

Building a New Lacrosse Team

*A Start-Up Manual for Developing
Men's and Women's Lacrosse
at the
Youth and High School Levels*

With Specific Notes on Getting Started in Texas Lacrosse

*Second Edition
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Sponsored by:

FRIENDS OF CENTRAL TEXAS LACROSSE, INC.

A non-profit organization supporting the growth of our Native American Sport

www.ctlax.org

Revision History

Revision	Changes	Date	Author
1.0	Initial version	1/29/03	MC
1.1	Re-formatted document.	6/6/03	DS
2.0	Second Edition includes updates on: <ul style="list-style-type: none"> • References to Youth Rules of Play & Eligibility – Chap 1 & Ap.1A • Notes on Insurance Coverage – Chap 1 and Ap.1F • More coaching books, videos & video lending library, and background checks – Chap 2 & Ap.2B • References to CTYLA for youth lacrosse – Chap 4 • CTYLA references and consideration of bus travel – Chap 6 • Equipment updates & web equipment exchange – Chap 7 & Ap7A • More info on Site Coordinator; update reference on Youth Rules of Plan – Chap 8 & Ap8A • Reference to an example Emergency Medical Plan – Chap 10 • Incorporation & tax exempt status – Chap 17 & Ap.12C 	1/10/04	MC

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Foreword & Acknowledgements

The development and ongoing enhancement of this document is sponsored by the Friends of Central Texas Lacrosse (FOCTL), a not-for-profit organization whose goal is to promote the growth of lacrosse in the Centex area. The FOCTL membership includes representatives from boys and girls high school lacrosse, boys and girls youth lacrosse, and the boys and girls officials organizations; as well as at-large members who are also committed to the growth of the sport of lacrosse. All of the FOCTL member groups made significant contributions to this document.

For more information about Friends of Central Texas Lacrosse, please visit the Central Texas Lacrosse website at www.ctlax.org.

Because much of the longer-term experience with lacrosse in Central Texas has been at the high school boys' level, the reader may see more of the material geared apparently to that segment of lacrosse. However, it is felt that much of this experience and source documents will easily transfer to girls' and youth lacrosse as well.

With this Second Edition we are attempting to expand coverage of this document by adding more material specific to girls' and youth lacrosse.

FOCTL would also like to acknowledge contributions (both source materials and editorial critiques) from the following organizations and their representatives (listed below in alphabetical order).

Austin High School Lacrosse Club
Bowie High School Girls Lacrosse Club
Central Texas Youth Lacrosse Association (CTYLA)
McNeil High School Lacrosse Club
Southwest Lacrosse Officials Organization (SWLOA)
St. Andrews High School Lacrosse
Texas High School Lacrosse League (THSLL)
U.S. Lacrosse
Westwood Lacrosse Club

Your support of the development of this document will greatly increase its value to new lacrosse programs. Thank You!!

Disclaimer – all notes and forms included in this document are provided for informational purposes only. The Friends of Central Texas Lacrosse, Inc. assumes no liability for the legal applicability nor correctness of the examples provided herein. Organizations using this information should obtain professional legal & accounting advice as required.

Introduction

Purpose of this Document

This document is intended to be a resource to help new lacrosse clubs get started and develop their programs over the first few years of their existence. The approach taken is to identify issues that new clubs need to consider, and to point new clubs towards resources (example documents, web sites, organizations, people) that can help them ‘jump-start’ their formation.

If you’re one of the folks getting ready to organize a new lacrosse team, you’re about to embark on a journey that we hope will be a rewarding one. Good luck!!

Overview of Lacrosse

Lacrosse was played by native Indian tribes throughout most of North America, for nearly a thousand years. The strongest, most consistent style of the game (with a large, single wooden racket) evolved in the Eastern region of the continent, from Canada to the Cherokee tribes of the South. The sport originated as a tribal ritual, conducted for days over miles of wilderness. It eventually evolved into a form of recreation, as a way to settle tribal disputes and a means to toughen warriors for combat. When French missionaries to North America first witnessed the game at the turn of the 15th Century, the curved, netted stick reminded them of a ‘crosier’, the shepherds cross-like staff carried by clergymen. Hence the sport was named ‘la jeune de la crosier’: the game of the hooked sticks. Eventually the name evolved into ‘lacrosse’. From these early beginnings, lacrosse has developed into the ‘fastest game on two feet’.

In the mid-1700s the French pioneers began playing the game with the Indians. They redefined aspects of the sport with set field dimensions, limited members per team, and some crude ‘rules’.

In 1867, the Upper Canada College in Toronto became the first college to play a lacrosse game, losing to the Toronto Club – 3-1. By the mid-1870’s the Ivy League of New England adopted the sport. In 1883, Phillips Andover of Massachusetts and Phillips Exeter of New Hampshire became the first two prep schools to take up the game.

As an amateur mainstay of East Coast colleges and prep schools, lacrosse maintained a regional reputation until after World War II. The GI Bill exposed athletes from around the country to lacrosse, and the baby boom and increased mobility of the 1950’s accelerated the expansion of players & began the road to national exposure. The first on-going lacrosse teams played in Texas in 1971.

Current men’s lacrosse teams consist of ten players: a goalie, three defensemen, three mid-fielders, and three attackmen. The object of the game is to put a five-oz. hard-rubber ball (about the size of a baseball) into the opponent’s goal using a long-handled stick with a triangular pocket at the end. A regulation men’s lacrosse field is 110 yards long & 60 yards wide, with the goals 80 yards apart. This allows for a lot of play ‘behind the net’. Like in hockey, substitutions can be made ‘on the fly’, and penalized players must sit out while their team plays ‘man-down’. Lacrosse also combines the play-making strategy of basketball, the stamina of soccer, the hand-eye coordination of baseball, and (in the boys game) the physical contact of rugby or football.

Women’s rules limit stick contact, prohibit body contact and therefore, require much less protective equipment. While there are significant differences in the rules, penalties, and field configuration, the women’s game retains the characteristics of a fast-paced game of skill and stamina.

Lacrosse is rapidly gaining in popularity across the United States. Lacrosse is sporting a 15% annual growth in participation, with over 1700 high school boys varsity teams currently

playing. More than 600 of these high schools also have JV/freshman programs. Over 600 high schools currently have women's lacrosse teams as well. In addition, there are approximately 4500 youth lacrosse programs in the U.S. It is estimated that there are more than 250,000 active lacrosse players in the U.S. today.

Texas is reflecting this growth, with many new schools starting high school programs each year. The Texas High School Lacrosse League (the governing organization of high school lacrosse in the state) is organized into three districts, the Central Division includes Austin and San Antonio schools, the South Division includes Houston-area schools, and the North Division includes Dallas-area schools. State championships are held each May featuring the 'final four' Division I & II boys teams, the 'final four' girls teams, youth games, as well as all-star games.

Lacrosse is played at both the NCAA and Club levels in college. Most of the major universities in Texas currently have club teams that play in the Lone Star Alliance conference of the USLIA. NCAA lacrosse powers include Syracuse, Virginia, Johns Hopkins, Penn State, Navy, Army, Duke, Maryland, Cornell, Georgetown, Hobart, and Towson, among others.

Philosophy & Ethics of Lacrosse

Lacrosse is the original, native American pastime. As such, it has a rich history and exhibits many ritual as well as physical characteristics.

The physical characteristics of the sport are compelling to a wide range of potential participants. Size is not as critical a factor in lacrosse as are speed, agility, and stamina. In lacrosse, smaller athletes with power & skill can easily out-perform their larger opponents. Hand-eye coordination and mental 'vision' are key aspects of lacrosse, requiring the lacrosse player to be (or become) a multi-dimensional athlete. It's a true challenge – for both coaches and players - to maintain the patience, discipline and intelligence necessary to master lacrosse fundamentals.

Some of the rituals of the game include the devotion that players take to the unique challenge, style and accomplishments of mastering such a demanding physical and mental game.

Lacrosse also enjoys a strong tradition of amateurism, wherein the vast majority of participants play & support lacrosse solely for the love of the game.

Lacrosse has a tradition as a 'gentleman's sport', taught and played with dignity for its heritage and respect for anyone who accepts the game's complex and rewarding challenges. Furthermore, lacrosse stresses good sportsmanship by emphasizing conduct that "honors the game". The essentials of this conduct are behaviors that reflect honesty and integrity. As the game is expanding throughout the country, US Lacrosse (the game's national governing body) has taken great efforts to enforce and maintain the game's unique characteristics and tradition of sportsmanship. Consistency in national rules for youth and high school programs are being encouraged, as well as reinforcing the emphasis on sportsmanship – beyond the rules.

Lacrosse rules have a unique emphasis on sportsmanship. Coaches and players are held to high standards on the field of play. For example, the slightest type of unsportsmanlike fighting is an automatic rejection from the game (and from the next scheduled game as well). Coaches must also take responsibility for the behavior of fans at all lacrosse games.

As a result of the unique traditions and history of lacrosse, and even though lacrosse has grown rapidly in the last few decades, there is little support within the lacrosse community for the sport to 'turn professional'. For coaches, players and fans alike, lacrosse is a completely unique form of competition in which all participants show their respect for outstanding plays and players, regardless of the opponent. This evolves from a focus on the joy and satisfaction of playing the game, and letting winning & losing take care of itself.

Refer to Appendix 1D for the US Lacrosse Code of Conduct.

SECTION I – Getting Started – Years 1 & 2

Chapter 1 – Players

Notes:

- Lacrosse is a great team sport & great extra-curricular for boys & girls alike. As lacrosse expands in Texas, interest is accelerating at high schools with teams (more players for existing teams). Interest is also growing at near-by high schools without teams (opportunities to form new high school teams) and at middle-schools and elementary schools in the same or adjacent school districts (opportunities to form & expand new youth teams & leagues).
- Sources of player & school interest are diverse: players ‘moving up’ from lower-level teams (ie middle school & elementary school); large schools have a need for more sports programs to accommodate the athletes at a particular campus; students transferring in from areas where lacrosse is more prevalent; friends and family of current players.
- A new club should consider ways to tap into the sources of players mentioned above & to promote interest in lacrosse. Some ways to do this include: ‘advertise’ at school events such as freshman & 6th grader days; events for transfer students; school open houses; homecoming carnival; to name a few. See about getting an article on lacrosse in school newspapers, or in “neighborhood” sections of local newspapers.
- Player eligibility, registration & individual issues: Here’s some considerations that a new club will need to take into account as it ‘signs up’ new players:
 - League & district eligibility rules – see [Appendix 1A](#) for references to Texas High School Lacrosse League eligibility considerations and Central Texas Youth eligibility rules.
 - School eligibility rules, such as “no-pass, no-play”, ‘zero tolerance for alcohol, tobacco, and drugs’, travel policies, and others. See [Chapter 4](#) for a further discussion of school affiliation considerations. Also see [Appendix 1B](#) for some examples of documents related to lacrosse club implementation of school policies.
 - Registration forms – see [Appendix 1C](#) for an example of a registration form.
 - Players code of conduct – see [Appendix 1D](#) for an example ‘code of conduct’ adopted by US Lacrosse.
 - Medical Records & Permission Forms; Release of Liability – see [Appendix 1E](#) for an example medical records release and ‘consent to treat’ form. Consideration should be given to requiring physicals of all registering players, as well as obtaining parental permission to treat players for any medical needs encountered during practice, travel, or games. It is also standard practice to ask for personal medical insurance coverage information and for liability release.
 - Insurance coverage for participating players is generally required by the governing league or association. This takes the form of the team or league purchasing group supplemental insurance that covers expenses above/beyond those covered by the player’s parents’ personal medical coverage. See [Appendix 1F](#) for more information.
 - UIL implications – although lacrosse is not currently a UIL-sanctioned sport in Texas, some public schools will ask that sponsored lacrosse clubs adopt certain UIL regulations. Although the UIL rules & regulations will seem daunting, consider that the intent of the rules is to protect the player’s amateur status, insure the player’s safety, and promote academics. Lacrosse club policy-making can then be viewed in light of these intents. See [Chapter 4](#) for further discussion.

