

Eagan Athletic Association

Youth Lacrosse

Policies and Procedures Manual – 2019



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I. Name

The name of this organization shall be Eagan Lacrosse Association, hereinafter referred to as “ELA”. The address of ELA is PO Box 211202, Eagan, MN 55121.

II. Purpose

ELA is dedicated to making the sport of lacrosse a fun, community based activity for all players regardless of skill and ability. The purpose of ELA is to improve on current lacrosse skills and develop new skill sets within a competitive TEAM environment. ELA is dedicated to:

- Playing the game with honor, integrity, and respect.
- Teaching young players the fundamentals of lacrosse.
- Developing character through sportsmanship, teamwork, and fair play.
- Creating a fun and safe environment for players, parents, coaches, officials, and fans.
- Promoting equitable playtime for all players regardless of competitive level.
- Preserving our principles while maintaining a competitive presence.

III. Affiliations

ELA is affiliated with Eagan Athletic Association (EAA) www.eaasports.org, US Lacrosse (USL), Minnesota Lacrosse Association (MLA), Youth Lacrosse Minnesota (YLM), Middle School Schoolgirls Lacrosse Association (MSSLAX), and Dakota Lacrosse.

Eagan Athletic Association (EAA)

All management of ELA shall be governed by the ELA Board of Directors. The Boys Director of ELA’s Board of Directors will also serve as a Director on the EAA Board of Directors.

US Lacrosse (USL)

USL is the national governing body for amateur lacrosse in the United States. Eagan Youth Lacrosse is a member of the MN Chapter of US Lacrosse, choosing to align our policies with Minnesota High School League Policies.

Minnesota Lacrosse Association (MLA)

MLA is the State of Minnesota’s governing body and represents all local associations including YLM, MSSLAX, and Dakota Lacrosse to US Lacrosse. MLA speaks on behalf of US Lacrosse on all local lacrosse issues, mandates and recommendations.

Youth Lacrosse Minnesota (YLM)

Eagan Youth Lacrosse is a member of YLM. YLM is the association that Eagan Youth Lacrosse boys participate in during the summer lacrosse season. YLM is the governing body for the summer season and coordinates games, referees and end-of-season tournaments.

Middle Schoolgirls Lacrosse Association (MSSLAX)

Eagan Youth Lacrosse is a member of MSSSLAX. The Minneapolis/St. Paul area of MSSSLAX is the association that Eagan Youth Lacrosse girls participate in during the spring and summer lacrosse seasons. MSSSLAX is the governing body for both seasons and coordinates games, referees and end-of season tournaments.

Dakota Lacrosse

Eagan Youth Lacrosse is a member of Dakota Lacrosse, which is a cooperative South of the River League, with players from Apple Valley, Eagan, Eastview, Rosemount, Hastings, Mendota Heights and Inver Grove Heights. Dakota Lacrosse is a developmental league designed to introduce youth to the great sport of the lacrosse and build skills in cradling, passing, catching and shooting. No standings are kept and the end-of-season jamboree games are pre-scheduled with no brackets.

IV. Fiscal Year

The fiscal year of ELA runs on calendar year from January 1 and run through December 31st.

V. Board of Directors

1. Section One: Powers

The Board of Directors will have general charge and management of the affairs, funds and property of ELA. The Board will have full power and it will be the Board's duty to carry out the purposes of ELA according to its bylaws, and to establish such policies and procedures as are reasonable or necessary to accomplish the purposes of the ELA.

2. Section Two: Composition

The Board, who will be elected, will be comprised of no more than 12, but no less than 6 individuals with full voting powers. The officers of the Board will consist of a Boys Director (to co-lead with Girls Director), Girls Director (to co-lead with Boys Director), Secretary and Treasurer. The Boys Director and Girls Director of ELA will mutually decide who also serves as the Lacrosse Director on the EAA Board of Directors. To see who the current board members are and for contact information, please visit the ELA website: <http://www.eaganlacrosse.org/>.

The ELA Board desires to be made up of the following positions when there are enough volunteers to fill all spots. In the event there are not enough volunteers to fill positions, some positions may be combined. Appointed board members will be nominated by a board member and require affirmation by majority of the board. Positions that have an '*' next to it denote current voting board member positions.

- *Boys Director (officer) – elected in odd years
- *Girls Director (officer)– elected in even years
- *Treasurer (officer) – elected in odd years
- *Secretary (officer) – elected in even years
- *Spring Indoor Lacrosse Director (Box)

- *Spring/Summer Field Program Director
- *14U Age Group Coordinator
- *12U Age Group Coordinator
- *10U Age Group Coordinator
- *8U Age Group Coordinator
- *Recruiting/Communications/Website Director
- Player and Coaching Development-Boys (or Coaches Committee)
- Player and Coaching Development-Girls (or Coaches Committee)
- Tournament Director
- Equipment Director
- Merchandise Director
- Fundraising Director
- High School Liaison(s)

3. Section Three: Voting and Quorum

Meetings will require a majority of the voting board members on the Board to officially conduct business as a quorum. All actions carried out by the Board will be agreed upon by a majority vote of those present. If there are an even number of voting positions and there is a tied vote, the vote does not pass. If a board member holds dual roles that are voting positions, he/she only gets one vote.

4. Section Four: Position Duties

Refer to APPENDIX A-DUTIES OF BOARD MEMBERS.

5. Section Five: Membership Terms

Each Board member position other than the Boys Director (whose term is determined in conjunction with EAA Board of Directors) shall serve for a term of two years beginning September 1st and ending August 31st. It is the intent that one-half Board positions come up for renewal each year, alternating thereafter.

6. Section Six: Eligibility

Any individual who demonstrates an interest in promoting the mission of ELA is eligible for Board membership. It is the intent that two-thirds of the Board members are City of Eagan residents, and/or have children that attend a school in the City of Eagan. It is the intent of the Board to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. All Board candidates are subject to the mandatory background check.

7. Section Seven: Elections

Candidates for the Board are identified prior to the September Board meeting and elected by a majority vote of the incumbent Board at the regular September meeting. Existing Board members may be requested to fulfill an additional term if no candidates are identified for their position.

8. Section Eight: Appointment of Committees

The Board will appoint committees, as it deems necessary. Appointment to committees will not be limited to Board members, but at least one member of the Board will serve on each committee and a member of the Board will chair each committee. The committee size can vary.

9. Section Nine: Vacancies

If a vacancy occurs among the officers or in the Board of Directors, the vacancy will be filled by majority vote of the Board for the remaining term.

10. Section Ten: Removal

Any board member, coach, volunteer, or player whose continued participation is deemed detrimental to the welfare of the association may be removed upon majority vote of the Board.

11. Section Eleven: Board Meetings

- a. From May to December, the board will meet on the first Tuesday of the month. From January to April, the board will meet on the first and third Tuesday of the month.
- b. An agenda will be established for each meeting. All items to be included on the agenda are to be submitted to the Secretary prior to the meeting and distributed to the Board prior to the meeting. The agenda should include a review of the minutes from the previous meeting, meeting calendar update, presentation of a current financial report, and reports from Directors on old and new business.
- c. The majority of the agenda items are open to the public. If there is someone from the public who wants to get on the agenda for a meeting, the request must be submitted to the Secretary 48 hours prior to the meeting and the topic will be reviewed the last 15 minutes of the meeting. If a particular request is being submitted to the board, the attendee can present the request, and will then be excused for the board to have further discussions before voting on approval or denial of the request.
- d. If there are any topics that are sensitive in nature, these will be noted on the agenda as "closed to the public". However, the outcome of any closed items will be reflected in the minutes.

