

St. Michael / Albertville KNIGHTS LACROSSE

Section 1:

The St. Michael/Albertville Youth Lacrosse Association (STMALAXA)

A. Definition:

The St. Michael Youth Lacrosse Association is comprised of lacrosse players of all capabilities forming teams at the appropriate age levels as recommended by US Lacrosse and the associated leagues STMALAXA participates in (boys and girls) that represent the STMA community in competition against other local teams in Minnesota.

B. Mission & Philosophy:

The STMALAXA provides all youth of our communities the opportunity to develop as Lacrosse players within a team concept to the extent allowed by their physical abilities and interest. This is accomplished through skill development during practice sessions and execution during games. STMALAXA believes that winning is positive, but only when it can be done in harmony with the welfare and interest of each individual player. Each player will be encouraged to develop characteristics that promote team concept (see roles and responsibilities). Players, coaches, and parents must realize that coaching is teaching and that perfection is not possible.

C. Membership:

STMALAXA is open to all residents and families attending and within the STMA District. All individuals wishing to participate in STMA Youth Lacrosse that reside outside the STMA District must receive a waiver from their home association to play for STMALAXA. Membership is governed by the STMALAXA By-Laws available on the STMALAXA website or upon request at any time.

D. Goals:

- To experience the enjoyment and satisfaction of personal and team participation and achievements.
- To contribute to the social, emotional and physical development of the players.
- To learn the fundamental skills of Lacrosse.
- To blend individuals and their skills into successful team play.
- To develop and support the STMALAXA High School Lacrosse Program

E. Discipline:

- Attendance
 - Players must attend scheduled practices and games or notify the coach or team representative to be excused. Players will be excused for all legitimate reasons, such as:
 - Sickness or injury
 - Church obligations
 - School obligations
 - Family obligations

- Unexcused or chronic, habitual, or otherwise excessive excused absences from scheduled practice sessions or games may, at the discretion of the coach, make the player ineligible for part or all of the next game, as well as affect individual playing time. Any player in this category must be notified of his status by the coach before the game is started. To clarify, obligations to another sport or team outside of STMALAXA shall be considered an unexcused absence.

- **Game Misconduct/Ejection:**

For any player within the STMALAXA who receives a misconduct/ejection penalty in a scrimmage, tournament, district game or playoffs, the coach and team rep will forward a documented summary of the details surrounding the misconduct penalty. The document should include;

- The date of the incident
- The offense committed which drew the misconduct penalty
- A summation of events

The report should be forwarded to the appropriate (Boys/Girls) Director and the Vice President. Upon receipt, the Director and the Vice President will review the offense with the STMALAXA Board along with any recommended actions.

This report will be retained for the remainder of the season at which time if there have been no additional offenses the document will be discarded. Excessive or extreme cases surrounding misconduct penalties will be subject to disciplinary actions including but not limited to suspension for all or part of a season as deemed appropriate by the STMALAXA Board. Excessive or extreme cases will be documented and retained for future seasons. The STMALAXA Board reserves the right to include these documented offenses in future disciplinary actions.

- If a player receives a second “misconduct/ejection” penalty during the same season, that player shall be suspended from all team activity until the case is reviewed by the STMALAXA Board.

- It is the coach’s responsibility to ensure that all penalties defined above are imposed. For each “game misconduct/ejection”, the coach shall submit the written report (within 7 calendar days). If a player continues to receive game misconduct/ejections, he/she may be required to adhere to the discipline policy outlined in the next section.

Team Discipline

The STMALAXA has adopted a zero tolerance policy and prohibits the use of profanity or obscene gestures and violence at all sanctioned events including practices, games, scrimmages, drills, and locker rooms. Any player violates this rule will be subject to disciplinary actions sanctioned by the STMALAXA Board of Directors. Violations will be handled in the following manner:

- First offense – automatic suspension from all STMALAXA sanctioned events including but not limited to practices, games, scrimmages, tournaments, playoffs, drills, team meetings and association meetings for a period of 5 days. The appropriate Director must review the consequences of a second violation with the player, parents of the player and the coach.