Chapter 2 – Coaching

Notes:

- As a new team, you'll need at least one coach to get your program started. Consider that clubs at all levels in Texas tend to have quite a few 'first year' players. Consequently, finding at least one experienced coach that can teach the basic fundamentals, build confidence in new players, and keep breaking down individual & team skills is critical to getting the team successfully launched.
- As lacrosse is still relatively new to Texas, finding a coach with lacrosse experience can be a challenge. Having parents or other adults with time to organize and oversee practices is certainly a plus, but beware that most parents will have little initial familiarity with lacrosse and skills fundamentals. So enlist those parents to help, while concurrently launching a search for a coach with lacrosse experience.
- Sources to find 'leads' for coaches in Central Texas: Local college teams and men's post-graduate 'city' clubs; lacrosse alumni from colleges and high schools; relatives & co-workers (especially folks that have re-located from areas where lacrosse is more prevalent); local lacrosse retailers; Friends Of Central Texas Lacrosse; advertise for coaches on major lacrosse web sites or in lacrosse & local publications.
See [Appendix 2A](#) for potential resources to find lacrosse coaches.
- Look for maturity in a coach. The more maturity & experience they have, the faster your program will move forward. As in most sports, the best natural athletes who have mastered the game aren't always the best coaches. They often have good instincts, but an insufficient 'learning curve'. The second & third team players, who often sat on the bench in order to learn the game, frequently become better coaches because they understand and relate to the problems of new and inexperienced players.
- Coaches also need to have a wider vision of the sport and its philosophy and ethics. A wider vision helps in the promotion of sportsmanship and development of superior coaching skills. It requires a balancing of long-range with shorter-term goals. It requires working with other league coaches to enhance their mutual responsibility for the sport, and encouraging an attitude that sportsmanship extends beyond the rulebook. This wider vision encourages players to perform at their best level of individual and team skills, and lets winning & losing take care of itself.
- One of the most demanding roles in coaching is to have the maturity and insight to keep all individual players challenged. Focusing only on new players will bore the experienced ones, and focusing on only the experienced players will frustrate the new ones. A good coach maintains multiple levels of training, while always staying one strategic step ahead of each individual player.
- Coaching clinics, books, videos and organizations such as the Positive Coaching Alliance can help to build & improve coaching expertise.
See [Appendix 2B](#) for some Coaching Resources
- It's also good for the Club to set expectations for your coach. This is often done in some form of "Coaches' Code of Conduct". But keep in mind that coaches must have a wide range of latitude in order to positively motivate every one of their individual players.
See [Appendix 2C](#) for an example Coaches' Code of Conduct that's used in some Texas High School districts.
- Many lacrosse organizations, especially at the Youth level, are requiring background checks for new coaches. This may be a requirement for your team or league, or you may want to consider taking this step as part of the standard governance of your organization.

Chapter 3 – Parents

Notes:

- Most Texas public school lacrosse teams are club sports. Parental involvement & financial support are critical to success.
- Parents should organize as the club's governing body or as a 'booster club', depending upon the level of school affiliation and any pertinent school guidelines (see Chapter 4 for more on league & school affiliations). This document will generally use the terms 'booster club' or 'club' to refer to either form of parent organization.
- Most booster clubs utilize an 'executive board' format, wherein the officers of the club meet often and the entire body of parents meets less often.
- Booster club executive boards usually start with a smaller number of officers and grow as the club grows. Usually start with at least a President, Vice President (often the 'president elect' for the following year), Secretary and Treasurer. (see Appendix 3A for some sample booster club considerations)
- As appropriate, coach(es) and school sponsors should be invited to attend board meetings as 'ex officio' members.
- The executive board should draft a set of by-laws for review & ratification by the parents. (see Appendix 3B for examples of bylaws and charters)
- The executive board should draft a budget for review & ratification by the parents. This will determine the amount of players' dues to be charged, and the amount of fundraising to be undertaken. (see Chapter 5 for more discussion on finances & budgeting)
- The executive board should meet with the coach & determine what activities can be handled by parent volunteers (as opposed to the coach doing them). In the early years of a team's existence, it's common for "the coach to do everything". This puts additional duties on top of an already over-burdened coach. As soon as possible, determine the activities that can be handled by parents – such as putting together the season's schedule, arranging for trips & tournaments, field set-up, setting up the scorer's table, working with league & referee coordinators, etc.
- Ethics/codes of conducts should encompass the parents and booster club, as well as the players and coaches. Parents should mutually acknowledge that they are supporting the development of their entire team, not just the interests of their own children. This philosophy can be incorporated in the clubs charter & bylaws, as well as in a joint players/parents code of conduct. (see Appendices 1D, 2C, and 3B for more information & examples)

Chapter 4 - League & School Affiliations

Notes:

- Boys & girls high school teams are affiliated with the Texas High School Lacrosse League (THSLL). High school teams in the Central Texas area (currently Austin and San Antonio) compete in the Central District of the THSLL. There are two other Districts that currently comprise the THSLL – North (Dallas area) and South (Houston area).
- Central District Coordinators are elected annually by the member boys & girls teams to represent the District at THSLL meetings, as well as to oversee league operations, game & referee scheduling, and other matters within the Central District.
- High school boys & girls teams pay annual membership dues to the THSLL. For more information on the THSLL, see Appendix 4A.
- THSLL teams are generally affiliated with a public or private/parochial high school. The nature of this affiliation varies – at some private/parochial schools the lacrosse program is a fully-supported varsity sport. Most teams, especially at public schools, have some form of ‘club’ status. Some public schools are now ‘official’ extra-curricular club activities – similar to drill-team, Spanish club, etc.
- As the club begins to organize, the booster club officers should contact key school administrators (principal, athletic director, etc.) regarding affiliation possibilities and any school/school district governing policies. Considerations may include:
 - Requirements to be recognized as an official school club. Some examples would be to recruit a teacher(s) to serve as the club sponsor, implement ‘no pass, no play’ considerations similar to those established for UIL activities, applicability of any extra-curricular fees being levied by the school/school district, etc.
 - Policies/guidelines for school-affiliated booster clubs. Some considerations might include fundraising guidelines, establishment of an account in the school accounting system for receipts/disbursements, interaction with other booster clubs, etc.
 - Policies related to club use/scheduling of school facilities such as practice fields, game fields, locker rooms, concession stands, etc.
 - Policies related to the club being an athletic team: travel policies, liability waivers, requirements for physicals, etc.
- Once appointed, the teacher(s) that serves as the club sponsor will tend to be seen as the team’s voice on campus. You’ll find that the key school administrators (principal, athletic director, etc.) will tend to interact with the sponsor. Nevertheless, the booster club officers and coaches will want to find opportunities to update the principal and other administrators on club status & progress.
- Boys & girls Youth teams (Middle School & younger) are organized under “umbrella” governing structures in the Central Texas area. The Central Texas Youth Lacrosse Association (CTYLA) provides an overall organization structure, standard rules, and inter-league scheduling for youth lacrosse in Austin. You can find more information about the Centex Youth organizations at www.ctlax.org.

Chapter 5 – Finances & Fundraising

Notes:

- As most lacrosse teams have ‘club’ status, the burden of financing the team’s operations falls to the parents & players. A good first step is to draw up an expense budget to determine how much money the team needs to operate; as a second step, the parents organization can then determine how to raise the money to meet the expenses.
- Expenses include:
 - Players’ equipment, such as uniforms, helmets, sticks, etc. (see Chapter 7 for more details)
 - Team equipment, such as goals, nets, medical kit, etc. (see Chapter 7 for more details)
 - League dues
 - Referees’ fees
 - Insurance – the Texas High School Lacrosse League (THSLL), as do most league organizations, requires that teams provide liability insurance for their players; booster clubs may also want to consider ‘directors & officers’ insurance for club officers.
 - Tournament fees (although a ‘first year’ team may not enter any tournaments)
 - Field usage/rental fees (as appropriate)
 - Coaches’ and sponsors’ stipends
 - Travel expenses
 - Banquet & memento costs
- Revenue sources include:
 - Player registration fees
 - Parents’ out-of-pocket purchases (such as for personal equipment & travel costs)
 - Fundraising
 - Any assistance available to the team through their school, league, or organizations that promote lacrosse (such as U.S. Lacrosse and Friends of Central Texas Lacrosse)

A sample budget is included as Appendix 5A

- Fundraising is a key revenue source for most teams, especially those clubs that receive little or no financial support from their school. Booster clubs should consider the following for their fundraising program:
 - The amount of time that the club wants to invest in fundraising. Also, the amount of up-front monetary investment that the club wants to make in order to get a future return on the fundraising.
 - If the club is an official school extra-curricular club, be sensitive to the fund-raising activities that other clubs already are doing – so as not to compete for the same source of dollars.
 - Low/no investment fundraising activities (ie those that generally don’t require the club to invest dollars up-front to make the money) – car wash, bake sales, garage sales, booths at homecoming & other community events, providing manpower for high school/college/pro sporting events for ushers, food sales, & stadium cleanups; etc.
 - Fundraising that requires more investment in time/money – club program advertising, hosting a tournament or clinic, sportswear for profit, flags/banners for profit; etc.

Chapter 6 – Scheduling & Coordination

Notes:

- Developing the team's season schedule requires a great deal of coordination with multiple parties. As mentioned in Chapter 3, if possible this is one of the tasks that could be taken on by a parent or booster club board member – working in conjunction with the coach(es).
- Key considerations in development of the season's schedule include:
 - Number of tournaments in which to participate & timing (fall and spring) of tournaments.
 - The number of scrimmages to be scheduled in preparation for the spring season.
 - The number of 'count' games to be played for playoff considerations. 'Count' games are the games with teams within your District & Division (DI or DII for boys high school) that count towards qualifying for post-season playoffs.
 - The number of 'non-count' games to be scheduled with traditional rivals or teams from other districts.
 - Available dates at the team's home venue for their minimum number of 'home games'.
 - Dates that may not be available for play, such as spring break, holidays, SAT/ACT test dates, Prom, etc.
 - If the team uses a bus service for travel to away games, then coordination with the school district or transportation company will be required.
- There are several key contacts that the team's scheduler must coordinate with in order to develop the season's schedule. These include:
 - The coach to determine the number of scrimmages, non-count games, & tournaments to be considered.
 - The club sponsor to determine available dates on the school calendar.
 - The District Coordinator, who will put together the District master scheduler and work with the officials assignor & officials organization to confirm officials for games.
 - The Official Assignor, who will assign officials to the scheduled contests. While the District Coordinator usually has the primary responsibility to work with the assignor, it's a good idea for the team scheduler to establish this working relationship as well.
- The District Coordinator (or scheduler of the organizing association) and the Official Assignor will establish a timetable for the development of the season's schedule. This schedule will include the 'count' and 'non-count' games for which the teams need referees assigned. Generally the schedule will be developed during the fall and finalized in the October/November timeframe. This will allow for the beginning of league play in a timely manner, generally in late February.
- The Central Texas Youth Lacrosse Association (CTYLA) provides scheduling coordination among its member schools' & associations' youth lacrosse teams. CTYLA has also begun to work with the officials organizations to centrally assign officials for youth games.
- Key contact information can be found at the Central Texas Lacrosse web site – www.ctlax.org.