12. Section Twelve: Special Board Meetings

Special meetings may be called as needed by the Boys Director or Girls Director. The purpose of the meeting shall be clearly defined and a notice of the special meeting will be given to each member at least 3 days before such meeting. At the Boys Director or Girls Director discretion, special votes may be conducted via e-mail and recorded by Secretary in official minutes.

VI. Compensation of Directors & Officers

No Board member (officer or director) of ELA will receive any salary or compensation for services rendered to ELA as an officer or director nor from serving in a position for which ELA normally provides compensation (e.g. referees).

VII. Conflict of Interest(s)

The term "conflict of interest" refers to situations in which financial, personal and family considerations may compromise, or have the appearance of compromising, a Board Member's judgment in the administration and management of various ELA duties/activities. The bias that such conflicts could conceivably impart may inappropriately affect ELA. The proper governance of the ELA depends upon governing Board members who give of their time for the benefit of ELA. This service carries with it a requirement of loyalty and fidelity to ELA. Therefore, it is the responsibility of the Board members to govern the affairs of ELA with honesty and integrity, while exercising their best care, skill and judgment for the benefit of ELA. The giving of this service, because of the varied interests and backgrounds of the Board members may, on occasion, result in an actual or perceived conflict of interest. It is recognized that the appearance of self-interest can be as damaging as actually permitting self-interest to guide Board actions. If situations arise requiring a Board member to render a decision directly involving their own financial, personal and family well-being, they will be expected to recuse themselves from the decision process. In no circumstance, should a Board member receive gifts, compensation or other perceived value in exchange for an ELA contract. Board Members are expected to keep the interests of ELA first and foremost in the performance of their duties.

VIII. Player Info and Guidelines

1. Player Eligibility

All players participating in the ELA lacrosse program, under USL sanction, will be eligible by age based on birthdate ranges provided by USL. In an instance in which a player's birthdate places them below grade level (younger) and he/she wishes to play at grade level, he/she will be able to request grade equitable play. Parents must contact the Boys or Girls Director for approval so registration can be handled appropriately. All registration will be verified by USA Lacrosse to meet age segmentation guidelines and standards. *Note, older participants and not allowed to "play down" age groups or grades and will be required to play at their age level. Also, if a player is below grade level and requesting to "play up" (ie. 4th grade asking to play at U12), this is not a grade equitable request and alternative guidelines must be addressed/followed.

Team	Birthdate
6U Boys and Girls	Born between 9/1/2012-8/31/2014
8U Boys and Girls	Born between 9/1/2010-8/31/2012
10U Boys and Girls	Born between 9/1/2008-8/31/2010
12U Boys and Girls	Born between 9/1/2006-8/31/2008
14U Girls	Born between 9/1/2004-8/31/2006
14U Boys	Born between 6/1/2004-8/31/2006*

*The current cutoff date of 6/1 is for 8th graders only. Players in 9th grade are not eligible to play 14U.

2. Registration

Participants must register prior to the start of each season during the published dates as established by the ELA Board. Every player must have an up to date US Lacrosse Membership in order to register. General registrations will be accepted up through the date specified by the ELA Board with a secondary (late) registration deadline extending for some period after the general registration date. The Board may elect to impose a 'late fee'. Late registrations may only be allowed if spots are available within the Team Size guidelines (see also section VIII.5 Team Sizes), and under extenuating circumstances per the discretion of the ELA Board. Any general or late registrations will only be considered complete if payment in full is received in advance of the first evaluation session of the season, or first practice if evaluations are not required for the age group. Any person who registers under an assumed name, or gives an incorrect age will become ineligible and will be suspended for the remainder of the current playing season (see also section VIII.12 Player Ineligibility).

3. Registration Fee/Evaluation Fee/Deposits

Registration fees will be established by the Board each season. Registration fees cover the costs of participation, including but not limited to, turf rental, field maintenance, tournament entry fees, evaluations, equipment, and player coaching and development.

In addition, an annual uniform deposit fee will be established by the Board. It is expected that this deposit is to be paid in full at the time uniforms are picked up. These deposits cover the use of uniforms and equipment. Deposits are returned at end of season assuming all conditions are fulfilled.

In line with other Eagan Athletic Association sports, members of the Eagan Youth Lacrosse Association are required to volunteer. The volunteer requirements are 2 hours of DIBS per family for various needs throughout the season. Families that are exempt from the 2 hour DIBS volunteer requirement are Board Members, Coaches, Team Managers and Committee Members (Wildcat Faceoff Tournament, etc.). Volunteer opportunities for DIBS items throughout the season will include, but are not limited to, the following:

- Ball Boys/Ball Girls at Eagan High School Lacrosse games
- Season preparation tasks such as equipment distribution to fields, restring nets, etc.
- Fundraisers such as Wildcat Faceoff Tournament, Bingo nights, etc.

Families are required to provide a \$75 deposit at the beginning of the season for volunteer hours. The check will be held for the season and shredded once volunteer requirements are fulfilled; if volunteer requirements are not fulfilled the check will be cashed at the end of the season. To opt out of volunteering, families can choose to pay a \$75 "volunteer opt out fee" at the time of registration. For families that do not fulfill their requirements or choose the "opt out" option, these funds will be used to pay and secure help for large fundraising events such as the Wildcat Faceoff Tournament.

4. Waiver In Policy

Participation in ELA is open to any City of Eagan resident enrolled in grades 1st through 8th grade. In addition, any students of a school located within the City of Eagan are also allowed to participate in ELA. Players from neighboring communities will be allowed if a co-operative agreement is in place.

Players from neighboring communities that wish to play for the Eagan Lacrosse Association where a co-operative agreement is not in place must fill out an eligibility waiver form and request approval from the Eagan Lacrosse Board by January for Box Lacrosse, and March for Summer Field Lacrosse. To the best of its ability the association will accommodate all interested participants. At the discretion of the ELA board, under a capacity constraint scenario, team sizes may be limited. Steps to alleviate capacity constraints may include, but are not limited to evaluations, lottery drawings, registration order, and seniority.

5. Teams Sizes

ELA will follow these team size guidelines for registered players.

Boys:

- 8U – The ideal team size is between 10 - 15 players for half field (no goalie). However, based on registrations, team size may be fewer than 10, or more than 15, and is determined by the ELA Board of Directors.
- 10U – The ideal team size is between 10 - 15 players and 1 goalie for half field. However, based on registrations, team size may be fewer than 10, or more than 15, and is determined by the ELA Board of Directors.
- 12U/14U - The ideal team size is between 18-22 players and 1 goalie for full field. However, based on registrations, team size may be fewer than 18, or more than 22, and is determined by the ELA Board of Directors.

Girls:

- 10U – The ideal team size is between 10 - 15 players and 1 goalie for half field. However, based on registrations, team size may be fewer than 10, or more than 15, and is determined by the ELA Board of Directors.
- 12U/14U - The ideal team size is between 15 - 25 players and 1 goalie for full field. However, based on registrations, team size may be fewer than 15, or more than 25, and is determined by the ELA Board of Directors.

