosse and each Chapter at all times.
4. Under no circumstances is a Chapter allowed to permit any third party organization, association or individual that does not constitute part of the Chapter to represent that it enjoys the benefit of the Chapter's tax exemption or otherwise take advantage of or benefit from the Chapter's tax exemption. Chapters are expressly prohibited from permitting any third party organization or individual to use, take advantage of or otherwise benefit from the Chapter's participation in the US Lacrosse Group Exemption.
5. Since the effectiveness of the Group Exemption with respect to each Chapter depends in part upon the sources of receipts and nature of expenditures made by each Chapter, each Chapter must assume overall responsibility for all financial aspects of the Chapter's activities. Each Chapter must maintain overall responsibility for and control of all financial aspects of the Chapter's activities, including all sources of income and all expenditures.
6. Specifically, if a Chapter sponsors a team, league or any other ongoing activity, all financial aspects of any such team, league or other activity must be carried out using the employer identification number assigned to the Chapter by the Internal Revenue Service, and the Chapter must assume overall responsibility for all financial aspects of the Chapter and its activities and operations. It is not permissible for a Chapter to sponsor a team, league or any other ongoing activity and take advantage of the Chapter's tax exempt status through the Group Exemption unless the Chapter has ultimate financial responsibility for the team, league or other activity.
7. Similarly, as required pursuant to the Chapter agreement, each Chapter must submit to US Lacrosse an annual report by
8. September 1 of each year that sets forth a financial statement detailing the previous year's financial activities of the Chapter. Each Chapter must also submit to US Lacrosse an action plan by July 1 of each year which includes activities

planned for the upcoming year and how the Chapter intends to use its funds during the upcoming year. As specifically required by the Chapter agreement, all Chapters must maintain accurate and updated financial records at all times, and Chapter financial records should be available for review by the Board of Directors of each Chapter, Chapter membership and the national office at all times. All expenditures made by Chapters must be appropriate in relation to each Chapter's purpose and consistent with the policies and procedures established by US Lacrosse.

9. Please note that if the annual gross receipts received by any Chapter from all sources exceeds \$25,000.00 the Chapter is required to file Form 990, Return of Organization Exempt from Income Tax, by the 15th day of the 5th month after the end of its annual accounting period. The failure to file Form 990 will jeopardize continued participation in the Group Exemption.

## **US LACROSSE CHAPTER ADMINISTRATION POLICY REGARDING TEAMS/ LEAGUES**

US Lacrosse encourages each chapter to use the administrative structure that works best for growing the game in the chapter area, particularly since there are diverse levels of lacrosse development around the country. Any involvement by a chapter in sponsoring teams or leagues must, however, have as its priority concerns for safety and accountability. Specifically, if a chapter sponsors a team or a league, the chapter is required to take responsibility for operational and financial oversight of play, and this oversight must be thorough and consistent with the risk management and events sanctioning guidelines and group tax exemption policy statement published by US Lacrosse (the "US Lacrosse Requirements"). Please refer to these documents for specific details with respect to the US Lacrosse Requirements.

If a chapter does not have the capacity or is otherwise not in a position to comply fully with the US Lacrosse Requirements in connection with the proposed sponsorship of teams or a league, the chapter cannot sponsor teams or a league. Instead, any teams or leagues within the chapter's geographic area must have a separate, independent structure with its own board, responsible for its own activities and operations, and this independent structure must be completely separate and distinct from the chapter. This will establish complete separation between the chapter and teams or leagues within the chapter's geographic area that are not sponsored by the chapter. As set forth above, sponsorship of teams or leagues by a chapter requires strict compliance by the chapter with the US Lacrosse Requirements, while sponsorship of teams or leagues by an organization that is independent and separate and distinct from the chapter does not involve the chapter and therefore the chapter does not have responsibility for any such teams or leagues. Sponsorship results in responsibility, and responsibility requires compliance with the US Lacrosse Requirements.

# Finance - Section 7

**Accounting** - In accordance with the US Lacrosse Chapter Agreement, US Lacrosse chapters must maintain accurate and updated financial records. Chapter financial records should be available for review by its board, its membership, and the National Headquarters at all times. The financial statements should include a balance sheet, income statement (see example at the end of this section), and general ledger; the statements should be clear, complete, and comprehensive. Trade creditors, prospective donors, members, and the Chapter Board must be readily able to satisfy their needs for financial information from a single set of statements produced by the Chapter's accounts. The financial statements should also be objective. They may be subject to audit through the US Lacrosse National Headquarters and should be completely reliable. Otherwise, their usefulness for financial decision-making will be greatly reduced.

## Chapter financial statements should:

- **Possess historical comparability** with its statements as of earlier dates.
- **Be comparable**, both currently and historically, with statement data generated for other US Lacrosse chapters. Such comparability ensures that differences in financial results arise from differences in circumstance, not merely from differences in accounting methods.
- **Be timely**, since the further financial information is removed in time from the events that produce it, the less useful it is to the chapter leadership who wish to rely on it in making financial decisions. The statements should be prepared and distributed to all potential users as soon as possible after the end of the accounting period.

## Reporting to US Lacrosse National Headquarters

As of 1998, chapters who generate gross receipts of over \$25,000 a year are required by the IRS to submit Form 990. A copy of this form must be sent to the US Lacrosse National Headquarters upon filing. IRS requirements are subject to change annually; chapters are required to comply with IRS filing and reporting rules as published by the IRS in conjunction with US Lacrosse. **US Lacrosse currently operates on a fiscal year of August 1 to July 31**; it is strongly recommended that chapters also follow this schedule. In addition to a report of the past year's chapter activities and the upcoming years plans, an annual financial statement including a copy of the chapter's balance sheet and income statement must be submitted to the US Lacrosse National Headquarters (by e-mail or hard copy) within 30 days after the conclusion of the fiscal year (currently September 1st.)

## Budgeting

Chapters are required to formulate an annual budget for internal use. Overall budgeting is a vital part of managing the chapter's operations. Budgeting for operations and cash flow forces the chapter to direct some of its attention from the present to the future, making planning a priority. In budgeting, a chapter must analyze its operations, identify operating activities consistent with the goals and objectives of the chapter, and estimate the costs. Estimating future financial resources and expenditures enables the chapter to avoid operating as a fire fighter; with budgets they can anticipate future financial problems and opportunities and plan positive action in advance. In addition to forcing the chapter to plan, budgeting:

- Generates resource information useful for improving decision making
- Provides a tool for evaluating performance
- Provides a means for enhancing communication and coordination

The following basic steps should be followed in the preparation of a budget that may be used effectively as a guide for action. These five steps should be used for budget preparation and approval:

1. List chapter goals and objectives, and programs or activities.
2. Estimate the cost of each program or activity.
3. Estimate the expected income.
4. Compare estimated income with estimated costs and make necessary adjustments.
5. Present the final budget for approval by chapter board of directors.

## Disbursement of Funds

Chapters are expected to disburse funds in accordance with their by-laws and the by-laws of US Lacrosse. Chapter funds are expected to be used to support, promote, and aid in the growth of lacrosse in the chapter's geographic area. Conditions for ensuring proper disbursement of funds include:

- Chapter board support and approval
- Consistency with goals and objectives of US Lacrosse
- Consistency with operating conditions of US Lacrosse
- Proper administration of the budget
- Some degree of member involvement
- Realistic expectations
- Board willingness to take action
- Coordination in budget preparation
- A clear statement of the assumptions and the underlying estimates

**EXAMPLE**  
**US Lacrosse Chapter**  
**Statement of Income**  
**Fiscal Year:**

<b>REVENUES (Sample Categories)</b>	<b>ACTUAL</b>	<b>BUDGET</b>
Dues Rebate		
Festival Revenue		
Donations/Patrons		
Hall of Fame		
Golf Outing		
Coaches Association		
Interest		
<b>Total Revenues</b>		
<b>EXPENSES (Sample Categories)</b>		
Administrative		
Member "premiums"		
Member Mailings		
Web Site		
Bank Charges		
Supplies/Postage		
Golf Outing		
Youth Festival		
Hall of Fame		
Miscellaneous		
<b>Total Expenses</b>		
<b>Net/Profit/(Loss)</b>		