Chapter 7 – Equipment

Notes:

- Players equipment for boys generally consists of helmet with face-mask, mouthpiece, crosse (stick), gloves, shoulder pads, arm/elbow pads, and shoes (generally with cleats). A goalie must also wear a throat-protector and chest protector, but is not required to wear shoulder nor arm/elbow pads. Equipment for girls includes a crosse (stick), mouthpiece and shoes. Protective eye wear is suggested for girls lacrosse in 2004 and will be required by NCAA rules in 2005. For more information on player equipment, refer to:
Appendix 8A – NCAA Men’s Rules – Rule 1, Section 17 – 25
Appendix 4A – THSLL rules addendum
Appendix 8A – Women’s Condensed Rules
Appendix 8A – Reference to Youth Rules
The club should make a determination as to whether to fund player equipment as a part of player registration fees, or to have parents/players pay for this equipment individually. A related decision would be whether to “group-order” the equipment through a lacrosse wholesaler or retailer (ie place the entire team’s order at once to get any “package” or “volume” discounts), or to let parents/players place orders individually at their preference. Care should be taken to avoid ‘stranding’ a parent/players’ investment in equipment – for example avoid changing to customized black helmets in year #2 after having a large number of parents buy ‘standard white’ helmets in year #1. Consider suggesting white helmets for a first year team, and then add decals or team logos in later years.
- Uniforms should be group-ordered by the team in order to ensure conformity (and to meet any other league requirements). As with other player equipment, the cost for uniforms can be included in the registration fee or paid-for separately by parents. Minimal uniform requirements are matching jerseys (numbered on front & back), with like-colored shorts. Over time, the team should move to matching shorts, matching helmets, and should acquire both ‘home’ (predominately white) and ‘road’ (team colors) jerseys. For more information on team uniforms, refer to:
Appendix 8A – NCAA Men’s Rules, Rule 1, Section 22
Appendix 4A – THSLL rules addendum
Appendix 8A – Women’s Condensed Rules
- Team equipment constitutes the equipment that the team needs to conduct practices or games, but that do not necessarily belong to an individual player. Necessary team equipment includes:
 - Regulation lacrosse goals (contact Friends of Central Texas Lacrosse to procure)
 - Practice and/or game nets
 - Practice and game balls. Generally the home team should provide at least a half-dozen new balls for every varsity game. Practices require several dozen balls.
 - First-aid kit and ice
 - Equipment repair kit
 - Cones for practice use and for game field marking
 - Water coolers and water bottles
 - Scorer’s table equipment – table, two or more chairs, at least two timepieces, horn, score book, pencils & pens.
 - Equipment to line field – chalk, white lime or spray-paint and appropriate liner/dispenser.
- Start-up program help – see Appendix 7A for organizations that can assist a new club with start-up equipment acquisition & other information.
- Suppliers – see Appendix 7B for equipment supplier contact information

Chapter 8 – Rules, Officiating & Scorekeeping/Timekeeping

Notes:

- Lacrosse will be a relatively unfamiliar sport to many new parents and players. Therefore, the Booster Club should arrange for new parents & players to get an overview of the rules. This can be accomplished in a number of ways:
 - Invite the lacrosse officials' organization to give a presentation at a Booster Club meeting, players' meeting or a specially organized club workshop or seminar. In Texas, referee/umpire services are provided by:

The Southwest Lacrosse Officials Association for boys lacrosse, and
The Women's Lacrosse Umpires Association for girls lacrosse.
Contact information for the officials' organizations are listed in Appendix 8B.
- Provide overview information to parents & players. See Appendix 8C for an example Parents Guide to Lacrosse. Also Appendix 8A for example Youth rules and Women's rules.
- Point the serious fan to the official rules (Appendix 8A) and League rules waivers (Appendix 4A for boys high school rules waivers)
- The sport of Lacrosse prides itself on sportsmanship. One way to help establish this nature of the sport is to develop a close working relationship with the officials' organization(s). As mentioned above, invite the officials to speak with the parents, players and coaches. Become familiar with the area/district Officials Assignor (see Appendix 8B for assignor names, or get from your league coordinator) and solicit his/her advice as needed on game day preparations & logistics (see Chapter 10 for more discussion).
- Before the regular season begins, the Booster Club should assume responsibility for several game functions that need to be worked-out prior to the first home game:
 - Site coordinator – a 'single point of contact' for the referees at the home field on game day. The site coordinator should be able to address issues relating to field set-up, crowd control, emergency medical procedures, etc. More information on the site coordinator is available at www.ctlax.org, click on Boys High School, then on Document Repository, then on "Site Administrators Role" and "US Lacrosse Emergency Plan".
 - Scorer's table – the home team should provide at least two people to staff the scorer's table. More information on their duties is outlined, below.
 - Procedures for paying the referees – the home team should be prepared to pay the referee(s) at the field, or provide a payment voucher from which to issue remittance to the referee(s) as soon as practicable after the game. A sample of a payment voucher is included in Appendix 8D.
- Scorekeeping and time-keeping are responsibilities of the home team at most levels of lacrosse in Texas. As mentioned above, at least two people from the home team need to staff the scorer's table. As the club gains experience in handling the responsibilities of the scorer's table, the most experienced & mature of the scorers/timekeepers should be assigned for key contests such as varsity 'count' games and playoffs. Duties include:
 - Scorekeeper – one person from the home team should act as scorekeeper. Unless otherwise designated by the referee or assigning authority, the home team's scorer will be the official scorer. If the visiting team also has a scorekeeper, their scorekeeper may also be seated at the scorer's table.

- Timekeeper – one person from the home team should act as timekeeper. Absent the assignment of a ‘chief bench official’, the home team shall provide the official timer.
- Penalty timekeeper – as a practical matter, an additional timekeeper is often needed to handle penalty timekeeping.

Youth and JV games are good opportunities to train new parents on scorekeeping & timekeeping duties.

Equipment needed at the scorer’s table is outlined as part of the team equipment listed in Chapter 7. The game officials will provide directions and guidance to scorer’s table personnel during the course of the game and as questions arise. For more information on the officials’ duties, scorekeeping, and timer’s duties refer to:

Appendix 8A – NCAA Men’s Rules – Rule 2, Sections 6-13; Rule 3; Appendix II

Appendix 8A – Austin Area Youth Rules

Score Book(s) – most lacrosse score books have a good summary of scorekeeping conventions included as the first few pages of the score book.

Chapter 9 – Practice Considerations

Notes:

- Scheduling of practices requires advanced planning & coordination among coaches, sponsors, players & parents. Some considerations include:
 - Sponsors & coaches should work with the affiliated school (high schools & middle schools) or organization (youth) to determine practice sites and available times.
 - To the greatest extent possible, sticking to a consistent practice schedule (same location, same days of week, same times) will maximize attendance and minimize confusion.
 - Set a start-time as well as a stop-time for practices. This will facilitate travel arrangements for players who depend on their parents or other adults for transportation.
 - Consistency of practices and practice attendance is essential to developing qualified players. Coaches & booster clubs should establish the relationship of practice attendance to game participation & playing time, and consistently enforce those rules.
- Some other logistics that should be considered include:
 - Communicating practice schedules to players & parents. This is normally done via handouts, email, web-sites, in-school public address announcements, and telephone ‘calling chains’. Using more than one of these techniques usually will help ensure that everyone knows the practice schedule.
 - Determine emergency communication procedures for rain-outs and the inevitable last-minute changes.
 - Ensure that the necessary team equipment (goals, nets, balls, etc.) gets to practice in a timely manner.
 - Ensure that water is available.
 - Due to the increased number of “shots” that occur at practice, a field with fences, away from a heavily-traveled road, and away from buildings with windows would be preferable.
 - Determine how to handle any medical emergencies that may arise due to injuries, dehydration, or any other unforeseen circumstances at practice.

Chapter 10 – Game Day Considerations

Notes:

- Hosting a “home” lacrosse game involves a great deal of work, much of which may not be apparent to the parents of a new lacrosse team. Here are the key items to plan for:
- Playing field set-up
 - Get the goals to the game field & get the nets strung
 - Mark the field. This is a time-consuming task, especially for the first marking of the season and for girls’ lacrosse. Field dimensions & lay-out can be found in:
Appendix 8A – NCAA Lacrosse Rules, Rule 1, Sections 2-15 “The Field”
Appendix 8A – Women’s Condensed Rules – Field Diagram
- Benches & scorer’s table set-up
 - The official rules (see note above) outline dimensions & locations for these areas.
 - Refer to Chapters 7 and 8 in this document for a discussion of necessary equipment and staffing for the scorer’s table.
- Coordination with referees
 - The home team’s site coordinator (see discussion in Chapter 8) should welcome the officials and identify themselves as a point of contact.
 - The site coordinator should, prior to the game, work with the club treasurer (or appropriate school personnel) to determine payment procedures for remitting to the game officials.
- Crowd control
 - Appendix 8A – NCAA Lacrosse Rules, Rule 1, Section 14 “Limit Lines, Spectator and Media Restrictions” provide further guidance as summarized below:
 - Limit lines should be marked ... outside the sidelines and extended 5 yards past the end line.... (limit) lines should be at least 10 yards from the sidelines on the bench side of the field and at least 6 yards from the sideline across the field from the bench.
 - Spectators and media are not allowed behind the end lines except in stadium structures where permanent seats exist.
 - Spectators and media are not allowed immediately behind the bench area, or within or immediately behind the table area.
 - Spectators and media are not allowed within the limit lines at any time during a contest.
 - As the home team finds desirable & practical, fans should be seated on the opposite side of the field from the players’ benches. Any additional home-field considerations (parking, use of special gates, locations of locker rooms or restrooms, etc.) should be communicated to visiting teams and officials as far in advance as possible.
- Team equipment – refer to Chapter 7 for other equipment necessary for the game.
- Game balls & ball retrievers – the home team is responsible for providing game balls, sufficient balls behind the end-lines, and personnel to serve as ball retrievers.
- An emergency medical plan should be developed to ensure appropriate handling of injuries or accidents during the course of the contest. See www.ctlax.org, click on Boys High School, then on Document Repository, then on “US Lacrosse Emergency Plan” for an example.

Chapter 11 – Communications

Notes:

- It's probably clear by now that a lot of communication is required during the course of a Texas lacrosse season. Let's recap some of the key stakeholders and some of the information they need:
 - Players – expectations/code of conduct; equipment needs; practice schedule; game schedule; travel guidelines; work for fundraisers; applicable school & league policies; rules overview; etc.
 - Coaching staff – expectations/code of conduct; applicable school & league policies; travel guidelines; etc.
 - Parents - expectations/code of conduct; equipment needs; practice schedule; game schedule; travel guidelines; work for fundraisers; applicable school & league policies; rules overview; applicable booster club officers; volunteer opportunities; financial requirements for the team; etc.
 - Sponsor – all applicable school policies; class grades for administration of academic eligibility; practice & game schedules; travel guidelines; booster club & coaching staff contacts; etc.
 - School principal & athletic director – practice & game schedules; periodic update on the club's progress & any key issues; etc.
 - League coordinator – contact information for coaches & club officers; game scheduling requirements (proposed dates, times, opponents, locations) for development of the league schedule; notification of any scheduling conflicts or requests to re-schedule; immediate contact on rain-outs or other postponements; etc.
 - Official assignor – contact information for a key club officer and/or site coordinator; directions to home field(s); logistics at home field(s)
- The lacrosse club should review these different points of contact & determine whom has primary responsibility for making sure the communication is happening, and in a timely manner. Some examples:
 - The coaching staff will probably conduct most of the communication with the players.
 - The sponsor, possibly along with the club president, may handle communication with the school principal.
 - Many teams designate a club officer or primary parent contact to work directly with the league coordinator. The same person/position or a closely-linked position may have primary responsibility for working with the officials assignor and officials organization.
 - The THSLL now requires identification of a home field site administrator. This may be the same parent assigned to do scheduling; or field set-up.
- Remember communicate, communicate, communicate!!

SECTION II – Continual Improvement – Years 3 & Beyond

Chapter 12 – Expanding the Team

Notes:

- Many high school & youth teams in Texas enjoy rapid growth in their first few years of existence. If this is the case for club, you'll soon face the happy dilemma of having to split the team into multiple squads.
- For youth programs, this can simply mean fielding more teams within the current youth league or organization. Or, new youth organizations can be formed that are more closely aligned to geographic areas, middle schools, school districts, or other communities-of-interest.
- For high school programs, multiple options also exist:
 - Normally, the first step is to establish a junior varsity (JV) program. This option works well for most teams, as it provides playing time and game experience for under-classmen, provides an additional avenue for player development for players new to lacrosse, and there is ready-made competition as many established high school boys programs already have JV teams. Refer to the Central Texas Lacrosse website, www.ctlax.org, for a listing of high school programs that currently have JV teams.
 - Another option is to field a 'Varsity B' team. This option would be more workable if the team cannot provide sufficient playing time for all of its upper-classmen. Refer to Appendix 1A for eligibility requirements for varsity & JV players.
 - Yet another option is to field a 'rookie' or freshman squad. Well-established high school programs with sufficient freshmen or large influxes of first-year players are now beginning to pursue this option in addition to a JV program.
- Some additional considerations include:
 - Expanding the coaching staff to handle the additional squad(s). Don't under-estimate this factor, otherwise both the varsity and sub-varsity programs can get short-changed. More on this in Chapter 13.
 - Determining membership on the varsity & sub-varsity squads. The coaching staff should determine criteria for squad membership and communicate such to the players and parents. In the early years of having a sub-varsity team, such as a JV team, squad membership may be very fluid as there may be a significant number of players that need to play both JV and varsity. Nevertheless, good communications will help prevent any mis-understandings at game time.
 - Financing the additional squad(s). Key factors to consider here additional tournament fees, referee fees, league fees, more insurance, and additional equipment costs. If the club pays a stipend to its coaches, consideration should be given to any additional coaches.
 - Scheduling the additional squad(s). Considerations include field availability for games and practices, working with coaches & league district coordinators to establish a sub-varsity schedule, tournament logistics, and travel. Tournaments can be especially fun, as concurrent varsity & JV games often occur. A regular season scheduling technique that works well is to schedule varsity-JV doubleheaders; this is generally favorable for game field scheduling, referee scheduling, field preparation, and other logistics.