6. Team Composition

ELA's affiliations and governing associations have strict team composition guidelines. Some require a formal evaluation process to determine team strength.

YLM Team Composition

- Boys 8U - If an association has multiple teams at the 8U level, teams must be divided equally.
- Boys 10U - If an association has multiple teams at the 10U level, teams must be divided equally.

- Boys 12U - If an association has TWO teams at the 12U level, they can register as one A team and one B team. If an association has THREE or more teams at the 12 U level, they must register one A team and the remaining teams must be equal B teams.
- Boys 14U - If an association has TWO teams at the 14U level, they must register as one A team and one B team. If an association has THREE or more teams at the 14 U level, they must register one A team and the remaining teams must be equal B teams.

MSSLAX Team Composition

- 8U, 10U and 12U – If an association has multiple teams at these level, teams must be divided equally.
- 14U - if an association has TWO teams at the 14U level, they must register as one A team and one B team.

Dakota Lacrosse (Spring Indoor) Team Composition Guidelines

- No team composition guidelines exist; however, multiple teams at 8U/10U/12U will be divided equally. The ideal team size for 8U, 10U and 12U age groups is between 12 – 14 players and 1 goalie if participant volumes allow.

7. Move up Policy

ELA is in line with and follows US Lacrosse guidelines which does not recommend players moving up outside of their age brackets. Generally speaking, players will not be allowed to play up to a higher age classification and will be restricted to USA Lacrosse team play age brackets (see Section VIII.1 Player Eligibility). This is to ensure safe play, and that players are at the appropriate level for physicality in level of play. At the discretion of the ELA Board of Directors, move-ups may be necessary to fill open spots due to registration numbers and needing to meet team size requirements. If the Board of Directors determines move-ups are necessary, then the move-ups may be granted by following the Player/Parent request to “play up” section below.

Player/Parent request to “play up” above age level:

Requests from players or parents for individuals to “play up” will be reviewed on an as needed basis and requests must follow these protocols for consideration:

- a) The parent of the player must provide a formal written request detailing the request reason, purpose of play up and support as to the request. The parent must obtain a written recommendation from the players’ last season coach (must be non-parent if parent coached player’s team), and must present it to the Board of Directors at the February BOD meeting for Box Lacrosse, and the April BOD meeting for Spring/Summer Field Lacrosse.
- b) Once registration is closed, the ELA BOD will make a determination if any play ups are necessary to adequately fill rosters, as well as the specific number of spots available. In each case of an age division move up, the player must play at the lowest level of the age division to which he or she moves (B team for levels with A and B teams). Communication will be sent to the parent(s) of the players on the ELA BOD decision to accept or deny the potential move up.
- c) If the decision is that player move ups may potentially be granted:

- For the 12U and 14U levels, players must go through the formal evaluation process with all other 12U and 14U players for the specific number of spots available for “B team” level of play. Players that have requested to move up may be moved back to their appropriate age level of play based on evaluation results, and open spot availability. This includes, but it not limited to, player inability to demonstrate ability to play at a higher level, and/or more players being evaluated than the number of spots open for “B team” level of play.
 - For the 8U and 10U levels, players must go through a mini-assessment process with Player Coach and Development to determine if the player demonstrates the ability to play at a higher level.
 - Kindergarteners will be allowed to sign up for 8U until there are enough players to form a 6U program. Parents can reach out to the Box Director and Summer Field 8U Age Group Coordinator for instructions on how to register.
- d) If a player is registered with the incorrect birth date to play in an age group other than where he/she should be playing, the player will become ineligible for the remainder of the season. See the Player Ineligibility section for more information.
- e) The ELA Board of Directors has final approval of all players moving up for volume need or parent/player request.

NOTE - A player can never “Play Down” and play at a lower age group than he/she should according to birthdate.

8. Play Time Policy

ELA is a developmental youth lacrosse league and players must be given a fair opportunity to develop and improve their lacrosse skills. It is the coach’s responsibility to assure that all players receive play time during games, and reasonable time must be afforded to each player by position. At the 8U and 10U levels, all players should have equal play time and equal rotation of positions. At the 12U and 14U levels, positions start to become more specialized and it is more at the coach’s discretion. See also APPENDIX B-COACHES AGREEMENT. There are some factors that would not entitle a player to equal playing time:

- a) Discipline problems – If a player is not following team rules practice or games, the Head Coach may limit the players’ game time, including suspension from a game. Discipline problems include disrespect for teammates, opponents, coaches and officials.
- b) Lack of Effort – If a player isn’t working hard and giving 100% effort, the coaches may replace him or her with another player during a game. The lack of effort by an individual player creates unnecessary mistakes and limits the players’ ability to learn the coaches’ ability to teach. Through effort, players learn how to be accountable to themselves, their teammates and coaches.
- c) Attendance at practice and games - All players are required to attend practice and games. Failure to attend practices and games can result in reduced playing times. Some absences are excusable (illness).

In very few and limited situations at the end of closely contested league games, tournament championship and playoff games, players may be rotated out of normal sequence.

9. Player Participation Guidelines

With any team sport, participation at practices and games is necessary for the development of everyone on the team. When players miss practices and games, it negatively affects or impacts the entire team. See also VIII.8 Play Time Policy section. All Eagan lacrosse players and parents should:

- a) Be respectful of other players, coaches, parents and managers by attending all practices and games
- b) Understand that by not participating in practices or games, players are negatively affecting their teammates and coaches and hindering development of the team
- c) Communicate via email, text or phone call to the coach and/or manager PRIOR to the game or practice that you will not be attending (24 hour notice for practices, 48 hour notice for games)
- d) Attend association practices and games/ tournaments over other sports, including traveling lacrosse.
- e) In the event of a planned family vacation or obligation, communicate with the coach and/or manager at the beginning of the season and let them know the length of time that will be missed.
- f) ELA realizes there are many options for camps and other sports during the spring and summer lacrosse seasons. If, however, a player chooses to miss lacrosse practice or games due to the attendance of practices/games/camps for other sports, player will likely lose playing time in the subsequent lacrosse game. In order to be fair to all team members, lacrosse activities should be considered their primary athletic commitment during the lacrosse season.
- g) ELA also realizes that family takes priority in any young person's life. So unless the absence for a vacation is extremely long, ELA does not see a reason to sit players during games. However, if the player has missed a significant number of practices where certain team plays and strategies have been developed, play time may be impacted depending on the development and needs of the team upon the players return.

10. Player Responsibilities and Team Rules

See APPENDIX D – PLAYER RESPONSIBILITIES AND TEAM RULES

11. Hurt Players

In the event an "A" level player becomes hurt or injured during the season and is no longer able to play, there are factors that weigh in to how the player would be replaced. It would be based on position needed, consideration of eligible players at the "B" level in a like role, and determined by the next best score from the "B" player with like role.

In certain situations, the injured player may not be replaced due to an ability to internally transition positions, team size, etc. It is the Coaches discretion to request or decline a replacement.

12. Player Ineligibility

ALL persons participating in the ELA program will be ineligible and will be suspended for the remainder of the playing season without refund of registration fee for the following actions:

- a) Use of an assumed or incorrect name
- b) Giving an incorrect age, grade, or address
- c) Playing on a team not assigned to that player without proper submission of substitution.
- d) Inappropriate/unsportsmanlike behavior that results in a serious injury

13. Tournament Entries

ELA will enroll each summer field team in a minimum of one tournament that is covered under player registration fees. It is up to coaches' discretion and their team if they want to participate in and sign up for additional tournaments. Additional tournament fees will be paid out of pocket by the team players, and will NOT be covered by ELA.

