

Allen Eagles Lacrosse Club



Congratulations on becoming a member of the Allen Eagles Lacrosse Club (AELC). Founded in 1985, the AELC has a strong tradition of commitment to excellence from both our players and parent members.

As a non-profit organization, the AELC will only be as good as its members strive for it to be. Time and effort is needed from all participants, both players and parents, for the Club to continue to build on the successes of this program. This handbook is provided to you as a means of documenting and clarifying the AELC's program, objectives, and policies. Please use it as a reference for any questions you might have and as an outline of procedures and policies to be followed.

If you have any questions, comments, or suggestions, please do not hesitate to notify a member of the Board of Directors.

*Congratulations again, and..... **GO EAGLES!!***

Board of Directors

Allen Eagles Lacrosse Club

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HANDBOOK

I. Governing Principles and Governing Bodies

A. Mission Statement

The Allen Eagles Lacrosse Club (AELC) supports the ideals of good sportsmanship, equality, responsibility, ethical behavior, and integrity in all aspects of life. The AELC is dedicated to developing well-rounded young men who are successful on the lacrosse field, in the classroom, and in the community. To these ends, the AELC will:

- Allow each team and player to compete at the highest level of competition.
- Promote teamwork among all participants and provide an environment which enables positive character development of all participants within a “team-first” approach
- Provide a positive, enjoyable experience for all participants while taking a leadership position with the players, parents, coaches and the broader lacrosse community in North Texas to preserve the integrity of the game
- Provide financial support from fundraising activities to support activities that are consistent with the needs of the AELC and Teams to ensure the long-term financial stability of this program
- Provide strong leadership for both players and members
- Require positive coaching for all teams
- Pursue continuous improvement in our players and coaches
- Provide members the opportunity to participate in ways to strengthen the AELC
- Insist on positive behavior from all members, players, and fans of the AELC
- Respect all AELC members as well as competitors and adhere to all league rules
- Promote supportive relationships among players, parents, and board members
- Present positive role models for our constituent members and players, other clubs, and the community at large
- Pursue excellence at the highest individual, team, and organizational level
- Increase the visibility of lacrosse as a sport within the community
- Facilitate internal communications between the Teams, the Coach(s), and parents; and external communications between the AELC, the schools, and the community.

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B. Objectives

1. AELC Objectives

The AELC will provide a structured environment to allow players to:

- Set clearly defined goals and expectations with the Coaches and the AELC.
- Develop a positive culture within the AELC.
- Provide role models at both the coach and player levels.
- Develop trust.
- Instill accountability.
- Seek perpetual improvement in all areas.
- **HAVE FUN AND ENJOY THE JOURNEY!**

2. High School Varsity Team Objectives

The AELC endorses the concept of a competitive Varsity team with the goals of winning the League and State championships. The Varsity team will conduct itself in a manner consistent with good sportsmanship. It is recognized that player game time and positions are determined by the coaching staff and are based upon the coaches' evaluations of the players. It is, however, also recognized that a key component of a player's improvement happens during games. Coaches will prepare the players to play at their current team level. In addition, the Varsity team (coaches, staff, players, and parents) will comply with the AELC Board rulings, bylaws and operating procedures of the AELC and the Rules and Procedures of the Texas High School Lacrosse League (THSLL), and US Lacrosse.

3. Junior Varsity Team Objectives

The AELC endorses the concept of a competitive Junior Varsity team with a goal of winning League and tournament contests. The Junior Varsity team will conduct itself in a manner consistent with good sportsmanship. It is understood that while the Junior Varsity team is competitive, it is primarily developmental in nature and should prepare all players to contribute and eventually compete at the Varsity level. Player game time and positions are determined by the coaching staff and are based upon the coaches' evaluations of the players, and the individual players' participation and exhibited commitment to the team in both practice and games. Coaches will ensure all players are prepared to play at their current team level. In addition, the Junior Varsity team (coaches, players, and parents) will comply with the AELC Board rulings, bylaws, and operating procedures of the AELC and the Rules and Procedures of the Texas High School Lacrosse League (THSLL) and US Lacrosse.

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4. Youth Team Objectives

The AELC endorses the concept of a competitive DFWL Division 1 team with the goals of winning the Division and DFWL championships. This team requires a tryout with the team formation determined by both evaluators and coaches. The 7/8 Division 1 team will conduct itself in a manner consistent with good sportsmanship. It is understood that player game time and position are determined by the coaching staff and are based upon the coaches' evaluations of the players. Coaches will prepare the players to play at their current team level. In addition, the 7/8 Division 1 team (coaches, staff, players, and parents) will comply with the AELC Board rulings; the AELC Bylaws and Operating Procedures; the Rules and Procedures of the DFWL Lacrosse League; and US Lacrosse guidelines.