**EXAMPLE**  
**US LACROSSE CHAPTER**  
**BALANCE SHEET**  
**Fiscal Year End (balance):**

CURRENT ASSETS	
Cash	
Accounts Receivable	
Prepaid Expenses/Deposits	
Total Current Assets	\$
PROPERTY/EQUIPMENT	
Office Equipment	
Accumulated Depreciation	
Total Property/Equipment	\$
TOTAL ASSETS	\$
CURRENT LIABILITIES	
Accounts Payable	
Accrued Expenses	
Total Current Liabilities	\$
NET ASSETS	
Beginning Net Assets	
Transfers	
TOTAL NET ASSETS	\$
TOTAL LIABILITIES AND NET ASSETS	\$

# Communication - Section 8

**\*\*PLEASE REFER TO THE STYLE MANUAL AT THE END OF THIS SECTION FOR LANGUAGE AND PUNCTUATION REQUIREMENTS FOR USE DURING ALL COMMUNICATION\*\***

## **With National Headquarters Monthly communication is sent to all chapters year round, via email or postal mail.**

It is vital that chapters establish regular return communication lines to the National Headquarters. This can be accomplished by including US Lacrosse staff members on chapter newsletter mailing lists, sending periodic e-mails to specific US Lacrosse staff members, or just giving the National Headquarters a call. Whatever the method, it is important that the National Headquarters be kept abreast of chapter endeavors, events and issues in order to help promote them to the national membership.

## **Membership and Chapters Label, List, Disk and Report Request Policy**

The US Lacrosse National Headquarters is happy to provide chapters with useful information and materials. We simply request that chapters follow the guidelines outlined in the following policy when making requests:

**Note: Membership information** (beyond name and membership expiration date) **is strictly confidential - for chapter use only.**

- 1) Two weeks notice is required on ALL requests.
- 2) US Lacrosse can supply chapters with additional electronic files of membership data at any time. Only chapter presidents can request and/or receive these files.
- 3) Chapter presidents will have access to download membership lists and to look up membership numbers and expiration dates on the US Lacrosse web site. Login information must not be shared with anyone not on the chapter board.
- 4) Unusual (time sensitive, fund raising, sponsorship, marketing, political in nature) requests must be approved by the Division Directors and the Executive Director as a group.

\*\*Due to the membership growth over the last year, chapters are encouraged to use electronic files whenever possible. In addition, sending chapter newsletters to a mail shop to be printed and labeled is highly recommended (especially for the larger chapters).

Information for the US Lacrosse Board of Directors, Council Leaders, and staff contact information can be found on the US Lacrosse web site, [www.uslacrosse.org](http://www.uslacrosse.org).

## **Among Chapters**

Chapters are also encouraged to communicate with other chapters. Many of the demands and challenges that chapters face have already been met and overcome by other chapters. By trading information within the US Lacrosse chapter structure, all chapters should be able to operate more effectively.

Communication between chapters can also lead to co-sponsored or cross-promoted events and endeavors between several chapters (see Regional Chapter Contact on web site: [www.uslacrosse.org](http://www.uslacrosse.org)).

## **With US Lacrosse Members and Your Community**

Chapters of US Lacrosse must make a commitment to getting the word out about lacrosse. Newsletters, web sites, special events, and word of mouth are all important vehicles for growing the game of lacrosse. Successful communication between the National Headquarters and chapters, and between US Lacrosse members and the lacrosse world at large - can also lead to many marketing and promotional opportunities for chapters. For more information in this area, please see the Marketing and Promotion section.

## **SUGGESTED COMMUNICATION FORMS:**

### **Post Office Box**

A post office box for receiving chapter mail can be set up easily through the local post office. With a PO Box, chapters need not alter publications to include a new address every time chapter personnel changes. A PO Box also ensures the flow of communication will remain constant.

### **Telephone "Hotline"**

A telephone hotline is another useful form of communication. By dialing the number, callers should be able to leave a message and/or reach a periodically updated message about events, programs, and contact names/numbers. Setting up a hotline is

as simple as using chapter funds to set up a phone line and answering machine or voice mail system and including the phone number on all publications. Telephone service providers also offer low-cost voice mail services which allow a chapter to provide information by subject matter.

### **E-mail**

E-mail is an effective, inexpensive form of communication and can even be used to distribute newsletters (see 'Newsletter' below). The national headquarters finds e-mail to be the easiest way to stay in touch with chapters, so representatives are strongly encouraged to maintain an e-mail account. Most internet providers offer free accounts, and local libraries frequently host free accounts for users without home or office internet access.

### **Web site**

Each chapter will be able to update a contacts and events template (specific to their chapter) on the National Headquarters web site. In accordance with the US Lacrosse Chapter Agreement, all chapters must work towards having their own web site which can be linked to the national web site. Chapters can create their own web sites by recruiting volunteers with expertise in on-line publishing. Web sites are a great - and timely - way to alert members to chapter events, initiatives and pressing issues. Most internet service providers include web site hosting (as long as the site doesn't take up too much memory or receive too many hits) as part of their fee. US Lacrosse will link all chapter web sites to its national web site ([www.lacrosse.org](http://www.lacrosse.org)), both in the "Regional Chapters" section and in the "Links" section. Chapter leaders should use the interactive calendar section in US Lacrosse's web site for posting events. The design of the web site should conform to the guidelines listed in the Marketing section (see 'Chapter Publications' and 'Corporate Image Standards') Because not all chapter members may be on line, a web site shouldn't take the place of a chapter newsletter – the two should instead compliment each other.

### **Newsletters (see examples at the end of this section)**

The first step in starting a newsletter is recruiting a reliable volunteer with desktop publishing experience. This individual should be counted on to organize, edit and design materials for each issue of the chapter newsletter. This individual, or another volunteer, must also be in charge of producing the appropriate number of copies for each issue. This can be as simple as running off a few hundred photo copies at someone's office, then getting volunteers to fold and apply mailing labels, or as involved as hiring a commercial printer and mail house. (One way to defer these costs is to include an ad in the newsletter for the printer or copy center in exchange for a lower rate.) The method of delivering the newsletters to the chapter's members must also be considered.

Newsletters need not be overly complex in layout - the more simply the information is presented, the better! Newsletter layout should conform to the guidelines listed in 'Chapter Publications' and 'Corporate Image Standards' (see 'Marketing and Promotion,' Section 11). Newsletters should include anything in which your members may be interested, including dates of upcoming events, opinion columns on pressing lacrosse issues, features on chapter initiatives, etc.

An e-mail newsletter is less expensive than producing a printed newsletter (the costs are only someone's time and effort). E-mail newsletters can also be more time sensitive - once they're written, it's only a matter of minutes before members receive them. A drawback to an e-mail newsletter, however, is the likelihood that not all chapter members have an on-line address.

### **How does a chapter qualify for reduced rates on bulk mail through the U.S. Postal Service?**

The answers are contained in U.S. Postal Service Publication 417, Nonprofit Standard Mail Eligibility. For additional details regarding bulk mail guidelines and permits, please contact your local post office or visit the Postal Service web site: [www.usps.gov](http://www.usps.gov). The US Lacrosse Director of Development will also be glad to assist you with this process and provide all necessary forms.

Chapters interested in obtaining a bulk mailing permit should contact the local post office. A responsible chapter officer must apply for an authorization to mail at the Nonprofit Standard Mail rates at each post office mailings will be entered.

### **What is considered bulk mail?**

- The mailing must contain at least 200 addressed pieces or weigh 50 pounds
- The mailing must be prepared according to postal standards
- The mailing is the organization's mail
- The mailing does not contain products or advertising
- The mailing is accompanied by the appropriate postage statement

### **The process for applying**

1. Complete an application: Form 3624 available at any post office or on the Postal Service web site, [www.usps.gov](http://www.usps.gov).
2. Additional copies of the necessary national supporting documents (articles of incorporation, 501(c)(3) financial statements, mission) are available through the US Lacrosse Development office.

3. Take the application (PS Form 3624, Application to Mail at Nonprofit Standard Mail Rates) with the supporting documents to the post office where your chapter intends to mail.
4. The Nonprofit Service Center will notify you of its decision on the application.

### **Lacrosse Magazine**

Chapters are highly encouraged to keep the editor of *Lacrosse Magazine* informed of interesting events or developments. Highlighting chapter initiatives in US Lacrosse publications not only generates positive publicity for your chapter, but can serve as helpful examples for other chapters. Chapters are also encouraged to contribute corrections and suggestions pertaining to all aspects of the publication.