- Second offense in the same season - automatic suspension from all STMALAXA sanctioned events including but not limited to practices, games, scrimmages, tournaments, playoffs, drills, team meetings, and association meetings for a period of 15 days. The player in violation will automatically forfeit any captaincy or assistant captaincy they currently have and will not be eligible to obtain these honorary positions on the team for the remainder of the season. The Board reserves the right to suspend the player until the player and parents appear before the STMALAXA Board at a meeting scheduled within a reasonable timeframe from the incident. The meeting must be held within a reasonable timeframe that cannot exceed 30 days. During this meeting the consequences of a third offense must be reviewed with the player, parents of the player and the coach.

- Third offense in the same season will result in the player automatically being suspended for the remainder of the season.

- The STMALAXA Board reserves the right to reinstate the player upon completion of a meeting by the STMALAXA Board members, team coach and the parents of the player. Any reinstatement of a player with a third offense in the same season must have the terms of the reinstatement documented and signed by the player, players parents, and the President of the STMALAX Board of Directors. Violation of agreed upon terms of the reinstatement will result in the player being automatically suspended from all STMALAXA sanctioned events for the remainder of the season and the entire next season.

The STMALAXA Board of Directors reserves the right to administer stronger suspensions or additional disciplinary actions when a situation is deemed excessive or extreme. All suspensions administered under this policy are final and will not be eligible for review under the grievance procedures as outlined in the STMALAXA Handbook.

- **Governing Body Hearings**

Any coach or player required to appear before a governing body of Lacrosse in Minnesota for any disciplinary reason, shall be required to appear before the STMALAXA Board within 10 days following the governing body hearing or at a reasonable time. The STMALAXA Board can level additional punitive measures ranging from a verbal reprimand to expulsion within 15 days from the STMALAXA Board hearing. Any additional action taken by the Board must be communicated in writing to the parties involved within 7 days.

F. Tournaments and “Out of Town” Games

- All STMALAXA teams are eligible to play “Out of Town” games and scrimmages. “Out of Town” is defined as outside the 12 county metro area. ● All tournaments must be sanctioned by US

Lacrosse or another governing body. It is recommended that teams not register for tournaments that require players to miss school.

- STMALAXA will sponsor one tournament, other than the end-of-season tournament for the main spring/summer season; any additional tournaments must be requested and approved by the Board (payment will be determined on a case-by-case basis)

- Regarding out-of-town tournament accommodations will be at the sole discretion of each parent/guardian, it is the parent/guardian's obligation to be present in each room. STMALAXA will not schedule a tournament requiring out-of-town accommodations.

Section 2:

Procedures for Selection of "A,B" Teams

A. Objective for Section 2 is to bring structure and transparency to the team assignment process ensuring consistency and fairness in the evaluation and selection of the players at all levels.

Tryouts may be used if there is more than one (1) team at that age level to either designate an A/B level or to ensure even talent on both teams. Tryouts are at the discretion of the STMALAXA Board.

B. Registration

- Notification of Registration:

- STMALAX Board will post intended registration periods for each LAX season prior to January 1st (dates are subject to change)
- Opening and closing registration dates shall be posted on the STMALAXA website and sent out via email to all members
- Emails may be forwarded by a member to other parents not currently on the STMALAX mailing list
- Registration dates and information may also be posted through social media sites, school bulletins and flyers

- Rules for Registration:

- Members will be given at least two (2) weeks to register; non-members can register as a member during the registration process.
- Payment must be received (either full or partial) to reserve a spot on the roster
- Registration links will be disabled on the STMALAXA website at 11:59pm (or as soon as possible the following day) on the last day of open registration
- Roster sizes will be monitored to meet an approximate minimum or maximum number of players:
 - 6 v 6 (Box): Minimum 12, Maximum 16
 - 7 v 7 (half-field): Minimum 12, Maximum 16
 - 10 v 10 (full-field): Minimum 16, Maximum 20
- Roster spots are filled on a first come, first serve basis based on the following rules:

- Residents/open enrolled in STMA School District
- Out of district players with waiver from home association (if required by home association)

After Open Registration closes, the following late registration rules shall apply:

- Late Registration requests must be emailed to the Registration Director (ONLY) may be accepted only if rosters have not met an approximate maximum number of players for a team or until the association may receive a penalty for roster adjustment by the applicable League
- Any late registrations may incur a late fee
- If a roster has met the maximum number of players, the following shall occur:
 - * Notification placed on the registration site noting full roster
 - * Additional registration requests after the notification will be considered on a wait list managed by the Registration Director
 - * President or VP, Boys/Girls Director, Registration Director and Coaching Director will determine if additional roster spots should be opened for the applicable team
- Additional Registration Terms:
 - Rosters are subject to change based on Level A/B designations as further defined below in Section C. Tryout Procedures Summary
 - If a roster has not met the minimum number of players, the following shall occur:
 - * Boys/Girls Director coordinates with local area associations to determine if they have some players willing to play for STMALAXA or STMALAXA players allowed to play for them (upon approval by each player's parent(s))
 - * President or VP, Boys/Girls Director, Registration Director and Coaching Director will determine if the number of players will be sufficient to field the team
 - Players must be registered in order to participate in any STMALAXA event
 - Players that are registered or are playing in the High School 9/10 league, but are age eligible to play for the Youth LAX leagues may not register for the corresponding STMALAXA Youth season

C. Tryout Procedures Summary

- Ideally we will strive to have independent evaluators who are not familiar with our participants, which may result in a tryout fee to be disclosed prior to any tryout event
- Upon completion of the evaluation process the evaluations will be tabulated and cut off levels for team formation will be completed. A & B teams will be notified as soon as possible following tryouts.
- If a player opts out of tryouts they will automatically be placed in the lower team at the appropriate level
- We reserve the right to move a player prior to a final roster submission

Policy for injured/ill player

- All players must attempt to be present for evaluations
- If player is injured or ill, it is the parents responsibility to make contact with the Vice President or the Coaching Director
- Should a player become ill or injured during the process the player should seek medical attention
- Upon receipt of the information regarding the injured/ill player the Vice President and Coaching Director will appoint the player to a team roster in accordance with his/her skill level

D. Player Responsibility During Tryouts:

- Each player must attend all evaluation sessions unless excused due to illness or injury.
- Other Excused absences are at the discretion of the Vice President or President.
- All communications should be made through the President, or Vice President

E. Parents Responsibility During Tryouts:

- Evaluations will be closed to all parents and Board Members with a player at that level.
- Parents should not approach or talk to evaluators before, during or after evaluation sessions.
- All communications by a parent regarding his/her child must be done through the President or Vice President.

F. Evaluator/Coach Responsibilities During Tryouts:

- Evaluators and Coaches should not approach or talk to parents before, during or after evaluations until they have been concluded.

G. Player Move Up or Down From Level to Level

- Per the HG/GNLL, YLM, YBL, MBSLA, MSSLAX policy and waiver if applicable
- On an as needed basis only to fill rosters
- Parents must make a request to the STMALAXA Board that their player wishes to play at the next/lower level within 1 week of the start of tryouts or evaluations
- Players seeking to move to the next age level must score in the top 5 players for the level which they are trying out for. If a player is not in the top 5 he/she must play at their regular age. If a player does score in the top 5 players and is placed on the roster for that team, they are required to stay on that higher level team through the season (assumes 2 or more teams per level)
- STMALAXA Board must approve all changes and waivers for participants.

Section 3:

Coach Selection/Replacement Policies:

STMALAXA is committed to securing individuals as coaches who are qualified to teach skills, strategy, team concepts and personal development of ALL players on their team. All coaches selected must have the appropriate certification in accordance with US Lacrosse and our League

governing bodies. Coaches shall be reimbursed for the fees incurred for certification with the proper receipt.

A. Selection Committee:

The Coaches' selection committee shall be chaired by the VP and Coaching Director.