The AELC endorses the concept of a competitive Division 2 or Division 3 team with a goal of winning the Division and DFWL Championships. The 7/8 Division 2 or 3 team will conduct itself in a manner consistent with good sportsmanship. It is understood that while the Division 2 or 3 team is competitive, it is primarily developmental in nature and should prepare all players to contribute and prepare to compete at a Division 1 or High School level. Player game time and positions are determined by the coaching staff and are based upon the coaches' evaluations of the players and the individual players' participation and exhibited commitment to the team in both practice and games. Coaches will ensure all players are prepared to play at their current team level. In addition, the Division 2 or 3 team (coaches, players, and parents) will comply with the AELC Board rulings; the AELC Bylaws and Operating Procedures; the Rules and Procedures of the DFWL Lacrosse League; and US Lacrosse guidelines.

C. Affiliations and Representation

1. Texas High School Lacrosse League (THSLL)

www.thsll.org

Division I – North District

- High School Varsity
- High School Junior Varsity

2. US Lacrosse

www.uslacrosse.org

The governing body for amateur lacrosse in the United States

- All coaches shall maintain active membership.
- All players shall maintain active membership.
- AELC shall register all coaches and high school players.

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3. Southwest Lacrosse Officials Association

www.swloa.org

4. DFW Youth Lacrosse League

www.dfwlacrosse.org

7/8 teams will compete with some combination of Division 1, Division 2 and Division 3 teams based on skill level of players and the number of players available to participate each season.

II. Roles and Responsibilities

A. The AELC

1. To Parents:

The AELC recognizes that parents are an important part of our program. Open and honest communication will be encouraged between all members of the AELC. The AELC will meet at Face Off to:

- Establish lines of communication. Additional booster meetings will be held throughout the year.
- Discuss philosophies and goals of the AELC and teams.
- Review plans and schedules for the season.
- Explain guidelines and procedures to be used to address concerns.
- Explain compliance with all AELC, THSLL, DFWL and US Lacrosse policies and procedures.

The AELC will:

- Provide an environment that supports fair and equitable treatment for all members.
- Provide a Grievance Policy for AELC member to resolve differences (See Document Tab at allenlacrosse.com).
- Email a coach and AELC evaluation survey to all parents at the end of the spring season. Input from these surveys will be utilized for the annual coach evaluation as well as for evaluation of AELC and AELC Board processes and procedures.
- Conduct background checks on all AELC coaches, and AELC members in direct contact with and players.

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2. To Players:

The AELC recognizes that our players are the prime focus of this club. The AELC will:

- Work to achieve the AELC Objectives outlined in this document and the AELC By-Laws.
- Provide a competent coaching staff.
- Provide adequate practice time for teaching proficient lacrosse skills.
- Share responsibility with coaches, players, and parents to enhance the reputation of the AELC by exhibiting positive behaviors at all times.
- Work to help mold our players into young men who are an asset to their community, school, team, and family.
- Maintain compliance with all AELC, THSLL, DFWL and US Lacrosse policies and procedures.
- Implement and adhere to the UIL No Pass – No Play guidelines as interpreted by the Allen Independent School District. The guidelines and the dates when grades will be checked as well as ineligibility and reinstatement dates at Allen High School can be found by clicking on the Documents tab at allenlacrosse.com.
- Email a coach and AELC evaluation survey to all players at the end of the spring season. Input from these surveys will be utilized for the annual coach evaluation as well as for evaluation of AELC and AELC Board processes and procedures.

B. Board of Directors

The Board of Directors is the governing body of the AELC as prescribed in its bylaws. The Board is responsible for:

- The continuing existence of the AELC.
- Operating AELC affairs.
- Communicating with coaches and parent members.
- Maintaining a general oversight of the AELC issues and policies with a long- term focus in mind.
- Preparing an annual budget and addressing all other financial matters.
- Dealing with legal matters as they impact the AELC.
- Communicating with the owners of practice and game field, vendors, the media, and lacrosse associations.
- Complying with THSLL, DFWL and US Lacrosse requirements.
- Enforcing the rules of the AELC according to the AELC's Disciplinary Policy.
- Promote and maintain a positive and productive attitude toward the AELC.