Chapter 13 – Expanding the Coaching Staff

Notes:

- As the number of players and squads expands, the club will need to expand its coaching staff. Refer to Chapter 2 and Appendix 2A for ways to recruit additional coaches.
- Strive for a level of balance and diversity among the coaching staff. Multiple perspectives and differing backgrounds can help strengthen the coaching staff, as well as contribute to the personal growth of new coaches.
- Now that the club has a “coaching staff”, some organizational decisions will need to be made regarding division of responsibilities and authority/accountability. Here are some considerations:
 - Will an overall ‘head coach’ position be established? If so, what decisions will the head coach have responsibility for making in regards to the other coaches?
 - What are the team’s and club’s expectations of the head coach? Of the various assistant coaches?
 - If the club pays stipends to its coaches, how will stipends be set among the various coaches? Will the club make these decisions or will the head coach?
 - How will coaching duties be divided up among the coaching staff? What are individual coaches’ duties at practices? At games?
 - Which coach or coaches will communicate with school administrators?
 - Will the head coach be the sole ‘ex officio’ member of the club board, or will multiple coaches?
- Communication among the coaching staff is paramount. Ensuring that ‘everyone is on the same page’ should be an assigned responsibility of the head coach (if one is appointed) or the club president or other key club board member. The school sponsor should familiarize all coaches with key school policies that pertain to the team.

Chapter 14 – Keep in Touch with Alumni

Notes:

- The alumni players and parents can serve as key supporting resources as the club expands and matures. Alumni can support the club, and the growth of the sport of lacrosse, in many ways. Just a few of these include:
 - Alumni can provide a source of new coaches.
 - Alumni can provide a source of new officials.
 - Alumni can provide additional sources of monetary support – such as special projects, player scholarships, or college scholarships.
 - Alumni can volunteer for lacrosse oversight positions such as league or association officers, district positions, or support organizations such as the Friends of Central Texas Lacrosse or positions with US Lacrosse.
- It's important to keep track of your alumni. An easy way to start to do this is to keep a copy of each season's players/parents contact lists. Over time, a consolidated list of all alumni players and parents can be developed.
- Initially the club secretary or other board members can keep in touch with the alumni. Over time, the club may want to consider establishing a board position that deals with alumni. Eventually, the alumni may want to form their own organization. See Appendix 9A for an example alumni organization charter.
- Ways to keep in touch with alumni players & parents include:
 - Periodic newsletters (email and/or hardcopy) keeping alumni informed about team progress, season schedule & results, and current & upcoming events.
 - Alumni games with the current varsity team.
 - Pot-luck dinners, perhaps in association with alumni games or fundraising events.
 - Periodic meetings as appropriate.
 - Other events when alumni may be "home", such as homecoming & school holidays.

Chapter 15 – Improving Competitiveness

Notes:

- New teams must initially concentrate on basic skills development and achieving a satisfactory level of team play. After the first few seasons, most teams will begin to focus on improving their overall competitiveness within their peer groupings, and if successful in moving up the competitive ladder.
- In the THSLL-boys division, new teams play a provisional season against JV squads and then are placed in their district's Division II. Over time, Division II teams can be considered for movement to Division I. Some of the criteria for consideration to move to Division I (courtesy of Cliff Netterville, THSLL Division II Commissioner) include:
 - School sponsored – with teacher serving as official sponsor
 - Has a JV team, with coach.
 - Has a Varsity head coach
 - Has a Varsity assistant coach
 - Squads have a field to practice & play on
 - Cross-schedules with teams from higher division and other districts
 - Players get P.E. credit
 - School provides transportation
 - Booster Club is organized and active
 - Players get a varsity letter
 - Squads get coverage in the school year book
 - School or school district provides some financial assistance
 - School administration mandates some team policies
 - Minimum required practices
 - Middle School support programIf a team meets a majority of these considerations, it can make application to the Division I coaches for acceptance as a Division I team. If accepted, the team is in Division I to stay.
- The list of criteria above is instructive in that it identifies many of the building-blocks for improving the competitiveness of a lacrosse program. We have covered many of these topics elsewhere in this document. In addition, some additional means for improving the team's and individual player's competitiveness include:
 - Scheduling scrimmages and 'non-count' games with higher-caliber teams within Texas and in other States
 - Scheduling scrimmages with local college teams
 - Playing in tournaments that feature increasing levels of competition
 - Attending lacrosse camps – see Appendix 10A for references

Chapter 16 – Expanding Your Presence on Campus & in the Community

Notes:

- As discussed in Chapter 4, getting recognized as either an ‘official’ varsity sport or an official school extracurricular club is a major first step in building the team’s presence on campus.
- Negotiating with the school administration for practice fields on campus and for game dates on the school football or soccer field will gain the team immediate recognition & awareness. In return for field usage, clubs sometimes contribute to the upkeep & grounds keeping of their ‘home’ fields on campus.
- Other ways to increase the presence of lacrosse on campus include:
 - Negotiate with the principal and athletic director for varsity letter status for lacrosse players.
 - Determine how to get P.E. credit for lacrosse – see Appendix 11A for an example.
 - Arrange for lacrosse coverage in the school newspaper.
 - Arrange for lacrosse coverage and team photos in the school yearbook.
 - Arrange for lacrosse coverage and team/individual photos in the school sports program.
 - Hold parents and players meetings on campus.
 - Hold annual lacrosse banquet on campus.
 - Arrange for lacrosse participation in pep rallies.
 - Arrange for the lacrosse schedule to be posted on campus and for coverage on the school’s public address system and marquee.
 - Participate in homecoming carnival, freshmen camp, and other on-campus events that include many of the school’s clubs.
 - Have players & sponsors wear team jerseys or team sportswear on game days. Arrange for parents, coaches, & players to buy team sportswear.
 - Develop a team web site and have it linked from the official school & athletic department web pages.
- Look for opportunities to communicate with the school principal and athletic director. As the club holds more events on campus, make sure to invite key school administrators to those functions.
- Also look for opportunities to promote lacrosse in the community at large. Some more mature clubs may establish a public relations function to promote lacrosse awareness in the general community and with local media. Examples might include:
 - Placing lacrosse articles and game results in local newspapers.
 - Involving the lacrosse team in local community & charitable events or fundraisers.
 - Establish one game during the regular season as a ‘big event’ and invite media coverage and community groups to the game. The ‘big event’ game might be a key game with a traditional rival (perhaps another team from the community, school district, or a close ‘rival’ community).

Chapter 17 – Expanding the Parents Organization

Notes:

- As the size of the team, the number of squads & games played, the size of the coaching staff, and the number of activities on campus all increase, it's critical to get more parents actively involved in the support of the club and the execution of the season's schedule.
- Most clubs deal with this by expanding their executive board positions, as well as establishing new committees.
- For some ideas as to how this can be approached, reference:
[Appendix 12A – Example of Board Expansion](#)
[Appendix 12B – Volunteer Job Opportunities](#)
- Once the club has some experience with operating the team and other financial matters, you may want to consider incorporating and filing for exemption from federal and state taxes. For further information, reference:
Appendix 12C – Notes on incorporation and tax exemption

Appendices

Appendix 1A – THSLL & Central Texas Youth Eligibility Requirements

Eligibility considerations for High School lacrosse teams in Texas are embodied in the THSLL By-laws and Rules, and are further clarified in the Central Texas District guidelines. Essentially, the rules state that if a high school has a THSLL team then students at that high school must play for that team. The rules further clarify eligibility requirements if an interested player's high school does not have a team, considerations for private schools, considerations for junior varsity teams, and considerations for 8th graders.

For further details, consult the Central Texas Lacrosse website, www.ctlax.org, click on Boys High School, then on League Info and Docs. Two documents herein outline boys eligibility rules for central Texas:

[THSLL Rules 3.0 doc](#). Section 9 of this document outlines Boys HS Eligibility Rules. [Central Conference Eligibility Rules.htm](#) further clarifies the THSLL rules for use in the Central District.

For Youth eligibility considerations, organizations & leagues, and rules of play, consult the Central Texas Lacrosse web site, www.ctlax.org and click on either Boys Youth or Girls Youth. You will then see the various Youth organizations in the Central Texas area, as well as links to Rules of Play and other information of interest.

Appendix 1B – Sample Lacrosse Club implementations of School Policies

Example of academic requirements as implemented by the Texas University Interscholastic League. This serves as a model of the ‘no pass, no play’ rules that can be adopted by Texas lacrosse clubs.

ACADEMIC REQUIREMENTS – NO PASS NO PLAY

Eligibility for UIL Participants for the First Six Weeks

UIL Participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.

Exceptions:

- (a) When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.
- (b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

Eligibility for All Extracurricular Participants After the First Six Week of the School Year

A student who receives a grade below 70 at the end of any grading period (after the first six weeks of the school year) in any academic class (other than an advanced class—*a grade in an honors or advanced placement class must be 60 or above*) or a student with disability who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the teachers determine that he or she has (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced (*in which case the grade must be 60 or above*), and (2) completed the three school weeks of ineligibility and seven calendar day waiting period.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.

Appendix 1C - Example Player Registration Form

**XYZ HIGH LACROSSE
2002-2003 REGISTRATION FORM**

PLEASE PRINT CLEARLY!!!!!!

PLAYER/PARENT INFORMATION:

PLAYER: _____ PHONE: _____

PARENTS: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

GRADE: _____ PARENT E-MAIL: _____

STUDENT EMAIL: _____

DUES:

Dues for the 2002-2003 season are **\$xxx**. \$yyy is due Sept. 16, 2002. The balance is due January 1, 2003. Along with club expenses, the dues will cover: 1)game shorts; 2)insurance; 3)bus travel to out of town games.

PAYMENT OPTIONS:

_____ Enclosed is my payment of \$xxx (**Due by Jan. 1, 2003**)

_____ Enclosed is my first payment of \$yyy (**Due by Sept. 16, 2002**). **The final payment of \$zzz is due by January 1, 2003.**

Please return this form along with dues to: Suzanne S.
1234 Maroon Ave.
Austin, TX 78703

Appendix 1D – Example Code-of-Conduct Considerations

The following is the Code of Conduct adopted by U.S. Lacrosse:

THE CODE OF CONDUCT

Players, coaches, spectators and parents are to conduct themselves in a manner that “Honors the Game” and demonstrates respect to other players, coaches, officials and spectators. In becoming a member of the lacrosse community an individual assumes certain obligations and responsibilities to the game of lacrosse and its participants. The essentials in this “Code of Conduct” are HONESTY and INTEGRITY. Those who conduct themselves in a manner that reflects these elements will bring credit to the sport of lacrosse, themselves, their team and their organization. It is only through such conduct that our sport can earn and maintain a positive image and make its full contribution to youth sports in the United States and around the world. US Lacrosse supports the following behaviors for those participating or involved in any way with US Lacrosse in general:

- The essential elements of the “Code of Conduct” must be adhered to.
- Sportsmanship and teaching the concepts of fair play are essential to the game and must be taught and developed both at home and on the field during practices and games.
- The emphasis on winning should never be placed above the value of good sportsmanship, the concepts of fair play, or the skills of the game.
- Derogatory comments are unacceptable. Use positive reinforcement with players and adults alike. It should be remembered that criticism once made can never be retracted.
- The safety and welfare of the players are of primary importance.
- Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with young people, as well as with adults.
- Officials are expected to conduct themselves as professionals and in a manner that demonstrates courtesy and fairness to all parties, while exercising their authority on the field.
- Adults involved with the game must never permit anyone to openly or maliciously criticize, badger, harass, or threaten an official.
- Knowledge of the Rules of Lacrosse must be respected and adhered to by all who participate in the game of lacrosse, both in the letter and the spirit of the game. Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.
- Eligibility requirements, such as age and previous level of participation, must be followed. They have been established to encourage and maximize participation, as well as promote safety.