14. Tournament Substitutions

The following applies regarding tournament substitutions:

- a) If a player is unable to attend his/her team's scheduled tournament weekend, that player will miss out on tournament play. He/she will not automatically be accommodated to play in another Eagan team's scheduled tournament that is at "like level of play". This applies regardless of the position the player plays. (For example, if a goalie on a B team can't make it to his/her team assigned tournament, he/she wouldn't automatically be covered to play at another B team's tournament in order to get tournament play time).
- b) If players need to be substituted, it is up to coaches' discretion to borrow players, and borrowed players should be "like level of play"; meaning, if it's a B team that is looking for players, it is desirable for the coach to find players from another B team.
- c) If players need to be substituted, and there are not options to find players from other teams for "like level of play", then lower level players can play up, but higher level players can't play down. Meaning, B players can substitute on an A team in a tournament, but A players can NOT substitute on a B team in a tournament.

15. Uniform

An official uniform jersey will be provided to each player. Boys will be required to purchase their own shorts, and girls will be required to purchase their own skirts. The Merchandise Director will provide communications as to when shorts and skirts orders will take place. These official uniforms must be worn at all games, scrimmages and tournaments.

16. Equipment

Equipment requirements are set by Dakota Lacrosse, USL, YLM, and MSSSLAX. ELA supplies goalie equipment consisting of a throat guard, stick, chest protector & shin guards (if requested). Other equipment may be provided to teams as determined by the ELA Board of Directors. Minor repairs of ELA owned equipment is the responsibility of ELA. The Equipment Director should be contacted if major repairs or replacement become necessary.

At the beginning and end of each lacrosse season, the Equipment Director will conduct an inventory on the following items: ball bags, goalie equipment, cones, clock, scoreboard, and any and all equipment issued to a coach.

17. Player Equipment

Required Equipment – Boys

Lacrosse helmet, colored mouth guard; arm guard pads, shoulder pads, supporter with cup, lacrosse gloves and boys' lacrosse stick. Goalie: throat guard and chest protector. Cleats are recommended.

Required Equipment – Girls

Eye guard / goggles, colored mouth guard, girls' lacrosse stick. Goalie: lacrosse helmet, gloves, throat guard, and chest protector, goalie jersey.

IX. Coaches Info and Guidelines

Coaching for ELA is comprised of parent volunteer coaches, and paid stipend coaches. The information below outlines the process for coach selection. See also APPENDIX B-COACHES AGREEMENT for more information on the roles and responsibilities of coaches.

1. Coach Selection Process for Spring/Summer Lacrosse

- a. Stipend Coaches
 - i. All U12 and U14 summer lacrosse teams may have a stipend head coach with previous/current collegiate playing experience. (The intent is to have stipend head coaches that have previous/current collegiate playing experience).
 - ii. The stipend coach will be recruited and selected by the Coaches Committee.
 - iii. Stipend coaches will report directly to the Coaches Committee.
 - iv. The Coaches Committee shall be responsible for defining the role and responsibilities of the stipend coaches.
 - v. The Coaches Committee shall review and assess stipend coach performance based upon feedback from Eagan Lacrosse, team parents, and the volunteer coaching staff.
- b. High School Assistants
 - i. All U8 and U10 teams may have a high school assistant who shall be recruited and selected by the Coaches Committee.
 - ii. High school assistants will report directly to the Coaches Committee.
 - iii. The Coaches Committee shall be responsible for defining the role and responsibilities of the high school assistants.
 - iv. The Coaches Committee shall review and assess high school assistant performance based upon feedback from team parents and the volunteer coaching staff.
- c. Parent Volunteer Coaches
 - i. All U12 and U14 teams may have one parent volunteer 'assistant' head coach who will assist the stipend head coach (see Coach Agreement).
 - ii. All U8 and U10 teams may have one parent volunteer head coach.
 - iii. All teams may additionally have one parent volunteer defensive assistant and

- one parent volunteer offensive assistant.
- iv. Head coaches may additionally recruit a parent volunteer or group of volunteers from the team who will be responsible for running goalie drills during regular practices.
- v. Parent volunteer coaches will take direction from Stipend coaches and help at practices, and act as a Bench Manager during the games.
- d. Coach Criteria
 - i. Candidates must be in good standing in the Eagan community and youth sports in general.
 - ii. Candidates who have been banned from coaching another youth sport or have been removed from the sidelines due to unsportsmanlike behavior may not be considered for a head coaching position. Such candidates may be considered for an assistant coaching position, but only if the candidate acknowledges his or her prior conduct and agrees to take steps to remediate his or her behavior.
 - iii. All candidates must pass a background check conducted by Eagan Athletic Association prior to consideration.
- e. Coach Selection Process
 - i. Interested candidates must complete an application.
 - ii. Applications will be reviewed by the Boys Director (for boys program), Girls Director (for girls program), and the Coaches Committee. The applicant may be contacted for an in person or phone interview and supplied references may be contacted to collect additional candidate information.
 - iii. Coach candidates shall be screened and approved by the Boys Director (for boys program), Girls Director (for girls program), and the Coaches Committee.
 - iv. U12 and U14 parent assistant head coaches may be selected after the evaluations have been completed and teams have been formed.
 - v. U12 and U14 parent assistant coach and stipend head coach may be allowed to select assistant coaches from the pool of coaches previously screened by the Boys Director (for boys program), Girls Director (for girls program), and the Coaches Committee after teams have been selected (see APPENDIX B- Evaluations).
 - vi. U8 and U10 head coaches may be selected prior to the coach draft.
 - vii. The Boys Director (for boys program) and Girls Director (for girls program) of Eagan Lacrosse is responsible to Eagan Athletic Association for all appointments.
 - viii. The Boys Director (for boys program) and Girls Director (for girls program) has the authority to overrule all appointments recommended by the Coaches Committee.
 - ix. Reasons for not being selected as a coach are not required to be given to an applicant. There is no appeal process for reconsideration.

2. Coach Selection Process for Boys Box Lacrosse

Box Lacrosse is made up of volunteer parent coaches. Coaching interest for Box Lacrosse is indicated and submitted at the time of player registration. Coaching requests will be considered;

however, it will be up to the Box Lacrosse Director and the BOD to accept or deny requests. The goal is to ensure that each team has experienced coaches able to develop players. In addition, the 12U age group for Box Lacrosse will have mini-assessments to ensure balanced teams. Players will be assessed and placed on a team, and then parent volunteer coaches will be assigned based on where their player lands. For these reasons, coach requests will be considered but may not be accepted.

3. Background Checks

All ELA paid stipend coaches are required to go through a Background Check for Spring/Summer Field Lacrosse. Click on this link for more information on [Background Checks](#).

4. Certifications

All ELA coaches are required to have the following certifications; click on the links for more information.

[US Lacrosse Membership](#) (yearly)

[Concussion Awareness](#) (every three years)

[EAA Coach Registration](#)

[US Lacrosse Level 1 Certification](#) (not required, but strongly encouraged)

5. Coaches Commitment and Roles and Responsibilities

All ELA coaches are required to agree to and sign the Coaches Agreement. See APPENDIX B-COACHES AGREEMENT. Player Coach and Development will ensure all are signed and collected.