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C. Coaches

1. Coach's Conduct

Upon the selection by the Board of Directors, a coach must set an example of good sportsmanship and good conduct both on and off the field.

- Each AELC coach is required to read and sign a copy of the AELC Coach's Code of Conduct form along with the coaching contract.
- The use of alcohol before or during any league game, scrimmage, or practice is not permitted.
- The use of any illegal substance or other mood-altering chemical will not be permitted at any time.
- The use of tobacco in any form (including cigarettes, pipes, cigars, and chewing tobacco) is not allowed while players are under the authority or supervision of the coach.
- Profanity or inappropriate behavior by coaches before, during, or after any league game, scrimmage, or practice will not be tolerated.

NOTE: Violation of any of the rules set forth above will instigate a review of the coach by the Board of Directors, and may result in disciplinary action up to and including dismissal.

2. Coach's Objectives

A coach's prime objective is to be responsible for developing the lacrosse skills of the individual players on the team. He should also:

- Teach all players the importance of teamwork.
- Develop a player's confidence through both team and individual achievements.
- Offer praise and use constructive criticism when necessary. **Belittling a player will not be tolerated.**
- Utilize classroom chalk talks and film sessions to supplement practice and field instruction.
- Blend individual players and their skills into successful team play.
- Develop and refine lacrosse skills and techniques for the players.
- Teach team members to praise each other for good plays and never allow the players to criticize each other. **Permitting the belittling of a player by other team members will not be tolerated.**
- Teach the correct rules of lacrosse.
- Attend seminars and conferences to enhance coaching and lacrosse knowledge and gain exposure to additional coaching strategies.

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3. Head Varsity Coach and Director of Coaching Programs

Coach will:

- Lead in the selection process of additional coaches. Final decisions will be the responsibility of the Board of Directors.
- Be responsible for mentoring and developing all assistant coaches to provide consistent teaching and game strategy throughout the AELC.
- Lead in the selection process of players for all high school teams.
- Establish game schedules for the Varsity and Junior Varsity Teams.
- Establish a practice schedule for the Varsity and Junior Varsity teams to obtain maximum use of all assistant coaches.
- As time and commitment allow, observe Junior Varsity practices and games.
- Develop a set of team rules, in conjunction with the other coaches, which will apply to all AELC Varsity, Junior Varsity and 7/8 Teams. This includes establishing penalties for infractions that include, but are not limited to, skipping practices or games without excuse or notification; tardiness; not following instructions; or unsportsmanlike conduct.
- Have primary responsibility for team discipline and for the consistent and fair enforcement of the rules established above.
- Be available to discuss any problems with players and/or parents, keeping in mind that his primary responsibility is to the entire team and not an individual. The coach, however, should not lose sight of each player as an individual with individual needs.
- Serious or disruptive behaviors exhibited by any player may be escalated to the Disciplinary Committee for review and recommendation regarding disciplinary action.
- Meet with the parents and the members of the Board of Directors to make parents aware of the goals of the coaches and the program.
- Follow the AELC player evaluation process. Evaluations will be completed and reviewed with the players.

<p>NOTE: In accordance with THSLL and NCAA rules, the team box should contain a maximum of 4 coaches, 1 equipment manager, team trainers, and players in uniform. Coaches will remain in the coaches' box during game play and timeouts.</p>
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4. Junior Varsity Head Coach

The Junior Varsity Head Coach of the AELC will:

- Assist in the selection process of players for all high school teams.
- Assist the Head Coach in creating game and practice schedules.
- Have primary responsibility for Junior Varsity team discipline and for the consistent and fair enforcement of the rules established above.
- Report serious or disruptive behavior exhibited by any player to the Director of Coaching Programs and the Board of Directors for determination of appropriate disciplinary action.
- Be available to discuss any problems with players and/or parents. The primary responsibility is to the entire team and not an individual; however, the coach should not lose sight of each player as an individual with individual needs.
- Meet with the parents and the members of the Board of Directors to make parents aware of the goals of the coaches and the program.
- Follow the AELC player evaluation process.