Appendix 1E – Sample Permission & Medical Release Form

Date: _____

Name: _____

LACROSSE PARTICIPATION AND MEDICAL RELEASE FORM

To be filled out by parent (guardian). Please print in ink.

Name of Player _____ Date of Birth _____
Age _____

Home Address _____ City _____ State _____ Zip _____

Name of Parent (guardian) _____

Home # _____ Work # _____ Cell # _____ Pager _____

If person(s) named above not available in the event of an emergency, notify:

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name of personal physician _____ Telephone _____

Personal health/accident insurance carrier _____

Policy No. _____ Allergies: _____

Date of last Tetanus Toxoid Booster: _____

I give permission for the above-named player to participate in Maroon High Lacrosse programs. I understand that even though the player wears protective equipment when needed, the possibility of an accident or injury still remains. Accordingly, neither the Lacrosse team coaches, the Lacrosse Player/Parent Organization, nor Maroon High School assume any responsibility in case an accident or injury occurs, and I hereby expressly release them from any liability for the same.

Date: _____ Signature of parent/guardian _____

If, in the judgment of the adult leader in charge, the above-named player needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize, and consent to such care and treatment as may be given to my child by any physician or licensed health care practitioner; and I do hereby agree to indemnify and save harmless the adult leader in charge, the coaches of the Maroon High Lacrosse team, the Lacrosse Player/Parent Organization and Maroon High School from any claim by any person whatsoever on account of such care and treatment of my child. If time permits, we prefer that the adult in charge use the above physician to provide such care.

Date: _____ Signature of parent/guardian _____

Print Name: _____

Appendix 1F – Notes on Insurance Coverage

Most lacrosse governing bodies require proof of medical and/or liability insurance coverage for a team's players. Individual tournament and camp organizers will likely require 'proof of insurance' also.

For THSLL requirements relating to insurance, please reference www.ctlax.org and click on Boys High School and then on Document Repository. Refer to the document listed as 'THSLL Rules 3.0.doc', The Boys rule supplement to the THSLL By_Laws.

Insurance coverage can be obtained as part of an individual's U.S. Lacrosse membership, see www.lacrosse.org and reference Membership and Membership Benefits. Insurance coverage can also be obtained from several other insurance firms that specialize in academic and sports group coverage.

In addition, booster clubs may want to consider purchasing Directors & Officers Liability insurance to protect the club and its officers from certain forms of liability. This type of coverage is also available via U.S. Lacrosse, as well as commercial insurance firms.

Appendix 2A – Resources for Finding Lacrosse Coaches

Local Collegiate & Men’s Club Teams:

Austin Men’s Club
Capital Men’s Club www.eteamz.com/capitallacrosseclub/
University of Texas at Austin www.utexas.edu/students/lacrosse/main.html
St. Edwards University www.students.stedwards.edu/~mabbott/lacrosse/history.htm
Southwestern University www.southwestern.edu/student-life/lax/minindex.html
Southwest Texas State University
Trinity University www.trinitylax.com/

University of Texas at Austin – women’s club – www.uts.cc.utexas.edu/~womanlax/

Links to other Texas College Teams and their sites can be found at:

USLIA – Lonestar Alliance (LSA) conference site www.uslia.com/leagues/lxa.shtml

Local Retailer(s)

Texas Lacrosse & Sports, Inc. www.texlax.com;
TexLax in Austin maintains a bulletin board of coaches looking for teams, and teams looking for coaches.

Friends of Central Texas Lacrosse www.ctlax.org

Rich Weigand - President

Lacrosse Web Sites

Central Texas Lacrosse www.ctlax.org
LaxPower www.laxpower.com – click on ‘Vacancy Listings’.
Lacrosse Jobs www.laxjobs.com

Appendix 2B – Coaching Resources

Training

The Positive Coaching Alliance, a partner of U.S. Lacrosse: www.positivecoach.org.
The U.S. Lacrosse Coaches Education Programs: www.lacrosse.org.

Books:

Lacrosse, Fundamentals for Winning – David Urick

Lacrosse Technique and Tradition – Bob Scott

Coaching Youth Lacrosse – the American Sport Education Program

Friends of Central Texas Lacrosse – Building a New Lacrosse Team

Coaching Women's Lacrosse – Techniques, Strategy & Drills – Francesca McClellan
(note: can be ordered thru STX by calling 1-800-368-2250)

The Baffled Parent's Guide to Coaching Boys' Lacrosse and
The Baffled Parent's Guide to Coaching Girls Lacrosse – order from McGraw Hill
website, www.books.mcgraw-hill.com; or call 212-904-5433 for bulk discounts.

Check out the Lacrosse Bookstore at www.laxbooks.com

Videos

U.S. Lacrosse offers an extensive library of instructional videos. These can be found at www.lacrosse.org under Programs & Services/Coaches Education Programs.

The Friends of Central Texas Lacrosse have purchased most of the key U.S. Lacrosse videos and they're available for Central Texas coaches to borrow. Check this out at www.ctlax.org, then click on Friends of Central Texas Lacrosse, then click on Video Library.

Clinics, etc:

The Friends of Central Texas Lacrosse sponsors annual coaching clinics for lacrosse. The men's clinics are designed for new coaches at the Youth, Middle School, and Junior Varsity levels. The emphasis is on coaching techniques for fundamentals, team play, lacrosse rules and managing practices. Contact Friends of Central Texas Lacrosse at www.ctlax.org for more information.

Appendix 2C – Coaches Code of Conduct

This sample code is used by the North District of the THSLL. The District's enforcement procedures have not been included for the sake of brevity. The full document can be found on www.ctlax.org.

North District - THSLL Coaches' Code of Conduct

Objective

All North District coaches are in a position in which they are able to leave lasting impressions on their players, it is in the best interest of the North District and all of our stakeholders that there be a uniform code of conduct that all of our coaches will be expected to uphold while they are in any THSLL related event.

The Role of a Coach

Coaches are entrusted with a great responsibility every time a contest begins. Our professional and moral responsibility is to provide North District participants quality coaching and a sense of safety and fair play at every THSLL contest.

Sensible, organized competition under proper control provides benefits for North District participants. Anything other that only dramatizes coaches and distracts from the focus and purpose of high school athletics.

All North District coaches must keep in mind at all times that they are representing themselves their teams and their Association/School. A coach's words and actions come under close scrutiny from students, parents, faculty and the community, and will reflect positively or negatively on the program.

Structure

There are three documents that outline the expectations of lacrosse coaches. These include:

- 1) NCAA rulebook;
- 2) THSLL Bylaws;
- 3) North District Guidelines.

NCAA Rulebook

Rule 2-4/Game Personnel/Coaches

One of a team's coaches shall be designated the head coach. The head coach shall be responsible for making all decisions for that team not delegated specifically to the team's game captain. Additionally it shall be the head coach's responsibility to see that players and substitutes are equipped properly to play.

The head coach shall act in a courteous manner and also shall endeavor in every way to achieve the same from players and substitutes. The head coach also shall be in control of and responsible for all actions of all non-playing members of his squad, and any and all persons officially connected with his institution.

Coaches shall assist the officials in keeping the game under control at all times. It shall be their duty. Upon the request of an official, to control effectively actions of spectators no in conformity with standards of proper conduct.

Officials will address questions from coaches only after the four-minute warning during half time. A representative from each team may be present while these questions are discussed. Officials should never entertain any questions until a representative of the other team is given the opportunity to be present.

THSLL Bylaws:

Rule 1.7 Member Behavior

Abusive, profane, or violent behavior or language by coaches, players, or fans at any League function, may result in member suspension or expulsion from the League. No alcoholic beverages or any intoxicating substances or intoxicated individuals are allowed at any League functions. Suspension or expulsion punishments shall be decided by the Executive Committee.

Rule 1.8 Individual Behavior

Abusive, profane, or violent behavior or language by coaches, players, or other individuals at any League game or activity, may result in that individual's suspension or expulsion from participation or attendance at any League game or activity. Suspension or expulsion shall be decided by the Executive Committee.

North District Guidelines

Coaches are expected to win or lose with dignity and humility.

Coaches must refrain from the use of profanity and insist their players do likewise.

Coaches must be positive role models in terms of sportsmanship and fair play and set a flawless example regarding the use of drug, tobacco and alcohol.

Coaches must be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments and aptitudes.

Coaches are expected to maintain self-control at all times, accepting adverse decisions calmly and treat the officials professionally.

Coaches are responsible for the conduct and care of the team from the beginning to the end of the game or away trip. This includes the job of making sure that bench areas and dressing rooms are left in good condition.

Other Responsibilities

NCAA Rulebook

Rule 2-5/Game Personnel/Home Coach's Responsibility

It shall be the responsibility of the home coach to see that the playing field is in proper condition for play; that a time-keeper and scorer are on hand with all equipment required by these rules to carry out their respective functions; that balls and ball retrievers are provided; and that the assigning authority has received timely, accurate and adequate information so that officials will be on hand for the game.

When a contest is played at a neutral site, one team must be designated as the home team. This shall be done in writing, before the day of the game. The designated team and its coach assume all the responsibilities of the home team as outlined in the rules.

North District Guidelines

Recruiting

The North District recognizes it is an unethical practice for North District teams to actively recruit another player from a member team. Member teams should communicate with each other and the District Coordinator when contact is made by potential transfers.

North District - THSLL Coaches' Code of Conduct

I, _____, am a coach for the Varsity/Junior Varsity (circle one) of _____ . I have read the Coaches' Code of Conduct as set forth by the Conduct Committee of the North District of the THSLL and agree to abide by it. I am accountable for my actions and understand the consequences if I should not meet the expectations of the Conduct Committee.

Coach

Date

Association President/Athletic Director

Date

Each coach should keep their copy of the Code of Conduct.

Appendix 3A – Model Booster Club Organization & Considerations

BOOSTER CLUB ORGANIZATION

Composition of Board: (Estimated commitment in hours per year)

Co-Presidents (or Pres and VP) – idea to share workload (50)

Chairs meetings and responsible to run booster club – in close contact with coach to meet team needs

Treasurer (40)

Handles the monetary activities – may require action with ISD; tax exempt matters

Secretary (40)

Keeps club records and minutes

Fund Raising Director (40)

Coordinates the fund raising activities of club

Communications Director (40)

Develops and coordinates club communications (e-mail tree, etc.)

Volunteer Coordinator (30)

Coordinates the volunteer activities

Suggested Meeting Schedule:

Board: Jul, Sep, Nov, Jan, Feb, Mar, Apr

Parents: Sep, Nov, Jan, Feb, Mar, Apr

Fund Requirements:

Equipment – Goalie equipment, balls, timers, score books, uniforms, nets, etc.

Special events: Aggieland, State, etc.

Awards: Banquet, MVP Award, etc.

Personnel: Coach, Umpires for games, Trainer

Generally, total funding required can range between \$3000 to \$8000 per year, depending on the bells and whistles and number of teams (JV)

Fund Sources:

Dues (anywhere from \$50 to \$200, depending on the amount of fund raising the group is interested in doing)

PTA – possibility

School – possibility – support may take the form of field usage, lights, etc.

Fund-raisers – car washes, donut sales, banners, cookie dough, Current gifts, candy, gift wrap, etc.

Volunteer Requirements: (some may or may not apply to all teams)

Marking of fields – no trivial task! – **BUT VERY IMPORTANT!**

Snacks and water for games

Getting game equipment in place for home games

Timer for home games; Score keeper for home games

Clean-up for home games

Transportation Coordinator for away games

Adult assistants for fund raising activities

Equipment manager

Liaison with school

Appendix 3B – Example Booster Club By-Laws, Charters

XYZ HIGH SCHOOL LACROSSE CLUB BOOSTER ORGANIZATION BY-LAWS

PREAMBLE

IT IS OUR DESIRE THAT ALL COMPETITION BE CONDUCTED ON THE HIGHEST LEVEL AND THAT EVERY MEMBER ASSOCIATED WITH THE XYZ HIGH SCHOOL LACROSSE CLUB EMPHASIZE, BY WORD AND ACTION, THE VIRTUES OF TEAM SPIRIT, HEALTHY COMPETITION, AND SPORTSMANSHIP.

ARTICLE I - NAME

The name of the organization shall be “XYZ High School Lacrosse Club Booster Organization”, hereinafter referred to as the “Organization”. The XYZ High School Lacrosse Club will hereinafter be referred to as the “Club”.