## **STYLE MANUAL for COMMONLY USED TERMS**

The following is a list of commonly used US Lacrosse and general lacrosse terms. Bold words are those that should be used in all communications, whether they be printed materials, web site copy, inter-organizational memos, etc. It is important for the US Lacrosse staff, board members, committee and council members, chapter representatives, etc. to follow these guidelines so that all communications from US Lacrosse are worded consistently.

### **US LACROSSE TERMS**

**board of directors** Do not capitalize board or directors in the body of text (“the board of directors decided to form a search committee”) because it’s a generic organizational term (“the board of directors of General Motors”). However, when it’s used in a title specific to US Lacrosse (“the US Lacrosse Editorial Board”) or the title of a list (“The 2002 US Lacrosse Board of Directors”), it should be capitalized. The same holds true for board meeting.

**Council** Capitalize when it’s part of a title that’s specific to US Lacrosse (“the Athletes Council of the Men’s Division; the US Lacrosse Women’s Division Athletes Council”), but not when it’s used generically (“the Women’s Division of US Lacrosse features six councils”) or in second reference (“the Athletes Council decided that it would vote on three important council issues at the next board meeting”). In addition, names of councils are plural, not possessive (“Athletes Council, Coaches Council, Officials Council”). Council guidelines also apply to Committee (“the Publications Committee; US Lacrosse is still forming several committees”).

**Chair and Vice Chair** Please do not use “President” and “Vice President.”

**Chapter** Capitalize chapter when using it officially (“the Rocky Mountain Chapter”), but not elsewhere (“a new chapter was established in Idaho”). Please refer to the Chapter Contact List for official names of chapters.

**Intercollegiate Associates** This is the US Lacrosse council that governs men’s and women’s non-varsity college programs. These are club lacrosse programs at colleges, but please refrain from using “Collegiate Club” to describe leagues, teams or the council.

**Lacrosse Magazine** Italicize the name of US Lacrosse’s publication. Please refrain from writing “LACROSSE” in all upper case.

**Men’s Division and Women’s Division** Capitalize because it’s specific to US Lacrosse and not a generic business term, and please note the apostrophe (“the Men’s Division Coaches Council; Women’s Division Director Erin Brown; that cost will be attributed to the Men’s Division”). Also, always include Men’s Division or Women’s Division when describing a person, event, council, etc. to clarify which division is being discussed, unless it’s blatantly obvious (i.e. don’t write “the National Tournament”).

**Staff** Please refer to latest staff extension list for proper titles and positions (or position description) of staff members and positions.

**Unified Councils** This term is preferable to “Gender Neutral” when describing councils dedicated to youth and region issues.

**US Lacrosse** US Lacrosse is the preferred term, but US Lacrosse, Inc. is also acceptable, especially in legal or financial communications. Note the space between the “S” and “L”, it is not “US Lacrosse”. Please refrain from using “USL” in any written communications.

### **LACROSSE ORGANIZATIONS**

**ILF** The International Lacrosse Federation. This organization’s membership is made up of the men’s lacrosse governing bodies throughout the world. It hosts a quadrennial men’s World Championship and quadrennial men’s Under-19 World Championship.

**IFWLA** The International Federation of Women’s Lacrosse Associations. The women’s equivalent to the above-mentioned ILF, the IFWLA is made up of women’s lacrosse organizations throughout the world and hosts a quadrennial World Cup and quadrennial Girls Under- 19 World Championship.

**IWLCA** The Intercollegiate Women’s Lacrosse Coaches Association.

**MLL** Major League Lacrosse The men’s outdoor professional league, began play in 2001. After first reference, MLL is acceptable. Please note that it’s “Major League Lacrosse,” not the “Major Lacrosse League.”

**NCAA** The National Collegiate Athletic Association. The ruling body for men’s and women’s varsity athletics. In lacrosse, the NCAA’s role is mainly sponsoring championships for men’s varsity lacrosse (Division I, II & III) and women’s varsity lacrosse (Div. I & II and III). The NCAA gives bids to championship tournaments as directed by the NCAA Men’s Lacrosse Committee and the NCAA Women’s Lacrosse Committee. The NCAA also makes men’s lacrosse rules, but the US Lacrosse Women’s Division makes women’s rules.

**NCLL** The National Collegiate Lacrosse League is a men's college club league that sponsors teams at schools that often also sponsor varsity teams. This organization is not affiliated with US Lacrosse.

**NLL** The National Lacrosse League is the men's professional indoor league, formerly known as the Major Indoor Lacrosse League.

**USCLA** and **ALL** The United States Club Lacrosse Association and the American Lacrosse League are two of the post-collegiate men's lacrosse organizations that participate in the US Lacrosse membership program and are represented by the Men's Post-Collegiate Clubs Council.

**USILA** The United States Intercollegiate Lacrosse Association. Governs the men's varsity college lacrosse regular season (NCAA takes over for postseason); picks All-America teams; hosts North-South College All-Star games. Membership in the USILA is institutional (colleges with varsity lacrosse programs join the organization).

**USLCA** The United States Lacrosse Coaches Association. The men's coaches organization which merged with US Lacrosse and is now the Men's Division Coaches Council.

**USWLA** The United States Women's Lacrosse Association. The former governing body of women's lacrosse from 1931-1998, the USWLA merged with US Lacrosse in 1998. The USWLA's role in women's lacrosse (making rules, naming national teams, hosting the National Tournament) is now being handled by the Women's Division of US Lacrosse.

### **LACROSSE: THE SPORT**

**All-America** Use when referring to the team ("Virginia had four All-America selections; the 1998 IWLCA All-America team).

**All-American** Use when referring to the individual ("She was a Division III All-American in 1997; All-American goalie Brian Carcaterra").

**collegiate club** Term used for non-varsity college teams that (a) play at schools that also have varsity teams; or (b) are not members of the US Lacrosse Intercollegiate Associates ("Penn State's collegiate club team won the National Collegiate Lacrosse League title in 1997"). Intercollegiate Associates is a term used when describing teams and leagues under US Lacrosse's domain ("The Western Collegiate Lacrosse League features 10 Intercollegiate Associate teams").

**Divisions** Use roman numerals when referring to NCAA lacrosse divisions on first reference. For instance, write Division III, not Division 3. After first reference, divisions may be shortened to D-I, D-II or D-III. Please don't use D1, D2 or D3.

**post-collegiate club** The term for club lacrosse teams not affiliated with colleges, which are made up mostly of players who have played out their college eligibility. Please avoid using only "club" to describe these teams and players, in order to avoid confusion with college club teams.

**men's lacrosse** and **women's lacrosse** Use apostrophes. Use "men's" and "women's" when describing lacrosse played by individuals older than high school age. Do not capitalize unless in a specific title ("A new rule in women's lacrosse is the restraining line; The 1998 NCAA Men's Lacrosse Championships at College Park").

**boys' lacrosse** and **girls' lacrosse** Use "boys' " and "girls' " when describing lacrosse played by individuals high school age and younger. Do not capitalize unless in a specific title ("The New York State Girls Lacrosse Championship; the state is sanctioning girls' lacrosse for the first time").

**face-off** verb ("Men's lacrosse players face-off after each goal.") Note: A draw is the women's equivalent to a faceoff.

**faceoff** noun and adj. ("He was the best faceoff man they ever had; A faceoff was held after the tying goal.") Note: **A draw** is the women's equivalent to a faceoff.

**postseason**, preseason No hyphens.

**quarterfinal**, semifinal No hyphens.

### **MISCELLANEOUS**

**Counsel** This is the term for legal representation on the US Lacrosse Board of Directors. Please don't confuse with "council."

**Formal titles** Formal titles should be capitalized when they are used immediately before a person's name, but not elsewhere

**Gender references** Please always use men's lacrosse or women's lacrosse in first reference when describing each sport. It should not be necessary to continue using the terms throughout (the text will become cumbersome) unless it is unclear to which sport you're referring.

# Marketing & Promotion - Section 9

## WHAT SHOULD BE COMMUNICATED ABOUT US LACROSSE?

### Marketing Statistics

US Lacrosse publishes an annual participation survey that utilizes information from the chapters to help track national participation at all levels of lacrosse. This document also provides background information about the sport and the growth trends to assist media outlets with stories about the sport. It is available online on the US Lacrosse Web site and is updated each summer.