5. Youth Head Coaches

The Head Coaches of the youth teams will:

- Coordinate the selection process of players for the teams.
- Create game and practice schedules.
- Have primary responsibility for team discipline and for the consistent and fair enforcement of the rules established above.
- Report serious or disruptive behavior exhibited by any player to the Director of Coaching Programs and the Board of Directors for determination of appropriate disciplinary action.
- Be available to discuss any problems with players and/or parents. The primary responsibility is to the entire team and not an individual; however, the coach should not lose sight of each player as an individual with individual needs.
- Meet with the parents and the members of the Board of Directors to make parents aware of the goals of the coaches and the program.
- Follow the AELC player evaluation process.

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6. Assistant Coaches

The Assistant Coaches will:

- Act as Head Coach if the Head Coach is unable to perform his duties due to sickness, a schedule conflict, or other responsibilities.
- Assist the Head Coaches with player selection for teams.
- Assist the Head Coaches in creating game and practice schedules as needed.
- Report serious or disruptive behavior exhibited by any player to the Head Coach for determination of appropriate disciplinary action.

D. Parents

Parents are a vital part of the AELC program.

1. Dedication and Contribution of Time

- Make sure players arrive at practices and games at prescribed times. (Use the maxim "if you are there on time, you are late.")
- Be understanding and supportive of the time commitment for practices and games.
- Be willing to have your player participate in fundraising activities.
- Be a facilitator in the communication of information from the AELC to your player using allenlacrosse.com, Twitter, texts, emails and any other methods of communication the AELC uses.

2. Expenses and Fees

- a) AELC registration fees for each player are determined by the Board of Directors. The parents or legal guardians of the AELC players will remit payment for these fees per the payment plan that is agreed upon at the Face Off Booster Meeting in the fall. These fees include:
- AELC, THSLL, DFWL registration fees.
 - Game day expenses which can include game fields, transportation to distant away games and game officials.
 - Costs related to playoff games which can include transportation, lodging and a meal.
 - Tournaments which can include transportation and entry fees.
 - Team equipment and operating expenses.
 - Coaches' salaries.
 - End of season awards.

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NOTE: 7/8 registration fees may be considered as two separate seasons and include a separate payment for the fall season and spring season.

- b) AELC submits all documentation and payment to US Lacrosse to register the high school players and all AELC coaches as a team. This fee is included in the registration total. The youth players are responsible for registering themselves with US Lacrosse.
- c) All personal equipment is to be provided by the individual player. This equipment includes:
 - Helmet
 - Stick and head
 - Gloves and other pads
- d) Players are required to buy the official AELC team uniforms through the AELC along with any game day attire requirements.

NOTE: These costs are not included with the registration fee unless stated.

- e) Registration fees are payable during the open registration times designated by AELC. Payment may be made via cash, check, MasterCard, Visa or PayPal. Payment plans will be established in writing with an AELC treasurer.

Players will not be added to the roster nor be able to practice with the AELC unless the payments are current with the treasurer. Failure to pay the fee by the applicable due dates shall cause the player to cease participation in team activities until the account is current.

- f) All fees and assessments are non-refundable.
- g) The returned check charge is \$45. The Board may assess late fees if payments are not made when due.

NOTE: The registration fee is based on a budget that makes certain assumptions about the success of our fundraising efforts. The AELC conducts fundraising activities to keep player fees at reasonable levels. AELC reserves the right to make additional assessments based on extra costs incurred or if our fundraising efforts fall short. If additional assessments are made and not paid, the player will not participate with the AELC until all payments are current.

- h) If the Varsity team qualifies for the State Tournament or any other regional tournament, there may be extra charges to the participating players. Every attempt will be made to minimize additional charges. The AELC will solicit parent input regarding optional expenses.

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Note: Parents of players who may have difficulty paying their fees on time are required to notify the Treasurer in person, by phone, or in writing. Arrangements for payment will then be made to assist the family in meeting their AELC obligations. A limited number of scholarships are available to assist families facing serious financial limitations. Notify a member of the finance committee in person, by phone, or in writing if interested in applying for a scholarship from the AELC.

3. Cooperation and Support Relevant to the Team

- Turn in all necessary paperwork and forms promptly.
- Sign legal waivers granting access to your player's academic records to determine UIL-mandated academic eligibility and allow for illegal substance testing.
- Equip your player properly.
- Ensure that your player has proper nutrition, sleep, and good health.
- Support the decisions of the coaches.
- Encourage players to take pride in their team by parent example.
- Meet and exceed your volunteer commitment.