X. Evaluations

As previously mentioned in section VIII.6, ELA's affiliations and governing associations have strict team composition guidelines. Some require a formal evaluation process to determine team strength.

1. Evaluations Process for Boys and Girls Spring/Summer Lacrosse

- a. See APPENDIX C-EVALUATIONS for Boys and Girls Spring/Summer Lacrosse Evaluations process

2. Evaluations Process for Boys Box Lacrosse

- a. 8U teams will be determined by geography, no evaluations required.
- b. 10U teams will be determined by geography, no evaluations required.
- c. 12U teams will be determined by mini-assessments to ensure that teams are balanced.

3. Missed Evaluations

All players must attempt to be on the field for evaluations. Missed evaluations could affect player score and placement. If a player does not attend any of the evaluations, he/she will be placed on a B team.

In the event a player has to miss evaluations due to medical reasons, the following steps must take place:

- a) When a player is not able to participate due an illness or injury, the player's parent is responsible for contacting the coaching director(s) at the particular age group a minimum of 48 hour prior to the start of tryouts (or as soon after the illness' onset or an injury is diagnosed). A player must verify her or her medical problems in writing from a medical doctor. The board may request documentation or proof at their sole discretion. The coaching director(s) will review each individual situation and make a recommendation to the evaluator's on how to proceed with the specific player.
- b) Should a player become ill or injured during the tryout process, the player's parent must contact the coaching director(s) within 24 hours after the onset of the illness or injury. After speaking with the parents the coaching director(s) will make a recommendation on how to proceed for that specific player.
- c) Past performance and previous coach's input can be used to place a player unable to attend tryouts at the proper level of play, with coaching director(s) approval.

XI. Parent Info and Guidelines

1. Parent Responsibilities

All ELA parents must agree to the parent responsibilities:

- a) Respect coaches, officials, other parents and players (team and opponents)
- b) Ensure your players are on time (as designated by your Coach) to all practices and games
- c) Have a POSITIVE ATTITUDE before the game and after. The coaches will critique their play. Coaches need you to ENCOURAGE AT ALL TIMES.
- d) If you want to talk to the Coach about your player NEVER on game day (before or after). Please do it on a practice day at a time mutually agreed upon by you and the Coach. Remember the Coaches are volunteers.
- e) HAVE FUN

2. Team Manager

A parent volunteer from each team will be asked to volunteer as a Team Manager. Please see APPENDIX A for Team Manager Job Description.

3. CHILL Manager

CHILL stands for "Cool Heads Instill Life Lessons". It is mandated by YLM that each team have a parent volunteer to be a CHILL Manager. Please see APPENDIX A for CHILL Manager Job Description.

XII. Health and Safety

ELA believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation that all individuals in the course of participating in ELA activities will be free from bullying, sexual harassment, racial or religious harassment, assault and substance abuse as it is defined by this policy. ELA will act to investigate all complaints, formal or informal, verbal or written, and to discipline any player, parent, coach, volunteer or board member who violates this policy.

1. **Bullying Defined**

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any Eagan Lacrosse sanctioned activities or events.

2. **Sexual Harassment Defined**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. Sexual harassment and violence is illegal under both federal and state law.

3. **Racial and Religious Harassment Defined**

Racial and religious harassment consists of physical or verbal conduct relating to an individual's race or religion when the conduct:

- a) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with an individual's performance and/or membership and status in the association; or
- c) Otherwise adversely affects an individual's membership or status in the association.

4. **Assault Defined**

Assault is:

- a) An act done with intent to cause fear in another of immediate bodily harm or death;
- b) The intentional infliction of or attempt to inflict bodily harm upon another; or
- c) The threat to do bodily harm to another with present ability to carry out the threat

5. **Substance Abuse**

ELA recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood altering chemicals for some adolescents affects the development of related skills. Others are affected by misuse and abuse, including family,

team members, or other significant persons in their lives. During the lacrosse seasons, regardless of quantity, a player shall not possess, use or consume:

- a) A beverage containing alcohol.
- b) Tobacco.
- c) Any other controlled substance.

This rule applies the entire season the season is defined as the first day of registration through July 30th. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

6. Reporting Procedures

- a) Any person who believes he or she has been the victim or violator of Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse or any person with knowledge or belief of conduct, which may constitute Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse, shall report the alleged acts immediately to the ELA Boys Director or Girls Director.
- b) Submission of a good faith complaint or report of Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse will not affect the complainant or reporter's current or future membership or status within the ELA.
- c) A subcommittee of the BOD will be formed as a Conduct Review Board to conduct a hearing and investigation. Penalties will be assessed based upon the findings of the hearing/investigation.
- d) ELA will discipline or take appropriate action against any player, parent, coach, volunteer or board member of the ELA who retaliates against any person who makes a good faith report of alleged Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- e) Should the ELA Conduct Review Board determine that an individual has violated ELA Bullying/Sexual Harassment/Racial or Religious Harassment/Assault/Substance Abuse guidelines and policies the individual will be subject to penalties and/or sanctions assessed by the Conduct Review Board. These penalties and/or sanctions may include but are not limited to the following guidelines. The Conduct Review Board will consider the violation and frequency when determining the severity level. NO REFUNDS WILL BE GIVEN.

Penalties:

Severity Level One: The individual shall lose eligibility for a minimum number of games or up to 1 (1) week.

Severity Level Two: The individual shall lose eligibility for a minimum number of games or up to two (2) weeks.

Severity Level Three: The individual shall lose eligibility for a minimum number of games or up to three (3) weeks.

Severity Level Four: The individual shall lose eligibility for a minimum number of games or up to four (4) weeks.

7. Appeals

All individuals have the right to appeal the decision or penalties assessed by the ELA Conduct Review Board by following the Grievance Procedure. In the event the individual decides to appeal the decision of the ELA Conduct Review Board, assessed penalties in accordance with the policies described above will remain in effect subject to the outcome of the Grievance Procedure/Process.

XIII. Grievances

In the event you have a complaint regarding an incident or believe you have been infringed on according to ELA and/or US Lacrosse policies, you may file a formal grievance. Please be advised parties must wait 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

- a) The grievance procedure begins with a discussion between the parties involved. Choose a neutral time and place; not during a game or team practice, or within earshot of the players.
- b) If the two parties are unable to reach a resolution, the Complainant must submit a written complaint stating the time, place, and as many specifics as possible, to the appropriate Level Coordinator (ie. Box Lacrosse Director if situation occurs in Box; Age Group Coordinator if situation occurs during summer field, etc). If the Coordinator is the subject of the grievance, the written complaint shall be submitted directly to any executive board member – Boys Director, Girls Director, Secretary or Treasurer.
- c) As soon as possible, the recipient of the grievance shall inform the Boys Director and Girls Director (whomever was NOT involved in the previous process) that a complaint has been received. The Boys Director and Girls Director will conduct an investigation as necessary.
- d) The Boys Director or Girls Director may attempt a resolution through discussion with the involved parties. If the complaint is not resolved within 72 hours, the Boys Director or Girls Director will verbally notify both parties and the Grievance Committee of the need for a meeting. The Grievance Committee will strive to meet at a mutually convenient time and place for both parties within 10 days. But if this is not possible the Boys Director or Girls Director will set the time and location.
- e) The Grievance Committee consists of the Boys Director (Chairperson if boys issue) or Girls Director (Chairperson if girls issue), the Secretary, and at least two at large board members, all of whom are not directly involved in the complaint as coach administrator, or parents of the team(s) involved. The two at large members will be chosen by the committee Chairperson. The Grievance Committee will discuss and decide the issues after the parties involved have been dismissed from the meeting. The Chairperson will notify both parties of the Committee’s decision as soon as possible.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. Every effort will be made to process a grievance within 15 days.