As an introductory tool to both the sport of lacrosse and the national governing body the booklet *America's First Sport: Lacrosse* was developed. The booklet is available through the National Headquarters and describes the history of the game, participation demographics, fun facts, and more. The booklet is particularly helpful when trying to solicit sponsorship or provide basic information about the history, growth and development of the sport for newspaper/magazine articles. The statistics are updated each July.

### Membership Benefits

A tangible benefit of membership in US Lacrosse is *Lacrosse Magazine* and it should be promoted at every event and meeting with all other benefits of membership. Also important to many members is the comprehensive insurance benefit, which covers member players, coaches, and officials at organized lacrosse events (for the category(s) in which they are members).

- The magazine is not the only benefit of membership.
- There are other programs and services that are very beneficial to the member, which should be promoted at the appropriate events. For example, if the chapter is running a boys and girls clinic for high school players, many of those players would be interested in the College Selection Program (see 'National Programs and Services' section for program details). New youth coaches would be interested in the books and videos available to assist them, such as the Coaching Youth Lacrosse book, and can purchase them from US Lacrosse at a discounted rate for members.

It is also important that chapter members know what US Lacrosse does, on the national level and at the chapter level. For example,

US Lacrosse...

- provides a national staff to support the sport and members
- publishes *Lacrosse Magazine*
- offers a New Start Program for first-year teams
- offers an online coaches education program and in person clinics (CEP Level 1 and 2 Clinics now available)
- maintains the Lacrosse Museum and National Hall of Fame
- supports all men's and women's US National teams
- supports chapters in the grass roots development of the sport
- provides programs and services which enhance the lacrosse experience
- provides comprehensive insurance for players, coaches and officials
- produces promotional videos to grow the game
- supports and sponsors national television productions

## HOW TO PROMOTE LOCAL LACROSSE AND CHAPTERS

### Lacrosse Magazine

Each issue features a "Calendar" section that can be used to promote chapter events at no charge. Please complete a "Calendar Listing" form for all upcoming events, and submit to the publications office at US Lacrosse at least eight weeks before the month the event occurs (example: May events should be submitted to the US Lacrosse publications office by March 1). The calendar section is also a good reference tool for new events ideas such as festivals, try-outs, all-star games, and other fundraising events, awards banquets, golf tournaments, jamborees, hall of fame dinners, etc. (see 'Chapter Events' section, for details).

### Web site Calendar

In addition to the magazine calendar, chapter events may be published on the **National Online Calendar** located on the US Lacrosse National Headquarters web site. Information may be submitted directly through the web site ([www.uslacrosse.org](http://www.uslacrosse.org)) via your own account.

## **Sponsorship**

Local or national sponsorship of an event not only helps defray costs, it can draw more attention to chapters and chapter activities. Businesses with whom board members or chapter affiliates have a connection, or who may have an interest in lacrosse, youth sports or sports in general may be a good place to start. Offering advertising in newsletters, event flyers, and programs, as well banners at the event site, is usually an acceptable trade-off for sponsorship. Make sure to show adequate appreciation for sponsors with letters of thanks, plaques, or special events. Businesses who have sponsored in the past may be more likely to sponsor again, so keep detailed records of contacts and contributions. See the sponsorship list at the end of this section for some of the companies and organizations who have participated with US Lacrosse on the national level as a sponsor, partner, or advertiser.

## **MEDIA RELATIONS**

It is a good idea to establish a relationship with a local media representative who can promote chapter events and successes. Identify someone who is willing to regularly write stories or press releases and provide them to the local and regional newspapers (see sample press release below). Remember, the items should be news-related or have a good human interest angle; simply informing the public of an event that is taking place will not usually be published. US Lacrosse can provide general information on the sport (America's First Sport: Lacrosse booklet), photographs and public service advertisements for printing in the publication.

In general, chapters should send announcements to following publications:

- *Lacrosse Magazine*
- Local and community newspapers
- Regional newspapers
- Local television

For national and international media contacts, see *The Editor & Publisher International Yearbook*, which is published annually and available at most public libraries.

## **SAMPLE PRESS RELEASE**

DATE: Oct. 4, 2002  
RELEASE: Upon Receipt  
(Email Address)

CONTACT: (Name)  
(Phone No.)

HEADLINE: BOLD TEXT, ALL CAPS

DATELINE - Text of release begins here. Note that most major cities stand alone in datelines (BOLD, ALL CAPS), while smaller towns appear with a state's abbreviation, for example:

DALLAS - but

RICHARDSON, TX. - the dateline city should be the city/town where the news is happening or from where it's being announced.

Double-line spacing in between paragraphs is suggested to ease reading. Indenting of the first line of each paragraph is optional but not necessary.

The contact above should be the author of the release, who should be able to direct inquiring media to persons with more knowledge of the news/event, if applicable.

Write actively (avoid forms of the verb "to be" whenever possible), and concisely. Try to keep press releases to one page, especially if faxing is necessary.

When possible, send releases to specific contacts at media outlets and follow up with a phone call to confirm receipt.

US Lacrosse, a 501(c)(3) nonprofit organization, is the national governing body of men's and women's lacrosse. For more information, visit [www.uslacrosse.org](http://www.uslacrosse.org).

# # #

### **Include in article the following:**

1. Who
2. What
3. Where
4. When
5. Why

### **Helpful hints:**

1. Make it interesting. Find a local connection or another reason to establish the info as news (e.g., use a quote from a player, family member, or other attendee).
2. Make it news.
3. Less is more. Newspaper editors need to be captivated quickly and not bogged down with information that is unnecessary.
4. They will contact the contact person for more details if they want more information.
5. Fax or email the release.
6. Follow-up with a phone call to confirm receipt.
7. If possible, mail or hand deliver with a memento from the event.
8. Do not be negative in your comments to the media members about their lack of coverage of lacrosse. Keep it positive!

### **Television**

Television is the most effective tool for increasing exposure and interest in the sport of lacrosse. Though expensive to acquire television time on national cable networks (Fox SportsNet, espn2, etc.), there are many local cable channels which choose to carry high school lacrosse games, college games, etc. These channels should be contacted and urged to carry local lacrosse. US Lacrosse can provide the chapter with our promotional video (in VHS or Beta format) for broadcasting on local and regional channels, as well as a :30 public service advertisement to be included in local television and cable productions.

### **Chapter Publications**

When chapters produce a newsletter, directory, event program, etc., please be sure to include advertising for US Lacrosse. US Lacrosse can provide "house ads" in color or black/white at any specified size, as well as TV ads.

Chapter publications are also a great opportunity to communicate the mission of US Lacrosse. In addition to a chapter description, the following national US Lacrosse descriptor should be included somewhere in the publication, preferably inside front cover or page 1:

#### ***US Lacrosse***

***The support behind the sport. As the a national governing body of men's and women's lacrosse, US Lacrosse exists to serve the sport through resources, promotion, development, education, and training. For more information, please call the national headquarters at 410-235-6882 or visit [www.uslacrosse.org](http://www.uslacrosse.org).***

If the chapter is solicited to participate in other organizations' publications, such as that of a local high school, please ask if the program sponsor would be willing to carry an advertisement for US Lacrosse at no charge since US Lacrosse is a non-profit organization. Again, US Lacrosse can provide a variety of "in-house" ads for this purpose.

### **Corporate IDENTIFICATION STANDARDS**

Ideally, all chapter newsletters or publications should meet a minimum design standard, since the chapter is an extension of our national organization. Chapter use of the standard corporate image format in all publications reinforces the association of the US Lacrosse chapter with the national organization. The chapter is welcome to produce creative, exciting and unique publications; US Lacrosse simply asks that some general guidelines be followed. Full guidelines are available for distribution in the form of a logo

usage brochure. Contact anyone at US Lacrosse to receive copies of this brochure. If there are any doubts regarding logo usage please consult US Lacrosse Marketing Department for advice or approval.