4. Exemplary Conduct

- Read and sign a copy of the AELC Parent Code of Conduct.
- Attend as many games as possible.
- Be encouraging, not critical, of your player, the team, and the coaches.
- Do not criticize or belittle referees or opposing teams or coaches.
- Do not discuss or criticize coaches or other players in the presence of your child.
- Discuss progress or concerns with the coach as they relate to your player.
- The Board reserves the right to discipline parents for acts of aggression, verbal abuse or any behavior that would reflect negatively on the AELC. Suspension of parents from practices and/or games or expulsion from the AELC could be a course of action taken by the Board. Disagreements between parents or perceived rule violations need to be resolved through the Grievance or Discipline process established by the AELC. Taking matters outside this process could also lead to suspension or expulsion.
- A written Conflict Resolution form will be available to help parents address and resolve conflicts and concerns that affect their team. It is recommended that you utilize all possible avenues to resolve conflicts or concerns. If you cannot reach a resolution to a problem, the Conflict Resolution form is to be presented to the Vice President of the Board, or any member of the Arbitration Committee, at which time the Arbitration Committee will address the issue.

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- Any parent who volunteers for a position in which they will interact with players or will have any level of financial responsibility will be subject to a background check.

E. Players

1. Understanding the AELC

- The AELC is an elite and competitive consisting of teams at both the high school and youth levels.
- As a competitive program, each player is expected to contribute his/her best efforts at all times.
- Participation at practices and games is required at all times.

2. Attitude

- Read and sign the AELC's Player Code of Conduct.
- Show respect toward coaches, teammates, parents, referees, and opposing players at all times in order to enhance the good reputation of the AELC. Hazing is prohibited.
- Take pride in your team and teammates and show appreciation for the efforts of your coaches, administrators, teammates, referees, and parents. Remember, we're all in this together!
- If you must miss a practice for any reason you are to contact your coach by the method he established at the beginning of the season. This established method of communication will be noted at allenlacrosse.com. It is understood that failure to notify the coach may result in disciplinary actions taken by the coach.
- It is understood that excessive tardiness and/or excessive absences may result in disciplinary action by the coach, up to and including suspension from the team.
- Adhere to any additional coach's rules.

III. Alcohol and Substance Abuse Statement

A. AELC Policy

The AELC recognizes the use of mood-altering chemicals as a significant health problem for many adults and adolescents, resulting in negative effects on behavior, learning, and development of an individual. Players may be directly affected by the misuse or abuse of mood-altering chemicals or indirectly affected by the misuse or abuse of mood-altering chemicals by family, team members, or other significant persons in their lives. For this reason, the AELC takes a strong stand against the use of mood-altering chemicals by anyone associated with the AELC.

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B. Rules

During the lacrosse year, commencing with Fall workouts as determined by the Head Coach, a player shall not use or possess:

- Any beverage containing alcohol.
- Illegal drugs, including but not limited to marijuana, cocaine, heroin, or synthetic forms of illegal drugs.
- Legal drugs or substances used in an illicit manner to promote a mood-altering experience.
- Anabolic steroids
- Any tobacco/nicotine containing products including: cigarettes, cigars, e-cigarettes, vapes, Juul, etc.

NOTE: It is not a violation for a player to be in possession of a legally defined drug specifically prescribed for the player's own use by his doctor.

IV. Committee and Volunteer Opportunities

A. Executive and Standing Committees

- The Executive Board positions include: President, 1st Vice-President, Treasurer, Ex-Officio, Recording and Corresponding Secretaries.
- Standing Committees include: Fundraising, Website, Sponsorship, Game Day, Video/Media, Equipment/Uniforms, Spirit Wear, Coaching Liaisons, and Tournament/Travel. The Committee Chairs serve a term of one (1) year and are nominated from Eligible Members of the AELC or Executive Board.
- The above committees and additional sub-committees are formed from AELC volunteers, without whose help, the AELC could not exist or function. The more parent volunteers we have, the more effectively work is distributed among volunteers, and the less each person has to do.
- The team web site (www.allenlacrosse.com) will post all volunteer positions and the people filling those positions. Parents, students and siblings are encouraged to volunteer for any positions that are not filled.
- The AELC Bylaws require the Board to meet on a regular basis and conduct AELC business. Committee Chairpersons are sometimes required to attend these meetings and provide a written report to the Board based on the meeting agenda set by the President.

B. Special Committees

- Volunteers may be appointed by the President for special projects and or an advisory capacity. These positions are filled by persons whose experience and talents in specific areas are of extreme value to the AELC.
- These appointees report directly to the President, and by the President's request, are present and provide written reports to the Board.