B. Coach Selection Process:

- Coaching candidates are encouraged to apply at any time during the calendar year. Candidates need to apply verbally or in writing to the Coaching Director or Vice President. In addition to applicants, the Coaching Director will attempt to recruit other qualified candidates.

Each candidate may be interviewed:

Selection Criteria:

- General coaching philosophy, knowledge and commitment to perform within STMALAXA guidelines
- Willingness to dedicate adequate time during the season
- Other considerations
 - Coaching experience in other youth programs
 - Experience as a Head Coach in STMALAXA
 - Non-parent coach
 - Experience as an assistant coach in STMALAXA
 - Experience as a coach in other LAX programs
- Each candidate must complete a background check for a criminal record.
- Coaching Director will provide a recommended slate of qualified candidates. The STMALAXA Board will review and vote on each candidate. Decision based on majority vote; pending all certification requirements are met within that Calendar year. If the STMALAX Board does not approve the Directors recommendations then the Board will be responsible for the selection of alternate coaches.
- Coaches will not be named until after the teams are formed and posted.

C. Coaches

- Certification Requirements will follow US Lacrosse and MN Lax/League governing policies.
- A current coach could be asked to return at the conclusion of the season by the Coaching Director and VP.
- Returning coaches will be evaluated based on written information received by the Level Director and the Coaching Director. (e.g. parent/player evaluation feedback forms, level coordinator input and parent letters). Performance will be reviewed considering but not limited to, attendance and conduct at games, practices, parent meetings and evaluation sessions.
- Head Coaches may select their own assistant coaches who must also complete background checks and applicable certification processes; notification of assistant coaches must be provided to the Coaching Director or VP.

D. Coach Replacement

- If during the course of the season a coach or assistant coach has to be replaced for any reason, a replacement coach must meet all criteria in Sections B and C above.
- A coach or assistant coach may be removed from a team for any reason the STMALAX Board deems appropriate. Depending on the reason they may or may not be given a warning.
- If a coach assistant or head is removed from any team for any reason or he/she is not allowed to coach any future teams in the STMALAXA.

E. Coaching Compensation:

- The STMALAXA does not compensate coaches.

Section 4:

Code of Conduct & Academic Standards

A. Code of Conduct

General-This code is intended to be an all-inclusive list of Association rules concerning player behavior. Lacrosse players registered to play on a team under the auspices of STMALAXA are expected to conduct themselves in a manner that is respectful of others and reflects positively on the association and the STMA community. Players are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings and core values of Lacrosse associations affiliated with US Lacrosse:

- Sportsmanship-Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendships with teammates and opponents alike.
- Respect for the Individual-Treat all others as you expected to be treated.
- Integrity-We seek to foster honesty and fair play beyond mere strict interpretation of the rules of the game.
- Pursuit of Excellence at the Individual, Team and Organizational Level-Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- Enjoyment-It is important for the Lacrosse experience to be fun, satisfying and rewarding for the participant.
- Loyalty-We aspire to teach loyalty to the ideals and fellow members of the sport of Lacrosse
- Teamwork-We value the strength of learning to work together. The use of teamwork is reinforced by success in the Lacrosse experience.

Players Code:

Consistent with association's core values, each and every player registered with the association should:

- Play for fun.
- Work hard to improve your skills
- Be a team player-get along with your teammates.
 - Learn teamwork, sportsmanship and discipline.
 - Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.

- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official's decision

Parents Code of Conduct:

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it FUN.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at your own child, players, coaches or officials. By showing a positive attitude toward the game and all participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in lower age groups
- Know and study the rules of the game and support the officials on and off the field. This approach will help in the development and support of the game. Any criticism of the officials' only hurts the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice- it is destructive. Work towards removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game and volunteer!