**The chapter is a critical link in assuring the visual integrity and trademark protection of our logo. For this distinctive mark to be truly effective and a valuable asset, it is essential that US Lacrosse and its chapters be consistent in its application, and the logo should appear in all chapter publications. All rights to the logo are reserved by US Lacrosse. To this extent, the logo cannot be reproduced in any form or by any means without the permission and written approval of US Lacrosse. Please contact National Headquarters for electronic logo files. Chapter specific logos can be designed and provided electronically with two weeks notice.**

- The logo, if not appearing in black and white, should appear in the appropriate red and blue colors. The mark should appear in blue and the words "US Lacrosse" should appear in red. The standard PMS colors are as follows:

Red: PMS 201 (cyan - 0%, magenta - 100%, yellow - 65%, black - 34%)

Blue: PMS 281 (cyan - 100%, magenta - 72%, yellow - 0%, black - 38%)

**The logo may not be redrawn, re-proportioned, distorted or altered in any way.** This includes flipping the logo, building the logo into an image, outlining the logo, replacing parts of the logo with some other element (i.e., a star instead of a ball), reversing the colors (i.e., red mark and blue words), and altering the proportions (i.e., extending the three lines longer).

To achieve maximum impact, it is important to display the logo with adequate surrounding clear space. It should never appear to be confined or cluttered by distracting visual elements.

If necessary, the logo may appear in a one-color version, utilizing all red or all blue, or all reverse (white) on a blue, red or black background. All black is also acceptable.

The font for the logo is Helvetica Compressed italic.

The mark and the words should always appear together. At this point in time, the mark is not yet recognizable as a stand alone. With time, this guideline may change.



The chapter's endorsement should appear as follows:

US Lacrosse  
The South Carolina Chapter  
OR  
The Colorado Lacrosse Foundation, A Regional Chapter of US Lacrosse

- Chapters should not have any other logo except the US Lacrosse logo. The publications office can provide the chapter-specific logos for a Macintosh computer in color or black and white, which can either be emailed to the chapter or provided on disk.

Hard copies of the logo are available in the pocket of this manual.

### **Letterhead and Envelopes**

All letters from the chapters should appear prominently on US Lacrosse chapter letterhead, which is similar to the national headquarters letterhead except for the inclusion of the chapter name and contact information (see *Example A at the end of this section*). The publications office can provide the appropriate format on disk for printing purposes. Chapter letterheads should follow the attached format and include the phrase "A regional chapter of US Lacrosse" at the bottom of the page.

All letters should be sent in #10 white envelopes, with a US Lacrosse chapter return address in the upper left-hand corner (see *Example B at the end of this section*).

### **Web Site**

The US Lacrosse Chapter logo should appear on the front page of the web site, with reference to being "A Regional Chapter of US Lacrosse" and a prominent link to the national headquarters web site.

### **Program Publication**

The US Lacrosse Chapter logo should appear on the front cover of any program produced. If the logo is not appropriate for the front cover, it should appear on the back cover, the inside front cover, or page 1 of the publication. "US Lacrosse - The National Governing Body of Lacrosse" should appear anywhere the chapter is referenced.

The following descriptor should be included somewhere in the publication to further promote the image of US Lacrosse.

*The \_\_\_(fill in)\_\_\_ Chapter is a regional Chapter of US Lacrosse. US Lacrosse is the national governing body of men's and women's lacrosse. It's mission is to foster men's and women's lacrosse as amateur sports through a single organization, improve the quality of service, provide activities that will promote lacrosse nationwide, and ensure that all decisions are made on a fiscally sound basis. US Lacrosse National Headquarters: 410-235-6882 or [www.uslacrosse.org](http://www.uslacrosse.org)*

# Recruiting & Managing Volunteers - Section 10

## **Definition of volunteer**

A “volunteer” is anyone who, without compensation or expectations of compensation beyond reimbursement of expenses incurred in the course of his or her volunteer duties, performs a task at the direction of and on behalf of US Lacrosse and the chapter.

## **Position Descriptions**

It is important to have a clear, complete, and current description of the duties and responsibilities of each volunteer position which the chapter expects to fill. Prior to a volunteer assignment or recruitment effort, a position description should be developed for each volunteer post. The description should be issued and explained to each accepted volunteer and used in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated whenever the work involved in the position changes substantially (see example at the end of this section).

## **Recruitment**

Volunteers should be recruited by the chapter on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. The sole qualification for volunteer recruitment should be suitability to perform a task on behalf of the chapter and its participants. Volunteers could be recruited through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

## **Acceptance and appointment**

Service as a volunteer with the chapter should begin with a notice of acceptance or appointment to a volunteer position. Notice should only be given by an authorized representative of your chapter, who will normally be the Chair or Vice Chair.

## **CONFLICT OF INTEREST**

**Persons who have conflict of interest with an activity or program or the chapter, whether personal, philosophical, or financial should not be accepted to serve as a volunteer**

## **Representation of the organization**

Prior to any action or statement which might significantly affect or obligate US Lacrosse or the chapter, volunteers should seek prior consultation and approval from appropriate chapter personnel. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as specifically indicated within their position descriptions and only to the extent of such written specification.

## **Maintenance of records**

The chapter should maintain a system of records on each volunteer, including dates of service, positions held, duties performed, evaluation of work, and awards received.

## **Professional services**

Volunteers should not perform professional services for which certification, license, or insurance is required unless currently certified or licensed to do so. A copy of such certification, license, or insurance should be maintained by the chapter president.

## **Reimbursement of expenses**

The chapter should set a policy for reimbursement of expenses. Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the chapter. Volunteers should be invited to claim expenses as a tax-deductible contribution in lieu of reimbursement. It is suggested that prior approval be sought for any major expenditure.

## **Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member or business of the organization.

## **Retention**

Volunteers should be recognized for their contributions. Holding an appreciation dinner and/or offering gifts of thanks such as lacrosse paraphernalia or personalized certificates/plaques are just some of the ways volunteers can be reminded of their importance to the chapter. Volunteers whose assistance has been acknowledged are more likely to continue contributing their time and effort.

*Please see Resource List in ‘Nonprofit Status and Fundraising,’ Section 6, for additional information regarding volunteers and events.*

# National Programs & Information Services - Section 11

The following is a summary of US Lacrosse National Programs and Information Services with information about fees for each program and the chapter connection:

## **FOR PLAYERS**

Players are the future of the sport. That's why we offer support programs for everyone from the youth player cradling for the very first time to the collegiate star destined for the U.S. National Team.

- **Camp Scholarship Program** – Special tuition waivers from camp directors ensure that youngsters aged 10-14 get the financial aid they need to get started in a lifetime of lacrosse. These camps are a great educational opportunity for both boys and girls to enjoy a summertime sporting adventure, meet new friends, grow, and be challenged—all while learning the greatest game on two feet. The cost of camp enrollment is covered by the scholarship and opportunities for these children are made possible through donations from camp directors, many of whom are listed in the March issue of Lacrosse Magazine. Eligibility for the program is based on financial need. Potential campers must fill out an application through their local chapter of US Lacrosse.
- **National Team Player Clinics** – Hosted by US Lacrosse, annually. Involves U.S. Team players from both the women's and men's national teams. Each division of US Lacrosse is responsible for the Chapter implementation of these clinics.

## **FOR TEAMS**

Learning to play lacrosse well, to compete, to win or lose with dignity, and to honor the game takes a team. That's why we offer more incentives and support to lacrosse teams than any other organization.

- **New Start Program** – Our multi-level developmental assistance program for first-year teams offers the industry's most complete package of start-up materials.
- **Equipment Grant Program (Youth)** – Designed to start first-year teams off right, our Youth Grant Program awards equipment packages (sticks, balls, protective gear, etc.) to selected first-year teams in areas where lacrosse needs a boost to get started. BRIDGE Lacrosse-specific grants are available as part of this program. With the new P.E. curriculum, we offer a variance in the type of equipment your group will receive, for example, soft sticks vs. regulation crosses.
- **BRIDGE Lacrosse** – The BRIDGE Initiative - Building Relationships to Initiate Diversity, Growth and Enrichment - helps expand the game by establishing teams in under-served communities across the country. BRIDGE programs promote both individual and collective growth through instruction, opportunities and relationships tailored to the identities and needs of each community. US Lacrosse has established a network of directors from successful BRIDGE programs, who lead programs that expose children in a variety of settings to lacrosse and incorporate components such as life skills and tutoring. These directors, now organized as the BRIDGE committee of the Youth Council, are available to share their insight and resources with budding programs as they work with our staff on initiatives to develop this important aspect of the game.

### **BRIDGE INITIATIVE MISSION STATEMENT**

We work collaboratively to introduce and expand the sport of lacrosse in nontraditional and underserved communities to embody diversity of players, coaches, officials and supporters. BRIDGE programs promote individual and collective growth of participants through instruction, opportunity and relationships consistent with the identities and needs of each community.