XIV. Financial Responsibilities

ELA is committed to the following financial responsibilities:

1. Financial Assistance and Scholarships

The ultimate goal of the ELA scholarship program is to provide a mechanism to ensure that financial hardship does not prevent any girl or boy in our community from being involved in lacrosse at some level. Families that are eligible for reduced lunch meals are eligible for scholarships. Families can apply for one season per year per child (Box, Spring or Summer field). To apply, a written request must be submitted to the ELA Treasurer. Each request will be reviewed and discussed by the executive officers of the Board. Scholarships provided will cover registration fees only, not uniform or equipment.

2. Refund Policy

Full refunds will be issued for 8U and 10U players up to 1 week after the season has started if it is decided that he/she does not want to play for the remainder of the season. After the first week of play refunds will be issued on a pro-rated basis. Full refunds will be issued for 12U and 14U players up to evaluations. After evaluations, no refunds will be issued.

If a player gets hurt and is no longer able to play in the season, families will be reimbursed on a pro-rated basis for the weeks the player is unable to finish out the season. For example, if there are 10 weeks in a season, and 4 weeks are remaining in the season when the player gets hurt, the registration fee will be pro-rated and family will receive payment for those 4 weeks. They will not receive reimbursement for the 6 weeks the player was able to play.

XV. Dissolution of Program

In the event ELA ceases to exist, all assets, cash, equipment & miscellaneous items will be donated to Eagan Athletic Association. However, if Eagan Athletic Association is not then in existence, or isn't a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of ELA shall be distributed equally to Eagan High School's Boys and Girls Lacrosse programs.

XVI. Bylaw Changes

These bylaws may be amended only by a majority vote of the Board of Directors.

APPENDIX A - DUTIES OF BOARD MEMBERS

Boys Director (for boys programs) and Girls Director (for girls programs)

- Supervises and manages the business, using the powers and duties usually vested in the office of the President of a Corporation.
- Oversees the activities for their respective Boys and Girls program(s) – including, but not limited to – assisting with coach recruitment processes, ensuring fair practices are maintained during evaluation processes, and helping overcome obstacles board members run into.
- Creates registration templates for EAA approval.
- Responsible for acquiring background checks for coaches and Board members.
- Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
- Will serve as ex-officio member of all standing committees.
- Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
- Acts as the liaison (or be responsible for delegating the Liaison duties) between ELA, EAA, Coaches, Community Education, City, and other lacrosse associations and affiliations (ie. YLM-Boys, MSSLAX-Girls, etc.)
- Will conduct a Town Hall/Parent Information Meeting prior to season start.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding Board member.

Treasurer

- Responsible and in charge of all receipts and moneys of ELA.
- Shall deposit them in the name of the ELA, in a bank approved by the Board of Directors/EAA.
- Disburses funds as ordered or authorized by the Board of Directors.
- Reports the financial status of ELA to the Board of Directors at each meeting.
- Delegates financial matters regarding the ELA programs to the Board of Directors.
- Prepares an annual budget under the Boys Director and Girls Director direction for approval by the Board of Directors.
- Acts as liaison to Age Group Coordinator registration process and EAA Treasurer for league and tournament set up annually.
- Ensures the accuracy of ELA financial statements.
- Acts as liaison with the designated bank regarding all ELA accounts and balances.
- Manages the ELA fundraisers' cash proceeds and prepared a financial summary for the Board of Directors for each event.
- Oversees registration to ensure the efficient collection of database information and registration revenues.
- Maintains detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Secretary

- Manages the minutes of all meetings of the Board of Directors and presents such minutes at the next meeting for approval by the Board of Directors.
- Maintains ELA's Bylaws and Policies.
- Maintains season planning calendar, and ensures activities/milestones for the year are addressed through agenda items.
- Manages communications and works with EAA to send out messages regarding ELA programs, registration info, etc. (In the event there is no Communications Coordinator)
- Schedules all Board Meeting locations.
- Writes and submits grant applications.
- Oversees creation and distribution of an 'End of Season' survey, subject to approval by the Board. Compiles and distributes survey results to the Board.
- Maintains current Board of Directors roster with pertinent contact information and job descriptions.
- Maintains detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Player Coaching and Development

- Coordinates coach and player development opportunities.
- Seeks input from a variety of sources on skills development strategies.
- Coordinates all player clinics.
- Collects coach applications, coordinates the interview schedule and participates in interviews.
- Provides coaching tools for all coaches with extra emphasis on new coaches.
- Coordinates and leads coach clinics.
- Plans all elements of tryout process, works with Field Director to secure the facilities, assigning evaluators as appropriate, determining the appropriate drills and scrimmages to be used, securing the equipment necessary to conduct tryouts, etc.
- Coordinates, schedules and conducts a Coaches/Evaluators session and a Parent Information meeting. Typically, these two will be held on the same evening, just prior to the evaluations.
- Coordinates coaches meeting and all materials presented to assist Head and Assistant Coaches during the season, prior to season start.
- Attends and conducts all evaluation sessions, including explaining the drills, communicating all elements of the tryout process to the players, etc.
- Maintains detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Field Director

- Manages and schedules use for field and turf time, as well as handles all contractual requirements.
- Manages the scheduling of fields for all events, such as practice-times and games, and distributes it evenly amongst boys and girls teams to the respective Age Group Coordinators.
- Manages scheduling of coach and player clinics and communicates scheduled times as part of practice schedules to the Age Group Coordinators.
- Manages and communicates the cancellation of field use.
- Ensures field use is managed within the budget and properly maintained.
- Work with Equipment Director to ensure each field is equipped with nets, etc.
- Works with Tournament Director to reserve fields for Eagan Wildcat Faceoff Tournament.

- Works with Age Group Coordinators and coaches to register Boys and Girls 14U and 12U age group teams for an additional tournament outside of the Eagan Wildcat Faceoff Tournament, and delivers completed registration forms to Treasurer for payment.
- Communicates and saves confirmation files for all tournaments in which Boys and Girls 14U and 12U teams are traveling to, and forwards tournament communication directly to Age Group Coordinator and coaches) participating in the tournament.
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

Age Group Coordinator

- Registers teams for league and tournament play annually.
- Acts as first point of contact for coaches, parents and team managers.
- Covers the team manager's duties in the event he/she is unavailable.
- Updates the teams ELA webpage with the roster, season schedule/calendar.
- Works with Field Coordinator to obtain practice and game schedules.
- Works with Equipment Coordinator to obtain and distribute jerseys, score table, score chart, horn & balls for the season; likewise, collects all of this at the end of the season.
- Works with Merchandise Coordinator regarding shorts (boys) or skirts (girls), and any other apparel needed for the teams.
- Communicates and send emails with any schedule updates and field changes throughout the season.
- Obtains Picture Day and site information from EAA Administrative Assistant and coordinate time slots with scheduled practice time.
- Solicits a Chill Manager (for YLM)
- Ensures the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.
- Please see <http://www.eaganlacrosse.org/> for additional resources for this role.