ARTICLE II- PURPOSE

1. The purpose of the Organization shall be to:
2. Help develop leadership ability and foster team spirit among the athletes of the Club.
3. Provide financial support and assist the Club with fundraising activities to support the costs of equipment, uniforms, liability insurance, referees, and other associated expenses.
4. Increase the visibility of Lacrosse as a sport and facilitate communication between the Club, the Coach and the Organization.

ARTICLE III – MEMBERSHIP

1. Membership in the Organization shall be open to all parents or guardians of athletes enrolled in the Club, or others interested in supporting the Club.
2. Membership dues to the Organization are included in the athlete's registration fee for the Club. When an athlete's registration fee is paid in full, his/her family becomes members in good standing, and are eligible to vote and hold office.
3. Member Behavior: Abusive, profane, or violent behavior or language by coaches, players, or fans at any League function, may result in member suspension or expulsion from the League. No alcoholic beverages or any intoxicating substances or intoxicated individuals are allowed at any League functions. Suspension or expulsion punishments shall be decided by the Executive committee.
4. Individual Behavior: Abusive, profane, or violent behavior or language by coaches, players, or any other individual at any League function, may result in that individual's suspension or expulsion from the League. No alcoholic beverages or any intoxicating substances or intoxicated individuals are allowed at any League functions. Suspension or expulsion punishments shall be decided by the Executive committee.

ARTICLE IV- ELECTED OFFICERS

1. The Organization shall be represented by an Executive Board consisting of four (4) elected officers and the head coach. The elected officers shall be: President, Vice-President, Secretary, and Treasurer.
2. Officers shall be elected for a term of one (1) year. The term of office shall be from June 1st to May 31st. No member shall hold more than one office at a time.

3. Vacancies occurring in an elected office shall be filled by appointment by the Executive Board. In the event the office of President shall become vacant, the Vice President shall serve as President for the remainder of the term.

ARTICLE V - ELECTION PROCEDURE OF OFFICERS

1. By April 1st, the Executive Board will develop a slate of officers for the following term. The slate of officers will be presented to the membership of the Organization for approval.
2. Before June 1st, a general meeting of the organization shall be held for the election of officers. The Executive Board will present their nomination for each office. Nominations will also be taken from the floor. In the event of a nomination from the floor, a closed ballot vote will be held at that time.

ARTICLE VI - OFFICERS' RESPONSIBILITIES

1. President - The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Organization as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. The President will appoint a chairperson for all committees, which will include, but not be limited to: Equipment, Fundraising, Telephone, and Activities.
2. Vice President - The Vice President shall assume all duties of the President during his/her absence. His/her responsibilities include maintaining insurance for the Club, fundraising activities, conflict resolution, long range planning for the Club, and any other duties as assigned by the President or Organization.
3. Secretary - The Secretary shall keep a record of all Executive Board and Organization meetings. The Secretary shall maintain a database of player information and shall be responsible for newsletters, player handbooks, team correspondence and any other duties as assigned by the President or Organization.
4. Treasurer - The Treasurer shall have custody of all funds of the Club and Organization, keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years, make disbursements as authorized by the President, Executive Board, or Organization in accordance with the budget adopted by the Organization, sign on bank accounts, present a financial statement at general meetings, executive board meetings, and at other times when requested by the Organization or Executive Board, maintain records of registration fee payments, submit books to the auditing committee as requested, and file any necessary tax reports for city, county, state and federal entities.

ARTICLE VII - ANNUAL BUDGET

1. The fiscal year of the Organization shall be from June 1st to May 31st.
2. The budget shall be developed by the President and the Treasurer with the input of the Executive Board and/or any other source solicited by the President. Once approved by the Executive Board, the budget shall be presented to the membership of the Organization for ratification.
3. The budget must be ratified by a two-thirds (~3) vote of the membership present at a general meeting of the Organization before any funds are disbursed.
4. Expenditures of funds belonging to the Organization for incidental expenses not exceeding Two Hundred Fifty Dollars (\$250.00) may be authorized by the Executive Board. A-I expenditures exceeding Two Hundred Fifty Dollars (\$250.00) must be approved by a majority of those members of the Organization who are present.
5. A Treasurer's Report shall be presented at every Executive Board meeting and general meeting.

ARTICLE VIII – FISCAL YEAR

1. The fiscal year of this Organization shall begin June 1st and end May 31st
2. An auditing Committee consisting of three (3) members shaft be appointed by the Executive Board. The Auditing Committee shall report to the Organization at the first general meeting held in the next fiscal year.

ARTICLE IX - MEETINGS

1. The Executive Board should meet monthly as needed during its term.
2. A general meeting of the Organization is required before June 1st for the election of officers.
3. A general meeting of the Organization is required for the ratification of the budget or amendments to these By-Laws. Other meetings of the organization may be called by the President as required to discuss other business.

ARTICLE X - AMENDMENTS

These By-Laws may be amended after approval of the Executive Board and a two-thirds (2~3) vote of the membership of the Organization present at a general meeting.

Article III paragraph 3 added February 18, 1999 by vote of regular membership.

Article II paragraph 4 added February 18, 1999 by vote of regular membership.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (Newly Revised) shall govern the Organization in all cases to which they are applicable.

ARTICLE XII - DISSOLUTION OF THE ORGANIZATION

Upon formal dissolution, the net assets of the Organization shall be distributed to the Texas High School Lacrosse League.

DATE: _____

President

Vice-President

Appendix 3C – Example Booster Club By-Laws, Vision Statements

The mission of the XYZ High Lacrosse Parents/Players Association is the promotion of a positive athletic learning experience for the student/athlete participants in the program.

The goals are:

1. Support an athletic program that encourages scholarship and sportsmanship. Help develop leadership ability and foster team spirit among the athletes of the Association.
2. Increase the visibility of lacrosse as a sport and facilitate communication between the Association, the coach, and the organization.
3. Give positive emotional support and affirmative encouragement to the student players. Help to nurture a healthy athletic experience for all participants that allows and encourages each player to participate to the highest of his ability. Foster an environment that encourages players to exhibit personal responsibility.
4. Give logistical and administrative support to the coaching staff.
5. Recognize the authority of the coaching staff in all matters related to coaching.
6. Assist the coaching staff in creating an athletic program that allows for exposure to and participation in lacrosse as a novice as well as a program that produces competitive lacrosse for experienced players.
7. Support the coaching staff in the use of instructional techniques that allow for competition at the highest level possible.
8. Promote teamwork through encouraging meaningful and consistent participation by the players.
9. Cooperate with the XYZ High School, Capital Independent School District, UIL, and the Texas High School Lacrosse Association in the pursuit of these objectives.

By signing below, the student and parents or guardian of that student agree to uphold the mission and goals of the Maroons High Boys' Lacrosse team.

Student: _____ Date: _____

Parent or Guardian: _____ Date: _____

Appendix 4A – THSLL By-Laws & Rules

For the full documents, visit the Central Texas Lacrosse website – www.ctlax.org, then click on ‘Boys High School’, and then ‘League Info & Docs’. Note three pertinent documents:

THSLL ByLaws 2.0.doc

THSLL Rules 3.0.doc

THSLL 2001 Rules Waivers.doc

Appendix 5A – Sample Club Budget

All examples & dollar amounts are for illustrative purposes only.
A first-year team will likely not enter tournaments, nor have a JV squad.

TEAM EXPENSES

Tournament Fees – A&M Varsity	\$300	
Tournament Fees - A&M JV	\$300	
Tournament Fee – Longhorn Shootout	\$200	
Insurance – Supplemental Medical/Accident	\$500	
Insurance – Directors & Officers	\$200	
League Dues – Varsity	\$200	
League Dues – JV	\$100	
Officials Fees – Varsity	\$900	
Officials Fees – JV	\$300	
Coach & Sponsor Travel Expenses	\$500	
End of Year Banquet & Mementos	\$500	
Stipend(s) – Coaches & Sponsor	\$900	
	\$600	
	\$600	
Team Equipment	\$900	
	=====	
TOTAL EXPENSES		\$7,000

TEAM REVENUE

Players registration fees (30 @ \$200)	\$6,000	
Fundraising	\$1,000	
	=====	
TOTAL REVENUE		\$7,000

PLAYER/PARENT EXPENSES

Annual team registration fee (see above)	\$200	
Uniform jersey & shorts	\$50	
Boys' equipment	\$200 - \$300	
Girls' equipment	\$50 - \$100	
Travel costs	-- as incurred for away games or tournaments	

Appendix 7A – Support Organizations that can Assist with Start-up Equipment needs & Information

Friends of Central Texas Lacrosse – www.ctlax.org , then click on FOCTL or ‘Friends of Central Texas Lacrosse, Inc.’ FOCTL provides grants for start-up equipment such as NCAA-compliant goals. The FOCTL portion of the web site also provides an Equipment Exchange capability for the advertising of used equipment for sale or swap.

U.S. Lacrosse – www.lacrosse.org, then click on ‘Programs and Services’. US Lacrosse is the national governing body of men’s and women’s lacrosse, and provides start-up assistance and loaner programs to new clubs (note that the requestor must be a US Lacrosse member).

Appendix 7B – Lacrosse Equipment Suppliers

Central Texas Retailers

Texas Lacrosse & Sports, Inc. - www.texlax.com - 8312 Burnet Road - 512-371-7087

Rooster Andrews – Spicewood Springs at US183 – 512-258-3488

Tyler’s Sports – 701 S. Capital of Texas (Loop 360) – 512-327-9888

Play it Again Sports (mostly used equipment) – 2933 W. Anderson Lane – 512-451-8976;
Ben White & South Lamar – 512-444-2270; 13497 Research Blvd – 512-331-9739

Online Lacrosse Catalog Sales & Equipment Information

LaxShopper – www.laxshopper.com – an online guide to lacrosse equipment sites.

Bacharach – www.bacharach.com

Commonwealth Lacrosse – www.comlax.net

Great Atlantic Lacrosse – www.lacrosse.com

Lax World – www.playlax.com

Queen City Lacrosse – www.qclax.com

Sports Her Way – www.sportsherway.com

Longstreth – www.longstreth.com - an exclusive women’s provider

Appendix 8A – Lacrosse Rules

For the complete set of NCAA Men’s Lacrosse Rules, visit the NCAA website – www.ncaa.org, then click on ‘Rules & Eligibility’, then ‘Sports Playing Rules’, then ‘Men’s Lacrosse Rules’ to view, download or order the NCAA rules.

For a summary of women’s rules, visit the US Lacrosse website at www.lacrosse.org/womens_rules.html.

For Youth rules of play, visit the Central Texas Lacrosse web site, www.ctlax.org, click on Boys Youth or Girls Youth, and then on Rules of Play.

Appendix 8B – Officials’ Organizations for Texas Lacrosse

Boys’ Lacrosse – the Southwest Lacrosse Officials Association (SWLOA) www.swloa.net
Girls’ Lacrosse – the Women’s Lacrosse Umpires Association
www.geocities.com/texaslaxumps/

Appendix 8C – Parents Guides to Lacrosse

PARENTS' GUIDE TO THE RULES OF LACROSSE

The Field. The field is 110 yards long and divided into halves by the midfield line. Each end has a 40 yard box called the restraining box, offensive zone or defensive zone. Each goal is surrounded by a circle called the crease.

The Team. Teams are composed of one goaltender, three defensemen, three midfielders (or "middies") and three attackmen.

Face-offs. Play begins with a face-off at the center of the midfield line. The two middies facing off kneel with the backs of their sticks together and the ball in between. At the whistle, they both try to get possession of the ball or direct it to one of their teammates. They may not kick the opponent's crosse (stick). The other middies start on their wing lines and may run in once the whistle blows. The defensemen and attackmen must stay in their restraining boxes until the referee signals that one of the teams has gotten possession of the ball.

Offsides. Each team must keep 4 players in its defensive half of the field and three players in the offensive half of its field at all times. Usually this is the goalie and three defensemen in the defensive half and three attackmen in the offensive half, but any of these players may cross over the midfield line if another player stays back. This is why you will hear the call "middie back" if one of the defensemen carries the ball over the midfield line on a clear.

Clearing. After the defensive team gets possession of the ball, it will try to advance the ball by running and passing it upfield to the offensive half. This is called a "clear." There is a 10-second count for clearing the ball out of the team's defensive zone. Once the clearing team gets the ball across midfield, there is another 10-second count to get the ball into their offensive zone. Another 10-second count starts every time the ball is subsequently brought out of the offensive zone.