BRIDGE programs around the country can complete an Application for Affiliation with US Lacrosse to connect to the national initiative and gain access to special BRIDGE-affiliate programs and opportunities, such as the BRIDGE equipment grant, part of the Youth Equipment Grant Program. Applications for BRIDGE affiliation and for equipment grants are available for download below.

The chapter can promote the assistance US Lacrosse provides to BRIDGE programs and can help develop a local program and/or provide resources for local program sponsorship. This is a year-round initiative

## FOR COACHES AND OFFICIALS

It takes leaders, mentors, and role models to show players of all levels what dedication, teamwork, and fair play is all about.

- **Positive Coaching Alliance (PCA)** based on the Stanford University campus in California, was formed with the goal of changing the culture in youth sports to improve the experience of athletes at all ages. Its mission is to transform youth sports so sports can transform youth. US Lacrosse, its chapters and its members have access to discounted PCA materials and staff expertise regarding sportsmanship and coaching education, including books, CD-ROMs, newsletters and other resources. PCA conducts seminars and workshops for US Lacrosse members, working on-site with coaches, officials and parents at US Lacrosse events and in local communities on strategies for creating a positive youth sports environment.

### **PCA workshop grants**

Grants cover the fee for a one-day workshop, the costs for all workshop materials for up to 200 people and the costs of travel and onsite expenses for bringing the PCA workshop facilitator to the site.

- **Coaches Education Program** – Please defer to the Sport Development, Education & Training section of the Nat'l Headquarters Web site for constant updates pertaining to our Coaches Education Program 2006 and more! US Lacrosse looks forward to working with chapters to encourage participation in the on-line program and to ultimately offer regional in-person clinics.
- **Coaches Travel Clinic Program** – To help improve the quality of coaching, we send experienced high school and college coaches to share their knowledge with other coaches, players, and administrators at clinics across the country. Coaches can speak on numerous topics, demonstrate special skills and more. The chapters can participate in program themselves and promote the program in the community.
- **Men's Officials and Women's Umpires Training Programs** – To help train and support new officials and umpires, US Lacrosse provides regional training clinics and training manuals for both men's and women's officiating. Classroom and in-the-field work, written tests, and practical evaluations with experienced clinicians are offered. Training videos are available for purchase through the US Lacrosse Book and Video Library. Training manuals and other resources are provided through the men's officials and women's umpires councils for fees determined annually by these councils and local boards. Chapters can work with local officials' and umpires' representatives to coordinate and/or promote clinics. For men's officials training especially (due to the particular council's structure), chapters can assist by purchasing/warehousing the materials for the clinics (option to offset the costs entirely to encourage new officials to be trained).
- **Play Book for Recruiting and Retaining Officials** – The US Lacrosse Men's and Women's Division Officials Councils collaborated to offer members a "Recruiting and Retention Playbook" that helps programs and leagues around the country recruit and retain new officials. The playbook is free and available for download from the "Officials" section of the national headquarters website.

# National Events - Section 12

The US Lacrosse National Headquarters holds a number of exciting special events each year. Chapters are encouraged to promote the attendance of their membership to these events. In the case of The US Lacrosse Youth Festival, National Clinic Day, and Women's Division National Tournament, chapters are also invited to serve as event host.

## **US Lacrosse Cup**

A series of U-15 Regional/State Championships, with a final National Championship game, to be held in Denver, Colorado.

## **US Lacrosse National Hall of Fame Induction Celebration**

Each year US Lacrosse holds a special ceremony to honor individuals who have made outstanding contributions and commitment to the game of lacrosse. A maximum of five men and five women are inducted into the National Lacrosse Hall of Fame annually (see 'Lacrosse Museum and National Hall of Fame and Chapter Halls of Fame' section, for details on the nomination and selection process).

## **Women's National Player Development Camp**

The summer camp is organized by the Women's National Teams Program to identify future US U19, Developmental, and Elite players. The camp site varies year to year.

## **Lance Holden Memorial Golf**

The Lance Holden Golf Classic has brought together coaches, players, former players, business professionals, and lacrosse enthusiasts for a great day of golf, refreshments, and fun. The event takes place in Baltimore in June following the NCAA Men's Lacrosse Tournament.

## **National Senior Showcase**

Each year the Men's Division of US Lacrosse hosts the National Senior Showcase. This "final four" of men's high school lacrosse features the top men's senior high school players in competition representing the North, South, East and West Regions. This tournament will feature a round robin format, championship game and awards dinner.

## **US Lacrosse National Convention**

This event, held annually in January, is organized and operated by US Lacrosse National Headquarters with the guidance of a convention committee comprised of representatives from the Men's Division Coaches Council, Women's Division Executive Committee, the Youth Council and the Lacrosse Industry Council. The convention is an annual meeting point for coaches, officials, post collegiate club, college club and the unified youth and regional councils. In conjunction with a small fee, convention attendance is a benefit of the membership for coaches and officials.

## **US Lacrosse Men's & Women's Intercollegiate Associates Council National Championship**

The US Lacrosse Men's & Women's Intercollegiate Associates Championship is the only national championship tournament endorsed and sanctioned by US Lacrosse. Over 260 teams from over nine leagues and several independent organizations compete each spring for the right to participate in the tournament held annually in May.

## **US Lacrosse Men's and Women's Divisions National Clinics**

The Men's and Women's National Clinics were established as a way for the US Men's and Women's National Teams to gain exposure, give back to the game in the form of hands-on instruction, and raise funds. The one-day clinics are held at various sites around the country and features members of the Elite and Developmental National Teams as clinicians.

## **US Lacrosse Women's Division National Tournament**

Each Memorial Day weekend the Women's Division holds the National Tournament. The tournament is the largest women's event in the country and features a club and a girls' division. The club division consists of regionally represented teams comprised of college and post-college players and features some of the best players in the country. The girls' division consists of regionally represented teams comprised of high school aged girls and is utilized as a highly successful recruiting tool for many college coaches. Teams are selected regionally; interested players can find information in the Women's Division News section of Lacrosse Magazine or contact the US Lacrosse National Headquarters.

## **US Lacrosse U-13 and U-15 National Youth Festivals**

The Youth Festivals are an opportunity for over 2000 youth players from across the United States to gather in one location to play lacrosse, make new friends, and have fun. The festivals do not crown a champion, allowing future lacrosse stars to compete against teams they wouldn't play during their regular season. These events are held each year in late June and promote sportsmanship, camaraderie and the love for the game.

# Chapter Events - Section 13

Special events are a great opportunity to bring members of the lacrosse community together and generate new fans. Events can be a great opportunity to generate new members and to raise money to invest back into the game in your community. Everything from a lacrosse festival to an instructional clinic to an awards banquet can be successful and enjoyable. The events outlined in this section are just starting points - be creative and try new ideas! The following is a general checklist to consider for successful event planning.

Keep in mind that special events require substantial volunteer participation and organization and can represent significant risk. Chapters are encouraged to review the US Lacrosse "Risk Management Manual" (available through the web site) and seek counsel through US Lacrosse before hosting a special event.