Box Lacrosse Director

- Manages and oversees the Dakota Spring Box Indoor Lacrosse program.
- Partners and communicates with outside associations to get participants in the Dakota box lacrosse program (ie. Apple Valley, Inver Grove Heights, Eastview, Rosemount, etc.)
- Coordinates the scheduling of facilities/turf time.
- Oversees registration and team formation for ELA participants.
- Oversees the coach selection process for the ELA participants.
- Coordinates and facilitates coach/parent/referee meeting at the beginning of the season to go over the rules of Box lacrosse and expectations for the season.
- Maintains detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

Tournament Director

- Oversees the Eagan Wildcat Faceoff Tournament.

- Coordinates all aspects of the tournament, including but not limited to concessions, parent volunteer scheduling, trophies, bracket creation, tournament program creation, team entries, officials, sponsorships and administration.
- Prepares and reviews the tournament rules with the Board.
- Establishes and verifies admission pricing with Board.
- Identifies and trains facility and concession coordinators for each tournament site.
- Provides overall leadership and issue management throughout the tournament weekend.
- Works with Field Director to schedule and secure all field sites to be utilized for the tournament.
- Conducts a pre-tournament meeting the week of the Eagan Wildcat Faceoff Tournament to review board duties.
- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

Equipment Director

- Responsible to purchase, issue, and collect equipment, uniforms and supplies.
- Responsible for replacement, maintenance, inventory and storage of all program equipment and uniforms.
- Ensures everyone understands how to properly use and care for equipment and uniforms.
- Works with Boys Director, Girls Director, and Treasure to establish annual equipment/uniform budget.
- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

Merchandise Director

- Responsible for and oversees the sale and distribution of ELA program apparel.
- Identifies potential apparel suppliers, and negotiates pricing.
- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

Fundraising Director

- Responsible for all of ELA's various fundraising efforts.
- Coordinates fundraising and sponsorship activities to support all ELA efforts.
- Serves as our primary liaison with local businesses and the Eagan community to promote the ELA program.
- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

Recruiting/Communications/Website director

- Responsible for all of ELA's recruiting, communications and website management efforts.
- Works with EAA to prepare advertising flyers, registration date communications, etc. that are dispersed to the local elementary schools via take home folders to recruit for ELA programs.
- Coordinates blast communications with the EAA Director of Marketing Communications
- Oversees and manages content added to ELA website, including updating program news, calendar, events, tournament and team info as well as sponsor information. Also serves as System

Administrator and ensures board and team members are given appropriate access – ie. team managers, etc.

- Maintains detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

High School Liaison

- Acts as liaison to the Eagan High School Lacrosse program.
- Provides support, insight, and feedback for building a cohesive lacrosse program between the high school and younger youth age levels in the community.

Team Manager

- Manages all aspects of team coordination including liaising with the Summer Field Director, Age Level Coordinators, Equipment Coordinator, Merchandising Coordinator, Coaches, Players & Parents to assure the season runs smoothly for all involved.
- Please see <http://www.eaganlacrosse.org/> for additional resources for this role.

CHILL Manager

- According to US Lacrosse, each youth team is required to have a Sideline Manager. A CHILL Manager is YLM's variation of that requirement. A CHILL Manager is a team parent who is responsible for monitoring and enforcing USLacrosse's and YLM's sportsmanship directives and stands for "Cool Heads Instill Life Lessons". On game days CHILL managers from both teams meet at the scorer's table, remain visible to officials during the game, and politely ask parents/fans to act respectfully towards officials, other teams' coaches and players. They will report unsportsmanlike conduct by players, coaches or fans to www.youthlaxmn.org.
- Please see <http://www.eaganlacrosse.org/> for additional resources for this role.

APPENDIX B - COACHES AGREEMENT

- 1) I agree to follow the principles of the Eagan Lacrosse training system developed by the Director of Player and Coach Development.
- 2) I will aim to give all players equitable playing time during games. Athleticism or talent will not be grounds for more or less play time. However, commitment, sportsmanship, attendance, and adherence to team rules will be grounds for more or less play time. I understand that my goal is to help my weakest player(s) have every opportunity to not be the weakest player(s) by the end of the season.
- 3) I agree to teach players “to compete to win” instead of teaching players “to win at all costs.”
- 4) I agree to think of each player as a work in progress; a 3-5 year project.
- 5) I agree to follow the player position plan:
 - a) U8 and U10 – play all positions equal amount throughout the season – (D/M/A).
 - b) U12 and U14 ‘B’ – play predominantly at preferred position (D/M/A). Coaches should encourage players to tryout different positions during the season to evaluate player competence in other positions and find where players are best suited to succeed and help the team.
 - c) U12 and U14 ‘A’ – players should be played in their preferred position, however, coaches are encouraged to experiment with player positions during the season.
 - d) Players who do not want to tryout another position will not be compelled to do so.
- 6) I agree to recruit a parent volunteer or group of volunteers from the team who will be responsible for running goalie drills during regular practices and warm-up drills prior to games.
- 7) I agree to never allow myself or any of my coaches to be alone with another player.
- 8) I agree to have two adults (coaches, team manager, or designated parent) be first to the field and last to leave at team practices and games.
- 9) I agree to base my coaching on two areas of control – Effort and Attitude – and will look for ways to reinforce this on a daily basis in practices and games.
- 10) I agree to create a positive atmosphere where players should be encouraged to practice and play at full speed without worrying about being reprimanded for mistakes.
- 11) No Eagan Lacrosse coach will attempt to intimidate, threaten, or physically harm a player, parent, or official for any reason.
- 12) I agree to act as a positive role model. I understand that my behavior on and off the field is important. I understand that I will hold myself to the same standards that we are trying to teach our players.
- 13) I agree to act and speak responsibly in front of the players. No alcohol or tobacco use in front of players during games and practices nor alcohol on breath at practices or games.

- 14) I will remember to watch what I talk about when players are listening.
- 15) I agree to treat all players, coaches, parents and referees with respect.
- 16) I agree to discipline my emotions in a way that honors the game, the team, Eagan Lacrosse, and my community. Although I may be passionate about the game I will handle myself with class and discipline in all team events.
- 17) This item is applicable to paid stipend coaches: I agree to attend practices and games, and understand that in the event I am unable to that I will not be paid for the time I am not able to coach.
- 18) This item is applicable to parent volunteer coaches: I agree to act as a Bench Manager during games under the direction of the paid stipend coach. I will offer support, coach/instruct players one on one while players are on the bench, and provide support for behavioral issues. I will not yell at or instruct players on the field of play, and I will not alter strategy or tactics. I understand that grievances brought to the board regarding me trying “take over” or “over rule” the paid stipend coach may result in revocation of my rights to be on the bench during games.