Coaching/Board Code of Conduct:

- Do not force participants to play if unwilling or unable
- Make it FUN.
- Encourage the participant to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass the participant by yelling at any of the players, other coaches, parents or officials. By showing a positive attitude toward the game and all participants, the player will benefit.
- Emphasize skill development and practices and how they benefit the young athlete. De-emphasize games and competition in lower age groups
- Know and study the rules of the game and support the officials on and off the field.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse the player after a game or practice- it is destructive. Work towards removing the physical and verbal abuse in youth sports.
- Never allow a participant to play if they are not registered to play for STMALAXA

Vandalism:

Players found to have been responsible for or a party to property damage or vandalism at any team activity under the auspices of STMALAXA (including in and out of town tournaments & games) will be subject to suspension and/or reimbursement for damages.

Zero Tolerance Drug Policy:

Continued participation in team activities under the auspices of the STMALAXA is contingent upon the strict avoidance of the mood altering chemicals. Any player who is found to have consumed/used, possessed, sold or furnished alcohol, tobacco, or controlled substances shall be subject to disciplinary action up to and including permanent suspension from all player activities under the auspices of the association. A player's parent or legal guardian may be required to consent to the release of all relevant findings and reports held by school and or law enforcement agencies as a part of any hearings into alleged violations. Failure to release such information will be considered on the Board's disposition of the matter.

Anti-Harassment:

No player shall engage in violent behavior toward another player because of his/her race, religion, sex or ethnic origin or engage in physical or verbal conduct related to another player's race, religion, sex or ethnic origin when the conduct:

- Creates an intimidating, hostile or offensive team environment
- Substantially or reasonably interferes with a players team participation; or
- Adversely affects a player's team opportunities.

Sanctions & Discipline for Violations of the Code of Conduct:

The Board shall determine, in its sole discretion, whether disciplinary action is necessary for violations of the Code of Conduct by a player or a parent. If the Board determines that disciplinary action is needed, the Board shall also determine the extent of the punishment, which may include but not be limited to, a warning, suspension or ban from STMALAXA, including attendance at STMALAXA practice, game or other event.

B. Academic Standards

Because STMALAXA wishes to encourage all players to maintain at least a 2.0 ("C") grade point average on a 4 point system, parents and legal guardian may at any time suspend the player from participation for a minimum of two weeks or until the player can demonstrate satisfactory academic improvement to the parent or legal guardian. Notification of a suspension shall be provided pursuant to a private meeting between the Head Coach, Boys/Girls Director, player and parents or legal guardian. Any parental suspension for academic reasons will not be considered in any future evaluations for team selection.

For all STMALAXA Membership:

STMALAXA is a team of Parents, Coaches and Players. The more we exhibit team characteristics on and off the field the better our teams will perform. The following is a list of characteristics that help build team effectiveness: (share these with your players)

- Attitude
 - Demonstrates a positive attitude
 - Receptive to constructive criticism
 - Values other team members
- Flexibility

- Willingness to help other players, parents and coaches when needed
- Willingness to work fundraisers
- Reliability
 - Meets deadlines associated with paperwork and billings
 - Attends all practices, games and regular scheduled meetings
- Resourceful
 - Willing to explore ways to improve team performance and to increase the effectiveness of the STMALAXA
- Honesty and Integrity
 - Sets the team above personal interest
 - Makes decisions based on the common good of the team

A. Head Coach

- The Head Coach is responsible for operation of the team.
- Restrict access to registered players during games in accordance with US Lacrosse and League rules
- Select the assistant coaches and submit names to the Board for prior approval
- Select a Team Manager
- Formulate practice procedures and game decisions
- Teach Lacrosse skills, per the player development guidelines, using practices and chalk talks
- Treat all players fairly this includes game time play
- Strive for at least 3 practice hours for each game hour
- Set a positive example of good conduct and sportsmanship on and off the bench
- In conjunction with the team manager, a parents meeting should be held shortly after the teams are selected. The objectives of the meeting are to review the team goals, schedules and tournament options and enlist volunteers to help the overall program.
- Administer player discipline as required
- Be reasonably accessible to players and parents to discuss the player's progress or lack of it or to clear up misunderstandings. The coach, parents and/or player must all meet together to resolve any misunderstandings
- Conduct the first and the second parent-coach meetings to discuss all team issues
- Cooperate with the STMALAXA Board of Directors and governing body representatives in an effort to support their duties and responsibilities
- Immediately report any violation of the STMALAXA Policy on use of Nonprescription Drugs and Alcohol to the Board of Directors. Failure to do so will be just cause for immediate dismissal
- Insure that there is adult supervision at all times