Riding. Riding is the opposite of a clear: trying to keep the other team from bringing the ball upfield.

Special Goalie Stuff. Might as well get this out of the way now. There are all kinds of special rules about the crease. Players may not step in to the crease in their offensive half of the field. Defensive players may step into the crease, but they may not carry the ball into it. You may hear the official refer to the "cylinder." This is an imaginary cylinder formed by extending the crease line vertically. Offensive players may not interfere with the goalie, including touching his stick, at any time inside the cylinder, nor outside the cylinder if the goalie has possession of the ball and at least one foot inside the crease. On a loose ball, players may check the goalie's stick outside the cylinder. If the goalie gets possession of the ball with at least one foot inside the crease, then he has four seconds to either run out of the crease or pass the ball. For crease violations: if the defensive team had possession, the defensive team gets the ball at midfield; if the offensive team had possession or if a loose ball, then the defensive team gets the ball even with the goal outside the restraining box.

Penalties. There are two kinds of penalties: personal fouls and technical fouls. Personal fouls are the more serious in nature: slashing, tripping, illegal bodycheck, unnecessary roughness, spearing, cross-checking and so on. These usually put the offending player in the penalty box for one minute, although the official can give up to three minutes for particularly serious crimes.

Technical fouls are less serious and more procedural violations. These include offsides, delay of the game, interference, illegal offensive screening, illegal procedure, pushing and holding. Technical fouls are enforced in two ways, depending on whether the team that was fouled had possession of the ball. If the team that was fouled has possession, then a technical foul is a 30 second penalty. If the ball was loose or the team committing the foul has possession, then the ball is given to the offended team and no penalty time is assessed.

The Slow Whistle and the "Play On." When a penalty is committed, the official throws his flag, but doesn't blow his whistle as long as the team that was fouled has the ball and is

advancing it in a scoring chance. Once the ball touches the ground or is caught by a member of the other team, then play stops and the official assesses the penalty.

If there is a push, hold or procedural violation during a loose ball, the official will raise his hand and say "Play on." If the offended team picks up the ball, then the "play on" is over and the game is not stopped. If the offended team doesn't pick up the ball, then the official will blow his whistle and award the ball to the offended team.

Checking. Players are allowed to check the player with the ball and any player within 5 yards of a loose ball. There are two ways to check: with the body and with the stick. When a player uses his body to check, he cannot make contact above the shoulders, below the waist or from the rear, and he must have both hands on his own stick. *No spearing (making initial contact with the helmet) allowed.*

Stick checks must be on the opponent's stick or glove. You will see lots of checks on arms and sides that are not called penalties, but the officials are looking to see if the defender had a chance of hitting the stick or glove. For example, if a player tries to check a stick, and the guy moves his stick away or spins so the check lands elsewhere, the official will take that into consideration. Checks that bonk a helmet are called a lot more closely. Players may not use the part of the stick held between the gloves to make contact with an opponent; this is cross-checking. Players may not hold an opponent with the crosse (think of "hooking" in hockey).

Other Questions.

What does the horn mean? A coach can request a horn during a dead ball when he wants to make a substitution. He has 20 seconds to get his players on and off the field. No horn is allowed when the ball goes out on the end line or during the dead ball resulting from a no-penalty time technical foul call.

Can a player touch the ball? It's kind of like soccer: no hands. Kicking is legal, and a ball kicked into the net is a goal.

Why do they chase after shots? Normally, possession after the ball goes out of bounds is awarded to the team that did not touch it last. On a shot, however, the ball is given to the team that is closest to the ball when it leaves the field.

How long is halftime? Ten minutes.

What's the referee doing in the last two minutes of the game? During the last two minutes of the game, the team that is ahead cannot stall. It must bring the ball into its offensive restraining box, and possession is awarded to the trailing team if the leading team runs or passes the ball out of the box.

What if there is a fight? The fighting players stand a good chance of being ejected from the game and assessed a penalty; an ejection also carries a suspension from the next game. Players leaving the bench area are also ejected.

Does it help for me to yell at the officials? The officials spend time at clinics and meetings and donate many hours of their time. Some of them may just be learning to officiate, others may have been doing it for years. Their version of the rules is much longer than two pages. Officials tend to think that they do not need help from the sidelines.

Do the coaches and officials mind if we ask lots of questions? Not at all. We love the game and will talk about it until you run out of patience or questions, whichever comes first.

Youth League Rules. Middle school and under leagues have some rule variations (some of which may be waived or modified by league rule). The most important of these are:

(i) *Body checking:* Incidental body contact is allowed, but "take-out" checks, intended to knock a player down, are not.

(ii) *Face-offs:* When a team trails by four or more goals, there is no face-off and the trailing team is awarded the ball at midfield.

(iii) *Length of game:* Each quarter is 10 minutes.

XYZ High School Lacrosse Parent Handbook

Lacrosse Rules!

If this is your first season, this little "primer" will help a lot! Thanks for coming out, and enjoy the game!

The fastest game on two feet ... a combination of the speed of basketball and the contact of football ... a game in which a scoring opportunity on one end of the field can be transformed into a goal at the other end in a matter of seconds ... skill, power, speed, endurance and intelligence ...

This Is Lacrosse.

Originally called baggataway, lacrosse was played by Native Americans for a variety of purposes: religious rituals, training of warriors, or to settle inter-tribal disputes. The game acquired its present name because the sticks originally resembled the staffs, or croziers, carried by the French Jesuit missionaries who first observed the game. Thus, we have lacrosse.

The Game

The Field: Lacrosse is played on a field approximately the size of a football field: 110 yards long by 60 yards wide. The goals are 6 feet square and are placed in a crease, which is a circle with a 9-foot radius. Offensive players are not allowed in the crease at any time during the game. The sticks used today are generally made of molded plastic with either a nylon mesh or a leather and nylon woven pocket, with either an aluminum, titanium or alloy handle. The sticks vary in length from 40 to 72 inches, depending upon the position played.

Players: There are 10 players in action at one time on a lacrosse team: a goalie, three defensemen, three midfielders, and three attackmen. At all times, a team must have three men on its offensive half of the field and four men on its defensive half.

Goalie: The goalie uses a wider stick and wears a chest protector, as his job is to stop the opponents' shots, which may come flying at him at over 100 mph. The best goalies are either brave or crazy ... or a little of both. After making a save and gaining possession of the ball, the goalie is allowed to stay in the crease for only four seconds. During that time, no one is allowed to touch him.

Defensemen: Defensemen use a longer stick (72 in.) and generally stay on the defensive half of the field. Their job is to guard the opponent's attackmen and take the ball away from them. Defensemen need to be quick, aggressive and tough.

Midfielders: Middies, as they are also called, play both offense and defense, thus, they must run the length of the field. They are usually substituted frequently in units so as to keep them fresh. Speed and endurance are essential for middies. In recent years coaches have begun using "long-stick middies" -- middies with defense sticks -- as defensive specialists.

Attackmen: Attackmen use the shortest stick so as to limit the chance of losing the ball. They generally stay on the offensive half of the field and coordinate the offense. They are usually the best stick handlers and must be quick and agile.

All players must wear helmets, shoulder pads, gloves and mouthpieces. Arm pads are usually worn, especially by middies and attackmen, and rib pads have also become popular in more recent times. In addition, goalies wear a chest protector and a throat protector.

Lacrosse Terminology

Face-off: The game begins with the ball placed at the middle of the field between the sticks of two opposing midfielders. At the sound of the official's whistle, the two players try to clamp the ball under their sticks and gain control of it. Face-offs also occur after each goal. Attack and defensemen must stay in their "restraining area" until someone has possession of the ball.

Clearing: Trying to get the ball from your defensive end of the field to the offensive end.

Riding: Trying to stop an opponent's effort to clear.

Slide: When a defender moves from his offensive man to another to help a teammate double-team an opponent threatening to score.

Checking: Using your stick to hit the stick of an opponent in possession of the ball.

Body checking: Using your body to hit an opponent in possession of the ball or within five yards of a loose ball.

EMO: EMO means extra-man offense. When the opposing team has a player in the penalty box, the offensive team goes to its EMO.

Man-down: When a team has a player in the penalty box then it is in a man-down situation.

Playing the Game

Offensively: On offense, the attacking team will run set plays and formations just as a basketball team would, with cutters, picks (no moving picks allowed), and

feeders. They will usually go one-on-one, or free-lance. Naturally, there are numerous opportunities for fast breaks, or unsettled situations.

Defensively: On defense, teams usually play man-to-man with a team concept of backups and slides to assist a teammate. When a person has the ball, a defensive player may check (hit) his stick or his hands in order to try to dislodge the ball. He may also deliver a body check to the player from the front between the waist and the shoulders. In addition, in a loose-ball situation, a player may hit any opponent within 5 yards of the ball in the same manner.

Penalties

Penalties are classified as either technical or personal fouls.

Technical fouls either cause the offending team to lose possession of the ball, award the other team the ball, or place the offending player in the "penalty box" for 30 seconds if the opponents had possession of the ball at the time of the infraction. Personal fouls result in a one-minute penalty. Severe abuse (fighting, etc.) may result in either a three-minute penalty or expulsion from the game. In the case of a time penalty, the offending team must play a man short, thus yielding the opponents an "extra-man" opportunity.

Personal Fouls

Slashing: Striking an opponent's body other than his hand with your stick. (To an extent, striking the arms is allowed.)

Tripping: Obstructing the opponent below the knee with your body or stick.

Illegal body checking: Hitting an opponent from the rear, below the waist, above the shoulders, or when the opponent neither has the ball nor is within 5 yards of a loose ball.

Crosschecking: Hitting the opponent with the part of the stick between your hands.

Unsportsmanlike conduct: Official's discretion.

Technical Fouls

Offside: Failure to have either three players on your offensive half of the field or four players on your defensive half. The normal position of these players is not significant, only the number is.

Holding: Holding an opponent or his stick with your body or stick. This does not eliminate body checks or holding your position, but you may not wrap your stick around an opponent and thus stop his movement.

Pushing: Pushing an opponent from the rear, or when he is not within five yards of the ball. All body contact must occur with both hands on your stick. You may not use your free hand to push off.

Interference: Moving picks, preventing cutters free movement, etc. Also, hitting the goalie in the crease when he has possession of the ball.

There are also technical fouls from throwing the stick, lying on a loose ball, illegal substitutions, playing without a stick, delay of game, etc.

Appendix 8D – Sample Referee Payment Voucher

THSLL / SWLOA Payment Voucher

(Team copy)

Game Info

Home Team: _____
Away Team: _____
Time: _____
Date: _____
Location: _____
Game Fee Amount: \$_____ (to be paid by the home team)

Official Info

Name: _____
Address: _____

Social Security #: _____

Home Team Coach

Official

(Payment to the official should be received 2-3 weeks from the game date)

THSLL / SWLOA Payment Voucher

(Official's copy)

Game Info

Home Team: _____
Away Team: _____
Time: _____
Date: _____
Location: _____
Game Fee Amount: \$_____ (to be paid by the home team)

Home Team Coach

Official

Appendix 9A - Sample Lacrosse Alumni Organization Charter

XYZ Lacrosse Alumni Association

“Friends of XYZ Lacrosse”

General Goals & Organization

- 1.0 – Goals: The goals of the Friends of XYZ Lacrosse are to support continued development of lacrosse at XYZ High School and in Central Texas by:
- 1.1 - Keeping XYZ Lacrosse friends, former coaches & sponsors, alumni players and family informed about the club’s progress, game & events schedule, and other items of interest.
 - 1.2 – Providing support to XYZ Lacrosse to promote continued development of the boys’ lacrosse programs at XYZ High School.
 - 1.3 – Sponsoring events that would be appropriately overseen by lacrosse alumni.
- 2.0 – Membership: Membership is open to all former XYZ High School lacrosse players, coaches, sponsors; their immediate & extended families; and other parties with an interest in providing ongoing support for XYZ High School Lacrosse.
- 3.0 – Finances: In order to fulfill its goals, Friends of XYZ Lacrosse may establish an annual donation schedule, solicit special donations, and/or engage in fund-raising activities. It is envisioned that an annual donation schedule would be tiered to consider the financial capabilities of college students, younger adults, & established adults.
- 4.0 – Governance
- 4.1 – The Friends are linked to the XYZ Lacrosse Club through an Alumni Chairman position on the Lacrosse Club board.
 - 4.2 – The Friends membership may establish additional executive positions as required to meet the goals of the organization.