Agreed to and Accepted:

APPENDIX C - EVALUATIONS

1. Philosophy
 - a. Eagan Lacrosse is dedicated to making the sport of lacrosse a fun, community based activity for all players regardless of skill and ability.
2. Purpose
 - a. The purpose of these policies and procedures is to establish a uniform process for evaluations and to provide a fair and impartial opportunity for players to demonstrate their lacrosse skills and athletic ability.
 - b. The evaluation results will be used to form the U12 and U14 'A' teams and balanced 'B' teams. *Evaluations are mandatory for all U12 and U14 summer lacrosse players.* Failure to attend both sessions will result in a lower weighted score and draft ranking.
3. Evaluations Committee
 - a. The Evaluations Committee shall be made up of the Boys Director (for Boys Evals), Girls Director (for Girls Evals), Summer Director, Treasurer, and an ELA BOD member that does not have a player being evaluated at the age level.
4. Overview
 - a. Evaluations will be organized and coordinated by the Evaluations Committee of the Eagan Lacrosse Board.
 - b. Players will be evaluated over a three-day period to determine player ranking.
 - c. The Independent Evaluators will tabulate the results, along with the ELA BOD member serving on the Evaluations Committee that does not have a player being evaluated at that age level.
 - d. The Evaluations Committee will audit the tabulated results against the raw scores to assure accuracy. The evaluations committee shall not have the authorization to change player rankings.
 - e. The 'A' teams will be selected based upon player ranking and paid coach selections (non-parent volunteer coaches).
 - f. The 'B' teams will selected based upon player ranking and a blind coach draft conducted by paid coaches (non-parent volunteer coaches).
5. Evaluators
 - a. The Evaluations Committee of the Eagan Lacrosse Board will be responsible for hiring and training Independent Evaluators.
 - b. Independent Evaluators shall have no stake in the outcome.
 - c. Independent Evaluators must have previous experience playing lacrosse at the collegiate level and/or previous experience coaching lacrosse at the high school or collegiate level.
 - d. Independent Evaluators will take direction from the ELA BOD and honor policy decisions where applicable (ie. player move ups only allowed to make a "B" team, etc.)
6. Player Expectations
 - a. Players should plan to arrive no later than 30 minutes prior to the evaluations to allow time for sign-ups and jersey assignments.
 - b. Players should not wear shooter shirts or any other clothing with a visible name.
 - c. Players are not allowed to wear elite team gear, apparel, and/or accessories (i.e. helmet stickers) during evaluations.

- d. Players must arrive at evaluations with appropriate gear: (helmet, gloves, shoulder pads, elbow pads, protective cup, and **mouth guard**). Goalie gear will be provided by Eagan Lacrosse.
 - e. Players who do not have appropriate, non-elite, gear will not be allowed to participate in evaluations.
7. Process
- a. Players will be placed in random pools according to alphabetical last name the first day (ie. A-M, N-Z – based on number of players), and pools will be adjusted for day two and day three based on “like-level” skill set.
 - b. **Day one** – fundamental skills assessment, including: passing and catching (both hands), dodging, cradling, scooping, 3v2, 4v3, etc....
 - c. **Day two** – live scrimmages to evaluate players in game situations to determine off-ball skills and tactics, communication, field awareness, and sportsmanship.
 - d. **Day three (make-up - if needed)** – live scrimmages to evaluate players in game situations to determine off-ball skills and tactics, communication, field awareness, and sportsmanship.
 - e. Evaluations shall be open to the public. However, parents, coaches, and Eagan Lacrosse board members are not allowed to communicate with the evaluators during player evaluations.
 - f. The lead Independent Evaluator shall collect the Evaluator Worksheets after the end of each session.
8. Criteria
- a. Individual player scores will be assessed in accordance with US Lacrosse evaluation guidelines:
U12 US Lacrosse Evaluation Guidelines
U14 US Lacrosse Evaluation Guidelines
9. Player Ranking
- a. The Independent Evaluators will tabulate the results after evaluations have been completed as follows:
 - i. Players will be grouped and ranked according to position preference as indicated (A, M, D, and G).
 - ii. Those players who did not indicate a position preference should be grouped and ranked according to the evaluator’s ‘best guess’ assessment with comment.
10. Evaluations Committee Review
- a. The purpose of the Evaluation Committee review shall be to audit the evaluation results tabulated by the Evaluators against the players’ raw scores for accuracy.
 - b. Player scores shall be considered final. The Evaluations Committee shall not have the authority to change individual player scores.
 - c. Player scores shall be the confidential property of the Evaluations Committee. The results of the evaluations will be shared as follows:
 - i. Individual results, including player overall ranking and player scores, may be shared on a case-by-case basis with the individual player/parent upon request.
 - ii. Player overall ranking and evaluator comments will be shared with team coaches.
11. ‘A’ Team Selection

- a. The top (1) goalie and top 13 players will automatically be placed on the 'A' team.
 - b. The 'A' team paid coach (non-parent volunteer coach) shall be allowed to additionally select up to 4 more players (or more depending on team size) from the remaining top 24 players.
 - c. The Evaluations Committee will be the first to review the 'A' team draft.
 - d. The Evaluations Committee shall not have the authority to revise or interfere with the draft process.
12. 'B' Team Selection
- a. The 'B' teams will be selected based upon player ranking and paid coach selections (non-parent volunteer coaches).
 - b. The paid coaches (non-parent volunteer coaches) will build even teams based upon player grade level and rank.
 - c. The Evaluations Committee will be the first to review the 'B' team draft.
 - d. The Evaluations Committee shall not have the authority to revise or interfere with the draft process.

Addendum

Independent Evaluators will select the 'A' team and 'B' team(s) if the paid team coaches are unable to draft teams. Independent Evaluators will select teams following the guidelines outlined in section 11 and section 12 above.

APPENDIX D – PLAYER RESPONSIBILITIES AND TEAM RULES

All ELA players must agree to the player responsibilities and follow the team rules per coaches discretion:

- a) Must RESPECT all coaches, teammates, officials, opponents and property (i.e. no water/drink bottles left behind after practice)
- b) Be on time (as designated by your Coach) to all practices and games
- c) Always give 100% in practices and games and NEVER GIVE UP
- d) Always display GOOD SPORTSMANSHIP
- e) Listen to the coaches instruction – heads up & eyes on Coach
- f) No BULLYING, making fun of or yelling at teammates or other players
- g) No swearing, fighting or disruptive behavior
- h) Cell phones are TURNED OFF and PUT AWAY FOR PRACTICE AND GAMES
- i) MUST INFORM THE COACH ASAP WHEN YOU ARE GOING TO MISS PRACTICE (ACCEPTABLE absences – Family event, Religious event, sickness and School events)
- j) You are teammates on and off the lacrosse field...you are family.
- k) Regarding practices, per coaches discretion, players may be asked to arrive early, dress appropriately for weather, be mentally and physically prepared for a high tempo practice, etc.
- l) Regarding games, per coaches discretion, players may be asked to arrive early, do warm ups, wear Eagan Logo uniform and equipment, etc.
- m) HAVE FUN

Players that do not follow the player code of conduct and team rules may result in extra conditioning, loss of playing time, and/or removal from the team. See also VIII.8 Play Time Policy section.

Revision History

Date	Changes made	Approvals
12/9/17	Initial version	Leslie Defries, Tom Meisinger, Patty Martin, Jason Oberhamer, Lisa Hanson, Kristin Lail, Colleen Sexton, Kristy Jelen
3/5/18	Age segmentation policy to include grade level as qualifier in addition to birthdate	Tom Meisinger, Patty Martin, Lisa Hanson, Kristin Lail, Colleen Sexton, Kristy Jelen
16/19	Age eligibility birthdates updated to be in line with US Lacrosse due to year rollover and Volunteer Policy updated	Leslie Defries, Kristy Jelen and Dale Comer