B. Team Manager

- Solicit volunteers for time keeping, record keeping, publicity committee etc.
- Keep team records including league standing, overall team records and individual stats if desired. Recording of stats should be delegated to a parent and forwarded to team rep
- Furnish directions to fields and games

- Make available team records or other pertinent data at each league game or tournament. The manager should maintain a copy of players BC throughout the season
- Forward or enter scores of all home game to the STMALAXA Board designated person
- Supply any changes to schedules, to the parents, as soon as reasonably possible, but always 24 hours prior to the scheduled activity.
- Prepare a team roster with names, addresses, phone numbers and email for each team member
- Act as liaison with the team sponsor when appropriate
- Act as a liaison between coach and parents
- Team Manager must be a parent of a rostered player
- Coordinate team publicity and share any updates, news or issues to the Coaches and the Board

C. Parents

- Get players to practices and games on time
- Be understanding and supportive of time commitment
- Keep abreast of all information pertinent to the team
- Assist with the organization and team functions when requested
- Meet team financial obligations promptly repeated breaches will be reviewed and subject to action
- Notify the coach when a player cannot attend practices or games
- Turn in necessary forms promptly
- Ensure your player gets proper diet and rest
- Attend as many games as possible
- Be supportive not critical of your team and coach
- Do not criticize referees or opposing team and coaches. Referees will enforce a zero tolerance policy
- Discuss your problems or the progress of your player with the coach at the proper time. The proper time is never right after a difficult defeat or in the company of other players or parents
- Appreciate the fact that the coach has the responsibility of an entire team on the sidelines and in the game. Activity and behavior of the player at all other times is the sole responsibility of his or her parents. Always ensure that there is adult supervision of the participants.
- Realize that skill levels and team competition are very high and stardom is limited to a very few
- Don't be a chronic complainer
- Unreasonable or irrational conduct on the part of any parent may be subject to review and action by the STMALAXA Board of Directors
- Parental access may be limited to equipment and/or injury issues.
- STMALAXA is a volunteer run organization. Participation by all parents in all facets of the operation is critical to its success. Be prepared to volunteer.

D. Players

- Be gracious in victory and defeat
- Obey rules in spirit and in letter

- Treat officials with respect, accept their decisions calmly
- Play hard but fair
- Be a team player, give credit to your teammates and do not criticize fellow players or coaches
- Follow the directions of your coach and be willing to accept constructive criticism
- We have determined that the use of tobacco, alcohol or non-prescription drugs will result in the immediate suspension of a player pending review by the STMALAXA Board of Directors

First violation:

Two weeks suspension apart from the team, which includes all practices, meetings, games, scrimmages and tournaments

Second violation

Player will be removed from the team for the balance of the season

- Dress code is appropriate gear, STMALAXA pinney and appropriate gym/boxer shorts at the minimum
- Playing on a STMALAXA team is a privilege, not a right. Player conduct shall at all times reflect favorably on the team, the association and the community
- The use of profanity and/or obscene gestures towards officials, player, spectators and coaches is not permitted
- Players should always have adult supervision

E. Grievances

It is the belief of the STMALAXA that most differences are minor and the best manner to work out a difference of opinion is for the parties involved to meet with one another. This is true whether the discussion is between the parents, a Coach and Team Manager, or a Coach and a Parent. Every effort should be made to resolve differences in this manner.

If a dispute cannot be resolved with someone acting on behalf of STMALAXA, the following steps must be adhered to:

- Notify Level Director of the grievance. The Level Director will attempt to resolve the grievance by communicating with and obtaining documents from all parties involved. If unresolved after 7 days, or sooner at the discretion of the Level Coordinator, the grievance will be moved to the STMALAX Board.