Appendix 10A – References to Lacrosse Camps

National Web sites:

LaxLinks – www.laxlinks.com, and then click on ‘Camps’

LaxPower – www.laxpower.com, and then click on ‘Camps’

US Lacrosse Camps – www.uslaxcamps.com

Specific to Texas camps:

As players’ and coaches’ camps are offered, they frequently are distributed via email and also listed on the Central Texas web site, www.ctlax.org. Make sure to check the web site for announcements. Your coaches will generally be aware of popular, long-running camps that are available in the State and that are appropriate for various player skill levels.

Appendix 11A – PE Credit for Lacrosse

LACROSSE PE CREDIT

Specific to Austin Independent School District – check with your principal or athletic director for specific requirements/considerations for your school

AISD will give one semester (1/2 credit) per year towards the PE requirement to lacrosse players. The AISD graduation plan requires 1-1/2 PE credits. The procedures to get PE credit follow:

- 1) Your son should be registered for off-campus PE for the spring semester (course #6952 I believe). He can do this through his counselor.
- 2) By November, get the AISD Off Campus Physical Education Application from your son's counselor.
- 3) By the end of November, complete the form and return to your counselor for his/her signature. The counselor can send this on to the athletic department, or you can hand deliver it to the AISD Athletic Office located on West Avenue just across from ACC.
- 4) Your son should receive notification of approval in about 3-4 weeks. If you do not receive written notification, check with the counselor or the Athletic Office.
- 5) In January, confirm with the registrar that grade sheets for your son are sent to the coach.

Questions: Suzanne Stewart 469-0998
suzannestewart@sbcglobal.net

Appendix 12A – Board Expansion

The Following is an example of expanding a club's board of directors from an initial organization (President, VP, Secretary & Treasurer) to a more expansive board to handle a growing club:

1. President - The President shall preside over all business meetings of the Executive Board. He/she shall be an ex-officio member of all committees and shall represent the Organization as necessary. The President shall have the authority to sign checks in the absence of the Treasurer. He/she will serve as liaison and club representative to all affiliated lacrosse entities, XYZ High School, the Club, and other entities as applicable. The President shall have the authority to create additional committees and appoint Chairs (who will serve as Board Directors) as determined by the ongoing needs of the club. He/she will oversee all activities to promote the objectives of the Club. In the event of a tie on any Executive Board vote, the President shall determine the final decision of said issue at large.
2. Executive Vice President- The Executive Vice President shall assume all duties of the President during his/her absence. Responsibilities will include long-range planning, development and communication of the teams' schedules (varsity and junior varsity) as well as serving as liaison and representative with the middle school lacrosse programs. The Executive President shall have the authority to sign checks in the absence of the Treasurer or President. Other duties may be assigned by the President or by majority vote of the Executive Board.
3. Vice President of Operations- The Vice President of Operations shall be responsible for facilitating all logistics, equipment, uniforms and other operational necessities required for games and practices. He/she will work with the coaches and coordinate various committees to insure that players are equipped for practices and games, and that the Club meets its obligations for all games (both home and away). He/she will directly oversee the Equipment Chair, Field & Game Prep Chair, Game Records Chair and Uniform and Sportswear Chair.
4. Secretary-The Secretary shall keep a record of all Executive Board and Organization meetings. He/she shall oversee maintenance of a database of player information and records, newsletters, player handbooks, team correspondence, travel arrangements and other duties as assigned by the President or by a majority vote of the Executive Board. The Secretary shall be responsible for obtaining any insurance for players, board members and coaches mandated by any official entity and/or determined as essential by the Executive Board. The Secretary will directly oversee the Under Secretary and Team Records Chair.
5. Under Secretary- The Under Secretary shall assume the duties of the Secretary in the event of his/her absence. He/she shall be responsible for team newsletters, broadcast emails, and player handbooks. He/she will work under the Secretary and serve as Secretary Officer elect for the following season in the event that the Secretary is a parent of a senior player or not returning in the following season. Other duties may be assigned by the Secretary, President or by a majority vote of the Executive Board.
6. Treasurer: The Treasurer shall have custody of all funds of the Club and Organization, keep and maintain books of accounts, all financial records and transactions of the Club for a five (5) year period, make disbursements as authorized by the budget adopted by the Club, be responsible for all banking activities, present financial statements at general and executive board meetings, and at other times when requested by the Organization or Executive Board, submit books to any auditing committee as requested, and file any necessary tax reports for city, county, state and federal entities. The Treasurer will coordinate will all Executive Board Members and prepare the Club's budget, member fee schedules, long term forecast and any variances. The Treasurer will oversee the Assistant Treasurer and other Executive Board members where financial expenditures are involved.
7. Assistant Treasurer: The Assistant Treasurer will assume the duties and responsibilities of the Treasurer in his/her absence. The Assistant Treasurer shall have the authority to sign checks in the absence of the Treasurer. He/she will be responsible for collecting and coordinating any and all travel funds due to the Club, and head up Club membership fee collection activities. Other duties may be assigned by the Treasurer, President or by a majority vote of the Executive Board. He/she will work under the Treasurer and serve as

Treasurer Officer elect for the following season in the event that the Treasurer is a parent of a senior player or not returning in the following season.

8. Alumni Chair: The Alumni Chair shall serve as a general director on the Executive Board. He/she will coordinate activities of alumni players, parents and family members in order to promote the objectives of the Club. He/she will coordinate Club fundraising activities with the Alumni, as well as the annual Alumni game. The Alumni Chair shall promote a spirit of giving back to the Club once a player had graduated from Mavericks High.
9. Fundraising Chair: The Fundraising Chair shall serve as a general director on the Executive Board. He/she will coordinate fundraising activities and records of the Club as needed to meet team and budget demands. He/she will work on procuring future fund raising ideas and events. He/she will coordinate the activities of the awards, senior gifts and participation certificates given as the end of season banquet. He/she will work with the Uniform and Sportswear Chair to assist in fundraising through team sportswear for sale to the public.
10. Uniform and Sportswear Chair: The Uniform and Sportswear Chair shall serve as a general director on the Executive Board. He/she will be responsible for the procurement of player uniforms and other team mandatory clothing items as determined by the Executive Board (under the direction of the coaches), as well as team sportswear for sale to the public. He/she will serve under the Vice President of Operations.
11. Field & Game Prep Chair: The Field & Game Prep Chair shall serve as a general director on the Executive Board. He/she will be responsible for field set-up, scorers' table operations, and other activities necessary for successful home and away game operations. He/She will serve under the Vice President of Operations.
12. Equipment Chair: The Equipment Chair shall serve as a general director on the Executive Board. He/she will be responsible for procurement and management of team equipment, bench equipment, scorers' table equipment, medical kits, water coolers and other equipment necessary for successful practices and games. He/she will also be responsible for the maintenance, management and records of any "loaner equipment" and coordinate with the Alumni Chair and Coaches for possible avenues of equipment donations. He/she will serve under the Vice President of Operations.
13. Game Records Chair: The Game Records Chair shall serve as a general director on the Executive Board. He/she will be responsible for maintenance of all books and records of all Club games and provide reporting on said as necessary and required by any official entity, the Executive Committee or Organization. He/she will also be responsible for recording the number of referees present at all games, and may serve as liaison to the Texas High School Referees Organizations. He/she will serve under the Vice President of Operations.
14. Team Records Chair: The Team Records Chair shall serve as a general director on the Executive Board. He/she will be responsible for preparation of new player's enrollment packets, returning player information and authorization updates, and maintain a current book of all player information and forms. He/she will be responsible for collecting all forms required by the Club, School, Texas High School Lacrosse League and other entities as required, at the beginning of the season and for coordinating said activities at the first player/parent meeting of the season. He/she shall make a copy of the current team records for the school sponsor and insure a copy of the records is present at all Club functions. He/she will have the authority to give the team records to another Executive Board member in the event that he/she will not be present at a Club event. He/she will serve under the Secretary.

In the event that any Board Officer, Director or Member is unable to serve out his/her term and/or to perform his/her duties, the Board will have the authority to request his/her resignation and replace said member for the remaining term of office.

Appendix 12B – Volunteer Job Opportunities

The following is an example of a form used to solicit parent interest in volunteer jobs:

FIELD LINING/GROUNDS CREW

- _____ Chair: schedule volunteers to line field for each home game.
- _____ Line field for one or more home games.
- _____ Assist with watering and mowing on as needed basis.

FUNDRAISING

- _____ Sell ads for program.
- _____ Sell official hats and shirts
- _____ Develop other fundraising possibilities

END OF YEAR PARTY

- _____ Chair (2): coordinate end of year party in May.
- _____ Assist with party.

ASSIST WITH PRACTICE and GAMES

- _____ Assist with practices as requested by coach.
- _____ Assist with timekeeping and scorekeeping at games.

TRAVEL COORDINATOR

- _____ Coordinate travel to out of town tournaments.

SPECIAL EVENTS

- _____ Organize and/or coordinate various special events.

JERSEYS

- _____ Assist with washing jerseys after each game and ensure they are at the next game.

SCORERS TABLE

- _____ Keep score during one or two games throughout the season

PUBLICATIONS

- _____ Produce a periodic newsletter.
- _____ Design and assemble the annual game program.

T-SHIRT SALES:

- _____ Coordinate t-shirt sales and (possibly) arrange for printing of t-shirts

WEBMASTER:

- _____ Maintain and update a Maroons Lacrosse website

FILM CREW

- _____ Film all games for post-game reviews.

MIDDLE SCHOOL COORDINATOR

- _____ Work with feeder middle schools to encourage lacrosse programs.

Appendix 12C – Notes on applying for incorporation & tax-exempt status

dated: November 1, 2003

The following are notes regarding procedures & documents required for filing for non-profit incorporation and tax-exempt status in Texas. It's strongly recommended that the lacrosse booster club/organization seek the advice of a tax attorney or certified public accountant specializing in this area.

1. **Apply to the State of Texas to incorporate as a non-profit corporation.** This is handled by the Texas Secretary of State. Go to their web site at www.sos.state.tx.us. Follow the links to the Corporations, Non-profit section, www.sos.state.tx.us/corp/nonprofit.shtml. The key form that you'll want is Form 202, Articles of Incorporation Pursuant to Article 3.02 Texas Non-Profit Corporation Act. There is also an excellent "Frequently Asked Questions" (FAQ) page at this web site location.

A key point from the FAQ is the following: "... exemption from state and federal taxes is not automatic ... must file with the Internal Revenue Service and the Texas State Comptroller to obtain exemptions."

There is an alternative to incorporating. The IRS will consider applications from an **unincorporated association**. Some lacrosse booster clubs have utilized this alternative. In this case, the club must draw up a constitution, articles of association, or other organizing document that is adopted by two or more members of the association. See IRS form 1023 (mentioned in 2. below) for more information.

2. **Apply to the Internal Revenue Service, U.S. Treasury Department, to seek federal tax-exempt status as a publicly supported, charitable organization.** Go to the IRS web site at www.irs.gov for applicable information. Key details can be found under the charitable organizations section at www.irs.gov/charities/charitable/index.html.

Some key forms are:

SS4 – apply for an employee identification number (EIN) – essentially the corporate version of a social security number.

557 – general publication on charitable organizations & tax considerations.

1023 – application package for consideration as a charitable organization under Section 501(c)(3) of the federal tax code. This is the key document for filing for federal tax-exempt status. There is a \$125 to \$500 filing fee, based upon the size of the organization's annual revenue.

990 – annual financial filing for an exempt corporation. This is generally due by May 15th for non-profits operating on a calendar year basis.

3. **Apply to the State of Texas to seek exemption from state sales & use tax and state franchise tax.** This is handled by the Texas Comptroller of Public Accounts. Their web site is www.cpa.state.tx.us. The tax forms for the corporations, non-profit division can be obtained from this web site by clicking on "Tax Forms" and then on "Application for Tax Exemption". You should have your approved federal tax exemption determination letter before applying for the state tax exemptions.

Some key forms are:

AP-205 – Application for Exemption – Charitable. This form is new as of September, 2003.

This is the form to use to apply for sales & use tax and franchise tax exemptions.

01-3992 – Sales & Use Tax Exemption Certification. This is the form that the non-profit organization would provide to a vendor in order to not be charged sales tax.