

Lake Stevens Lacrosse Club Policies and Procedures

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Purpose

Policies and procedures are created and maintained by the LSLAX Board of Directors to provide consistency and uniformity for participants of LSLAX activities. Upon approval by the LSLAX Board of Directors, all previous editions of Policies and Procedures are obsolete.

Omissions

Applicable laws and association policies are recognized and do not necessarily need to be repeated or recited in the LSLAX policies.

Finances

1. Refunds shall be issued by check or Venmo as applicable.
2. Requests or motions for spending should be made as far in advance as possible and should identify the purpose, necessary details, how the program benefits, and the impact on program finances.
3. Cost and/or distributions of funds of two hundred (\$200) or more requires a two-thirds majority vote by the LSLAX Board of Directors for approval.
4. The LSLAX Executive Board shall have the exclusive authority to bind the club to any legal or financial obligation with a two-thirds majority vote.
5. All LSLAX program related bank statements, and Quick Books report/ledger, should be posted to Teams for review at all regular board meetings as needed.
6. All checks should be deposited within one week of receipt.
7. Cash received should be counted by two people (when available) and deposited within one week of receipt.
8. Tournaments will be approved by the LSLAX Board Directors.

Board Members

1. All board members must submit associated club passwords within 5 business days upon taking a position to the club Treasurer who will save in a secure channel in the LSLAX Board Teams account.
2. Upon a board member exiting their position, for any reason, they are to turn in any assets within 5 business days from the exit date. The member will be held financially responsible for all non-returned assets. Notification will be sent via certified mail, and additional action may be enforced according to Washington State Law. That member will be financially responsible for any expenses accrued if legal action is taken. Should a board member withdraw their resignation, they must submit a letter of intent to remain on the LSLAX Board of Directors to the LSLAX Executive Board within 5 business days.
3. Only the LSLAX Board of Directors can order uniforms.
4. Only the LSLAX Board of Directors can reserve venues for LSLAX club events.

Registration

1. Players must be registered as USA Lacrosse members at the time of registration. No player will be allowed to participate until their USA Lacrosse membership is established. Each player's USA Lacrosse membership shall remain current and active throughout the season.
2. Complete payment and/or alternative payment arrangements (i.e. Payment plan) must be finalized or initiated prior to a player's participation in practices.
3. Refund Policy
 - a. Refunds apply to paid registration fees, fundraiser buyouts, and volunteer buyouts only.
 - b. All uniform costs will not be refunded.
 - c. Refund request is submitted prior to 1st practice = 100% refund of registration fees paid, less administrative costs.
 - d. Refund request is submitted after 1st practice but prior to 1st game = 50% refund of registration fees paid, less administrative costs.
 - e. Refund request is submitted after 1st game is played = No refund given.
 - f. Insurance is offered to protect your investment in the registration portal.
4. Registration fees, discounts, fundraiser contributions, and volunteer buyouts will be determined by LSLAX Board of Directors from season to season.
5. Participation of current and future members at Levy events before and during the season.
 - a. Eligible for a \$100 discount to apply toward registration fees, not to exceed registration costs, as well as reimbursement for the Washington State Food Handler Permit and Washington Mandatory Alcohol Server Training (MAST).
 - b. Funds will be issued via Venmo after working a Levy event.

Scholarships

1. Application Process Requirements
 - a. An application is necessary for scholarship consideration.
 - b. Eligibility
 - Players that qualify for free and reduced lunches and/or
 - Submission of a hardship letter explaining a player's need for financial assistance.
 - c. Scholarships are granted for one season at a time. A new application must be submitted each season.
 - d. Applications must be submitted before registering a player(s) for the season.
 - e. Applications will be processed in the order they are received.
 - f. Scholarship funds cover registration fees.
2. Awarding of Scholarships
 - a. Scholarships will be distributed throughout the program equitably.
 - b. Applicants are required to commit to additional volunteer hours as determined by the LSLAX Board of Directors.
 - c. Volunteer hours can be earned, along with reimbursement for the Washington State Food Handler Permit and Washington Mandatory Alcohol Server Training (MAST), for Levy events worked.

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- d. Participation in the club's annual season fundraiser is mandatory.
- e. Completion of volunteer hours is mandatory.
- f. All decisions made are final by the LSLAX Executive Board.

3. Accepting Scholarships

- a. Recipients will receive notification from the LSLAX Board Registrar.

Coaches

1. Coaches are defined as Head Coaches, Assistant Coaches, or volunteers over 21 for Head Coaches or 18 for Assistant Coaches and provide instruction to players on the field or sideline.
2. The Head Coach of a team shall be at least 21 years old and a high school graduate unless the NYSL Board of Directors, prior to the first day of the season, has granted a waiver.
3. All coaches must be approved by a 2/3 majority vote of the LSLAX board members.
4. All coaches (head coaches, assistant, and volunteer)
 - a. Must have a current/active USA Lacrosse Coach membership.
 - b. Must complete Bronze level certification prior to stepping onto the field per USA Lacrosse. Current Bronze level requirements can be found on the USA Lacrosse website.
 - c. Background check and abuse prevention expires every two years (Background checks are done through USA Lacrosse upon completion of Bronze level certification).
 - d. At least one coach from each team must be current in First Aid and CPR.
5. Head Coaches are responsible for their respective team(s).
6. All coaches must comply with current rules and regulations as set forth by NSYL, WHSBLA, and USA Lacrosse.
7. Coaches must complete the above requirements, or be current, before having contact with players.
8. Head coaches may utilize guest instructors approved in advance by the LSLAX Board of Directors. Guests may not serve for more than one calendar week and may not be present on a team sideline during competition. Guests must be under the direct supervision of a head coach, assistant coach, or an LSLAX Board member always when in contact with players.
9. Anyone other than coaches, players, score table members, where applicable, shall not be on the sideline during competition time, unless in emergency or approved by the Head Coach (excluding approved photographer(s)).
10. Head Coaches seeking approval from the LSLAX Board of Directors related to all club business need to allow at least 5 business days. There may be instances when this is not possible, and the Board of Directors will try and have approval within 48 hours (about 4 days) of the request on a case-by-case basis.