The written grievance must include the following:

- Description of the incident (including date and time, if available).
- List of all parties and witnesses
- Site the section of the STMALAXA and or US Lacrosse handbook(s) that is the basis for the grievance.
- The Boys/Girls Director will submit the written grievance and all documentation to the STMALAXA Board. The Board may use all their means at their disposal to resolve the grievance including, but not limited to, the following:
- Review documentation submitted by the Boys/Girls Director

- Meet with all parties involved separately, then together. This time will be equally limited so all parties must be prepared to summarize the issues and answer questions as directed by the Board. These proceedings shall be closed to the public.
- STMALAXA Board will hold an open meeting within 10 days of receiving the written grievance from the Level Director, to recommend a resolution and vote on it. The Board reserves the right not to recognize members present. Upon completion of this meeting, all parties will be notified in writing, within 10 days of the Board decision.
- If in the opinion of the STMALAXA Board the grieving or grieved party has not followed the above procedures, the Board reserves the right to suspend either party for the remainder of the season.
- If this matter moves to a higher authority for review and possible reprisal the STMALAXA Board will forward copies of all documentation related to such grievance to the appropriate representatives.

F. Conflict of Interest Policy:

Any director, officer, or key employee who has an interest in a contract or other transaction presented to the Board of Directors or committee thereof for authorization, approval or ratification shall make a full disclosure of his or her interest to the Board of Directors prior to the Board acting on such contract or transaction. Such disclosure shall include any relevant or material facts known to such person about the contract or transaction, which might reasonably be constructed to be adverse to the association interest.

The body which such disclosure is made shall thereupon determine, by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows a conflict of interest exists or can reasonably be constructed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussion and deliberations in respect to such contract or transaction. Such person may be counted in determining whether a quorum is present, but may not be counted when the Board of Directors or committee of the Board takes action on the transaction. The minutes of the meeting shall reflect the disclosure made, the votes thereon, the abstention from voting and participation.

Appendix E

Financial Regulations and STMALAXA Fund

All members of the STMA Youth Lacrosse Program must follow these requirements. Questions can be directed to the Treasurer of the STMALAXA Board.

Financial Regulations:

1. Fee Structure Registration fees will be collected at the time of player registration, players wishing to participate should register as early as possible to avoid any unforeseen complications.
 - Additional costs for team uniforms, tournament fees, and transportation shall be made available as soon as possible. Please make all attempts to pay fee structure as soon as possible to ensure smooth operation of our organization and your young athletes' experience.

2. Leagues

- These teams will be paying a flat fee for the season with potential additional fee for uniforms and tournament/jamboree participation.

3. Billing Cycle

- Billing cycle will coincide with registration, tournament registration, transportation, and uniform purchase, along with other anticipated costs for the teams season.

4. Billing Process

- Incurred fees and anticipated costs will be billed as soon as possible to provide opportunity for prompt payment. Bills may be sent via email correspondence.

5. Bill Payment

- Please keep in mind that we are a volunteer organization that relies heavily on the prompt and complete payment of incurred fees by the participant.
- If payments are not made and there is no current application for financial hardship, the athlete will be removed from active participation. This is the last thing the association would ever choose to do, however in fairness to other participants we must abide by set rules.

6. Late Fees

- A 2% late fee will be assessed for all fees that are incurred and are past due. Please allow at least 3 days for your check to be received if sending by mail.

7. NSF/Closed Account Checks:

- A \$25.00 return item charge will be assessed on all NSF/closed account checks.

8. Past Due Accounts

- If an account is past due in excess of 30 days the parents and Head Coach will be notified and the athlete will be removed from active participation. The athlete will not be allowed to participate in practices, games, scrimmages or tournaments until the account is up-to-date and the Treasurer has contacted the Coach for reinstatement

9. Final Payments

- The Association's fiscal year ends on Oct 31 st and begins anew on Nov 1 st . All balances must be paid in full by Oct 31 st . If not the entire past due amount along with the complete registration and 50% of projected ancillary fees are due at the time of registration. The player will not be allowed to participate in tryouts if this process is not followed. If your player is moving into the High School programs and you have no other participants registering the next season, your account will be turned over to a collection agency where collection fees will be assessed.