**Remember: You can post all chapter run events on the US Lacrosse National On-line Calendar via [www.uslacrosse.org](http://www.uslacrosse.org) and in *Lacrosse Magazine*.**

## FOR YOUR INFORMATION

### SPECIAL EVENTS CHECKLIST

1. Location Selection
  - A. Cost
  - B. Capacity
  - C. Availability
  - D. Limitations
2. Staff
  - A. Event chairperson
  - B. Event coordinator
  - C. Volunteer committees: Sponsorship; Finance; Publicity and Promotion; Logistics - break down according to event
3. Sponsorship
  - A. Develop sponsorship packages
    1. Solicit money
    2. Solicit donations
    3. Make trades (i.e. ads/television, etc.)
  - B. Solicit sponsors - meet in-person to convey the excitement of the event
  - C. Work with sponsors to ensure event's success
4. Publicity
  - A. Web sites (chapter and sponsors)
  - B. Invitations
  - C. Advertisements
  - D. Posters/Flyers
  - E. Brochures
  - F. Press releases
  - G. Banners
  - H. Tickets
  - I. Radio and television spots
5. Risk Management and Event Safety (Please refer to 'US Lacrosse Risk Management Manual')
6. Logistics
  - A. Parking
  - B. Equipment needed, e.g., PA system, lighting, tables and chairs, linens, portable toilets, tents, fencing, coolers, water, food and drink, concessions, alcohol id bands/wrist bands, rain rooms, trash cans, game essentials (goals, horns, nets, etc.)
  - C. On-site staff, such as: ticket brokers, security, information desk, trainers/first aid
  - D. Contracts - read thoroughly and signed
  - E. Insurance
    1. Accident and Liability
    2. Property

- 3. Event - weather condition guidelines
- F. Licenses and permits - such as alcohol, fire, etc.
- G. Vendors
  - 1. Food
  - 2. Specialty
- H. Decorations
- I. Event program
  - 1. Include sponsors' ads and sell ads to local businesses (such as restaurants and bars).
  - 2. Include information on your chapter and US Lacrosse.
- J. Event/staff tee shirts
- K. Name badges
- L. Sponsor recognition
- M. Clean up crew (including trash removal)
- N. Follow up
  - 1. Return borrowed items
  - 2. Thank you notes to sponsors and volunteers
  - 3. Wrap-up meeting and feedback

## **EVENT IDEAS**

### **Chapter Hall of Fame Induction Ceremony**

Induction to a chapter Hall of Fame is quite an honor. The event should reflect the importance and dignity of the honor. The process that the national Hall of Fame Induction Celebration follows should serve as a guideline for the presentation of your chapter Hall of Fame. See Examples A and B at the end of this section for ideas.

#### Announcement

1. Once the nominees are elected, send or Federal Express an official notification letter to the electees letting them know of their selection. Many people like to retain this notification as a memento.
2. Develop a brief biography of each inductee and include with their announcement letter. Ask the electee to call you to confirm receipt of the letter. Have the inductee make any corrections or additions over the phone, or return it to you by a set date.
3. Write and distribute a press release announcing the electees, date, time, place and contact name and phone number for the event. Include brief biographies of each electee on the press release.
4. Notify the US Lacrosse national office of the induction venue, event details, and each inductee's address and biographical information so that the he or she may be commended with a letter from the national office.

#### Event Preparation

1. Find a location for the event (hotel, conference center or hall). Things to consider: food quality (important), food expenses, liquor expenses, room set-up times, room layout, podium with microphones, open bar or cash bar, food tasting, registration/ticket tables, free or paid parking, condition of the linens/silverware/dishes, ambience of the site, group discount on room rates, free banquet room rental because of non-profit status, number of staff needed for event, coatroom, centerpieces.
2. Send a second letter to the electees providing them with the basic information about the event (place, date, time, atmosphere) and requesting the following by a specified date:
  - A. A photograph for the program and/or plaque
  - B. Choice of a coordinator to help develop a mailing list, arrange seating list, etc.
  - C. Choice of a presenter to introduce the electee for induction to the Hall of Fame
  - D. List of local papers for press releases
  - E. Word limit on speech: Important! Moving the night along will enhance everyone's experience and keep the night from dragging. US Lacrosse National Hall of Fame Induction Ceremony has a word limit of word 200-500 words.
3. Once selected, send a letter to the coordinator outlining responsibilities. This is usually the spouse of the inductee but can be any other designated individual.
4. Once selected, send a letter to the presenter outlining responsibilities.

5. Print invitations, envelopes, response cards, response card envelopes, tickets and program.
6. Mail invitations at least six weeks before the event.
7. Send third letter to the electees going over the details of the event and requesting their speeches.
8. Get a photographer.
9. Choose a master of ceremonies.
10. Choose a florist for the following:
  - A. Centerpieces (optional)
  - B. Boutonnieres for the inductees
  - C. Boutonnieres for the presenters
  - D. Boutonniere for the master of ceremonies
11. Choose two or three volunteers to assist you on the night of the event with tickets, distributing programs, pinning boutonnieres, helping people to their seats, etc.

#### Suggested format for event

1. Cocktail hour
2. Welcome of guests, presentation of former inductees (current members) and introduction of new inductees
3. Dinner
4. Presentation of new inductees: Master of Ceremonies introduces the presenter who speaks briefly about the inductee, then presenter introduces the inductee. (At the national Hall of Fame Induction Celebration, US Lacrosse presents the inductees alphabetically.)
5. Dessert

#### Follow-up

1. Send a thank you letter to inductees with copies of photographs taken of their induction ceremony.
2. Send a thank you note to all the volunteers who helped to make the event a success.

### **The Golf Classic**

Most golf courses have golf outing packages from which to choose. The golf pro or some other designated person at the course should handle most, if not all, of the details of the day. The process that US Lacrosse follows should serve as a guideline for the presentation of the chapter's golf outing. See Example B documents at the end of this section for reference when planning a chapter golf outing.

#### Event Preparation

1. Locate a golf course. Meet with the golf pro to go over details of the event.
  - A. Maximum number of golfers
  - B. Golf outing package - what does it include?
  - C. Rain policy
  - D. Details which will be handled by the pro and details which you have to handle yourself.
2. Select a golf chairperson.
3. Secure a title sponsor. A retailer or manufacturer might be able to contribute to the tournament gift pack at no cost to the chapter. Try to build this into the sponsorship package; but, also ask for money, too. Look beyond just lacrosse-related companies in your sponsorship acquisition efforts.
4. Establish a committee responsible for recruiting golfers.
5. Establish a committee responsible for selling tee signs/hole sponsors.
6. Design a brochure or flyer and distribute with a cover letter from the golf chairperson.
7. Solicit sponsors for money, prizes and gifts.
8. Call National Hole-In-One Insurance at 1-800-527-6944 to order a prize package for hole-in-ones. US Lacrosse purchases a package for about \$300 and receives a \$10,000 prize on a hole, as well as two other minor gifts. Try to get a sponsor for this; National Hole-in-One will create the tee sign.
9. Produce a program book that includes a list of sponsors, advertisements, foursome roster, chapter information, etc. The US Lacrosse Golf Classic program actually plots out each tee with a golf pro tip on how to play each tee, and sells hole sponsorships for each page.

## Event

1. At registration, sell mulligans!
2. Distribute tournament gift packs as the golfers register.
3. Have a shotgun start, where all golfers are pre-assigned a tee in which to start. Shotgun starts usually allow for no more than 144 golfers, though this slows down play considerably. The ideal number of golfers is about 120.
4. Have closest-to-the-pin prizes on par threes and longest drives/straightest drives on the longest fairways. The pro can help you organize these. US Lacrosse also has a closest to the goal prize that is awarded to the golfer who can get the ball near or in the goal on the green.
5. US Lacrosse includes a photograph of each foursome, placed in a Lucite frame sponsored by a company. US Lacrosse places photographers on holes #1 and #10 and ask them to take two photographs of each foursome. After they have taken the photograph of their last foursome (half the field), their film is collected and taken it to a one-hour photo place nearby. The photographs can be made available to the players at the cocktail hour following play.
6. Be sure that there are plenty of drinks and snacks on the course.

## Suggested Golf Classic format

- 12:00 noon - lunch and registration
- 1:00 p.m. - shotgun start
- 5:00 p.m. - cocktail hour and dinner
- 6:00 p.m. - award prizes

# National Hall of Fame & Chapter Halls of Fame - Section 14

## **For all chapters who currently induct members into their Chapter Halls of Fame:**

- Prior to the induction ceremony, please submit copies of the induction ceremony invitation, ceremony program and inductees' mailing addresses/phone numbers to US Lacrosse Director of Chapter Relations. This is essential for national headquarters congratulatory correspondence and maintenance of accurate chapter hall of fame files and Web site lists.
- Please use the official National Lacrosse Hall of Fame Nomination Questionnaire as the nomination questionnaire for Chapter Lacrosse Halls of Fame (available in Chapter Operations Manual). Not only is it a complete/thorough questionnaire, it will streamline the process for those submitted for nomination to the National Lacrosse Hall of Fame.

## **Successful Chapter Hall of Fame Selection and Nomination Procedures**

A Chapter Hall of Fame can be a great way to gain chapter and lacrosse exposure as well as honor those in your community for their outstanding commitments to the game of lacrosse. While it is recognized that each chapter will have a variety of ideas when it comes to hall of fame nomination procedures, the following criteria, guidelines, and policies have been successful for the National Hall of Fame.