Volunteers

1. Board members, team managers, and other volunteers designated by the LSLAX Board of Directors must register with LSLAX and submit proof of completing a background check. Failure to do so within 30 days will result in automatic removal.
2. No person is authorized to act on behalf of, or speak for, LSLAX unless they are acting within the parameters of their approved position.
3. Volunteer hours requirement:
 - a. Each member family must contribute at least six (6) volunteer hours per registered player each spring season and one (1) hour per registered player each fall season.
 - b. Players receiving registration scholarships (either full or partial) must contribute at least fifteen (15) volunteer hours per scholarship each spring and four (4) hours each fall season.
 - c. If a player chooses not to play for the fall season, they will not be required to volunteer during the fall season.
 - d. If a family exceeds their volunteer hours requirement, they may choose to “gift” their excess volunteer hours to another family pending LSLAX Board of Directors’ approval.
 - e. The LSLAX Board of Directors will provide many opportunities to earn volunteer hours.
 - f. A buyout amount for volunteer hours will be determined each calendar year at the time of budget ratification.
4. Volunteer tracking committee:
 - a. This committee will work together to create opportunities for families to assist the board in operational duties. This committee will run year-round to ensure that members’ volunteer hours are accounted for. A tracking system will be put in place and housed in the Volunteer folder within SharePoint each calendar year. This committee will be comprised of one (1) chairperson who must be a current board member. The rest of the committee can be comprised of club members and board members. Team parents will also be enlisted to help track volunteer hours and opportunities. All volunteer duties will be approved by the committee before being offered to club members.
5. Volunteer Hours for Levy Events worked:
 - a. For each Levy event worked, volunteers will earn equivalent volunteer hours.

Fundraising

1. Creation of a Fundraising Committee:
 - a. This committee will work together with club members and board members to create fundraising opportunities for the club.
 - b. This committee will run year-round and will be chaired by the club Treasurer.
 - c. This committee must be comprised of at least two (2) sitting board members (not including the Treasurer). The rest of the committee can be comprised of club members and board members.

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- d. This committee will oversee the annual spring fundraiser, ensuring that all members either buyout or participate in the annual spring fundraiser.
 - e. This committee will determine the annual spring fundraiser AND buyout amounts each calendar year at the time of budget ratification.
 - f. Multiple fundraising events are allowed throughout the calendar year.
2. Individual Team Fundraising:
 - a. Individual team fundraising will be approved by the LSLAX Board of Directors prior to the event.

Registration Discounts, Waivers, Credits or Refunds for Coaches and Board Members

1. Registration discounts for board members and/or coaches are allowed. The dollar amount will be voted on at the time of budget ratification. These will not be waivers at the time of registration, but rather a refund at the end of the spring season.
2. No refunds shall be issued, unless otherwise determined by the LSLAX Board of Directors requiring a 2/3 majority vote if a coach or board member chooses to vacate their position before the end of the spring season.
3. Coaches and board members are not eligible for scholarship funds, unless otherwise determined by the LSLAX Board of Directors.

Disciplinary Actions

1. Parents, players, board members, coaches, and volunteers must adhere to the Codes of Conducts as set forth by the LSLAX Board of Directors.
2. Any code of conduct violation will be subject to disciplinary action to be determined by the LSLAX Executive Board.
3. Any code of conduct violation by a parent and/or their guest(s) may result in disciplinary action against the player as determined by the LSLAX Executive Board.
4. Disciplinary action may include but not limited to:
 - a. Verbal warning.
 - b. Written warning.
 - c. Game suspension.
 - d. Season suspension.
 - e. Club suspension.

Hour of Operations

1. The LSLAX Board of Directors hours of operation are Monday through Friday from 0800 AM PST to 1700 PM PST and closed on all holidays except for days when LSLAX functions

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such as but not limited to fall/spring seasons, fundraising events, and clinics throughout the year.

2. During the spring season, the LSLAX Board of Directors will determine set hours of operation at the start of each spring season.

Letter Awards

The following basic standards are established for lettering.

1. The head coach is responsible for setting and informing the players of the lettering requirements. In all cases, the head coach's judgment will decide who will be eligible to letter. However, the following general standards will be used as basic guidelines:
 - Must have completed the season, unless unable to complete the season because of medical reasons or excused by the head coach for a special reason(s).
 - Must finish the season as a participant in good standing; meaning the player is not suspended from the team at the conclusion of the season.
 - Must have turned in all program equipment and paid all fees.
 - The player is on the varsity roster for at least six games in a season.