## **Recognition of US Lacrosse Chapter Halls of Fame Members at the Lacrosse Museum and National Hall of Fame**

As a service of US Lacrosse to its chapters, all chapter Hall of Fame inductees will be archived for access at the Lacrosse Museum and National Hall of Fame. In an effort to maintain current membership displays, archive files and information sources, US Lacrosse requests that chapters submit a program and list of current chapter hall of fame inductees as soon as possible post their induction ceremonies.

Information should be to the sent to the attention of:

Managing Director of Programs & Services  
US Lacrosse  
113 W. University Parkway  
Baltimore, MD 21210-3300

This will enable the National Headquarters to immediately update any current chapter hall of fame displays and archive listings and best prepare staff members to answer any questions from museum visitors.

# **NATIONAL LACROSSE HALL OF FAME NOMINATION AND ELECTION PROCEDURES**

## **PURPOSE:**

To honor those individuals who have achieved excellence in performance by playing and/or coaching and/or officiating; or who have rendered outstanding service to the game, and whose personal life, character, and selection will be a credit to the great game of lacrosse.

## **HALL OF FAME NOMINATION COMMITTEES:**

US Lacrosse is solely responsible for the process of electing individuals into the National Lacrosse Hall of Fame. US Lacrosse includes standing Hall of Fame Nomination Committees for men and women in its committee structure. The following pertains to both the men's and women's committee.

Emphasis must be placed on the continuity of committee membership, due to the very special nature of responsibility, but it is equally important to bring new perspectives to the committee. Therefore, once identified, the biographical and lacrosse qualifications of the final candidate will be presented to the US Lacrosse Executive Committee. The US Executive Committee will be asked to ratify the individuals presented by each Nomination Committee by an affirmative vote of 75% or more of the members of the US Lacrosse Executive Committee present at the meeting, provided that a quorum consisting of a majority of the members of the US Lacrosse Executive Committee is present at such meeting. This ratification process will provide the US Lacrosse Executive Committee with the final opportunity to determine those individuals who are to serve on the Nomination Committee, while recognizing the significant work that takes place within each Nomination Committee.

Each committee member shall serve a four year term and, upon committee approval, have the option to repeat a second four year term. A committee member must be removed from committee activity for at least one complete selection year before they are eligible to be considered to rejoin the nomination committees. The committee chairs will work to cycle off and replace no more that one committee member annually.

Each nominating committee is responsible for identifying a list of potential candidates for committee positions, with specific emphasis on maintaining diversity in geographic and historical expertise. When necessary and/or appropriate, as determined by the chair, a committee may include non-voting "experts" in discussions pertaining to the credentials of a particular candidate.

Each committee chair is selected by the members of each nomination committee. A chair's term is determined by the US Lacrosse Executive Committee. A chair is responsible for identifying and recommending potential successors.

Each chair and committee, along with, if necessary, the US Lacrosse Executive Committee, should select a vice-chair for the committee, in an effort to groom a successor.

## **FUNCTION:**

- A) Provide a Hall of Fame nomination questionnaire which, when completed, will detail the candidate's lacrosse accomplishments
- B) Aggressively procure questionnaires on all potential candidates on a continuous basis. All questionnaires are to be kept on file in the offices of US Lacrosse and are considered confidential. Each questionnaire is to be dated upon receipt and an effort is to be made to keep questionnaires updated.
- C) Review and evaluate, as a committee, all questionnaires on file each year, with the purpose of selecting the top 25 individuals believed to be the best qualified for election.
- D) Alphabetize each year's top 25 list of potential candidates and include a synopsis of each potential candidate's accomplishments in the form of a ballot. Mail the ballot, at least twenty-one (21) days prior to the requested date of return.

Men's and Women's Nomination committees will work, independently, to identify a core group of voters who, through thorough explanation, and a possible signed contract, will vote annually. If ballots are not returned, voters will be addressed and possibly removed from the balloting list.

- Suggested minimum number of voters: 50
- Suggested voter groups are to include, but are not limited to: Knowledgeable players, coaches, officials, media and administrators; voters must be extremely knowledgeable of lacrosse and may be chosen as representatives of a certain geographical area or chronological period

Voters on the Men's and Women's Ballots will rank the top 15 candidates (from 25) in order of whom they feel is the most worthy of induction (ranked 1-15; 1 being the most worthy). Upon return, the results of the balloted votes will be confidentially tallied to compile one master list of candidates, ranking 1-25. In total, unless dictated by a special situation, it is from the top 15 candidates (from 25) on this master list that the Men's and Women's Nomination Committees will choose candidates for induction.

The ballot must state that the results will be used by the nomination committee as a guide only. It must also include a date when the ballot must be returned to US Lacrosse, as well as a self-addressed return envelope. Although the balloting process is intended to be confidential, the committee may want to code responses in effort to determine participation regularity.

- E) Upon receipt of the ballot, the results are to be tabulated and used, for guidance only, by the committee. With all of the questionnaires current and the results of the ballot in hand, the committees must then meet and select for presentation to the US Lacrosse Board of Directors its nominees for election. The following guides are to be considered:

### Nomination Categories

- *A truly great Player*
  - Category Criteria: A player must have had at least 15 years lapse from a scheduled college graduation year.

- *A truly great Coach*
  - Category Criteria: Must be at least five years retired or at least 25 years active as a lacrosse coach.
- *A truly great Official/Umpire*
  - Category Criteria: Must be at least five years retired or at least 25 years as an active official/umpire.
- *A truly great Contributor\**
  - Category Criteria: An individual who has demonstrated long, dedicated and exceptional service and contributions to the game. Unless specifically determined by the nomination committee to be different, to be inducted in this category, a Contributor must be at least 20 years active with the sport of lacrosse in one or more capacities.

\*The contributor category is also to be used to recognize contributions made in more than one capacity (any combination of player, official/umpire and coach) and it may also be used to recognize individuals that previously would have been included in the "Old Timer" category.

To be noted on the questionnaire, the nominator may choose a category under which he/she suggests the nominee be inducted. However, the Men's and Women's Nomination Selection Committees hold the right to determine which category best suits the nominee, if he/she is chosen for induction.

Each category above named represents the highest degree of excellence and dedication to the game of lacrosse. Each nominee must have possessed character beyond reproach.

A maximum of five (5) individuals may be, but are not required to be, nominated by each committee annually under the above categories (ten [10] total).

Suggested Selection Guidelines:

In the absence of special circumstances, as determined by the Committee, each Committee will work annually to adhere to these guidelines:

- Only one inductee, per class (one men's, one women's) may be from each college/university
- Only one inductee, per class (one men's, one women's) may be inducted under each of the Coach, Official/Umpire and Contributor categories.

Mandatory Selection Guidelines:

- In order to be officially nominated for induction a candidate must receive a 75% approval vote from their applicable Nomination Committee.

- F) Each nomination committee must present its nominations to the US Lacrosse Board of Directors at the appropriate board meeting. Committee chairs should present each nominee to the board, at which time the board will elect a maximum of ten (10) individuals, five men's nominees and five women's nominees. The committee chairs should give verbal reports and answer any questions by board members.

## **ELECTION:**

At the appropriate board meeting, with a quorum present, the Hall of Fame Nomination Committee reports will be the first items under "Committees Reports" to come before the board. The election of individuals into the Lacrosse Hall of Fame by the US Lacrosse Board of Directors will occur according to the following procedures:

- 1) US Lacrosse counsel will review procedure.
- 2) Committee chairs will present their respective nominees.
- 3) Discussion on each nominee will be completed when a vote is called.
- 4) The Secretary will distribute the ballots for the candidates under consideration.
- 5) Only members of the Board of Directors are eligible to vote, and voting will occur in order of preference established by the committee.
- 6) The US Lacrosse Board will be asked to ratify the individuals presented by each Nomination Committee by affirmative vote of 75% or more of the members of the US Lacrosse Board present at the meeting, provided that a quorum consisting of a majority of the members of the US Lacrosse Board is present at such meeting. This ratification process will provide the US Lacrosse Board with the final opportunity to determine those individuals who are inducted into the National Lacrosse Hall of Fame each year while recognizing the significant work that takes place within each Nomination Committee.  
  
The Board of Directors will have the authority to re-vote any candidate presented at the current meeting, but not initially elected, with such re-vote subject to a 75% vote of the Board of Directors.
- 7) Until those made public, the results of the election will be kept confidential.