10. Financial Aid

- Financial Aid is available to those that demonstrate a financial hardship. You must provide the Treasurer with the proper documents providing your eligibility. (see financial hardship).

If you receive some sort of financial help and then not pay your obligation, you will not be considered eligible to participate in this program for the following season. We understand extreme circumstances do arise and it is better to be proactive rather than being forced into a negative situation. We are an association for the betterment of our youth, and shall strive to allow everyone who would like to the opportunity for participation.

11. Financial Hardship:

- At times there are situations that may result in inability to meet financial obligations to the association. STMALAXA recognizes this and is always willing to work with members to set up workable payment arrangements. If this should occur, please contact the Treasurer immediately to discuss options. It is recommended that this communication is handled sooner rather than later to avoid additional fees and difficulties. If both parties agree and payments are still not received STMALAXA will follow through with guidelines set forth in section 8

12. Refund Injuries/Illness

- a. If a player is not able to participate during their scheduled season due to an injury or illness a reimbursement of some fee structure may be merited. The level of reimbursement would be prorated to the number of days the athlete was able to participate.
- b. No refund will be issued once the season has started and rosters are posted. STMALAXA Board reserves the right to issue a partial or full refund depending on the grievance requested.

Financial Assistance Guidelines

- 1) Goal of STMALAXA strives to provide an opportunity for every child who wants to play Lacrosse. The Financial Assistance Fund is used to provide financial assistance to participants that demonstrate financial needs under the provisions of this program.
- 2) Financial Assistance Fund
 - a) As part of its annual budget, STMALAXA will determine a dollar amount that will be set aside as a financial assistance fund. These funds will be used to help offset player's fees that, because of financial reasons request assistance. Funding for the program comes from donations specifically given for financial assistance, along with any additional budget dollars designated for financial assistance at the discretion of the STMALAXA Executive Board. The total amount of assistance awarded cannot exceed the amount budgeted for assistance.
 - b) Assistance is granted on a per season basis. Applicants must reapply each season. c) Amounts granted will be from \$0 to \$TBD per player. The total amount granted will not exceed 50% of the total STMALAXA registration fees except in extreme hardship situations as determined by the STMALAX Board. Assistance is awarded in the form of reduced STMALAXA fees.
- 3) Criteria for Assistance

- a) All players that meet the eligibility requirements to play in the STMALAXA are eligible to apply for financial assistance.
- b) The applicant must be in good standing with STMALAXA and exhibit a general financial need. Preference will be given to those applicants whose families qualify for public assistance programs such as school lunch subsidies, medical assistance and unemployment insurance. Additional consideration will be given to but not limited to applicants experiencing long-term hardship circumstances and with 2 or more children participating in the program.

4) Application Process

- a) Applicants must submit a confidential financial assistance application to the attention of the STMAYHA Treasurer. Applications submitted after the first tryout date may not be considered.
- b) The Financial Assistance Committee, which consists of the President, V. P. Secretary, and Treasurer will review all applications and determine the grants based on eligibility, the total number of applicants, the amount of available funds, and other factors considered relevant by the committee.
- c) The Financial Assistance Committee reserves the right to request additional information at the time the assistance is being considered.
- d) Applicant's names and all information provided will be kept strictly confidential. Only the Financial Assistance Committee will review the applications.
- e) All decisions of the Financial Assistance Committee are final; there is no appeal process.
- f) Mail completed form to: STMA Lacrosse 5585 La Centre Ave. Suite 200 #116 Albertville MN, 55330

Financial Assistance Application Must be submitted by (by registration date) the season applying for
(Use separate application for each child and season per family)

Player Name _____

Level _____

Player Address _____

Home Phone _____

Parent/Guardian Information: Mother' Name and

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

E-Mail Address _____

Father's Name and Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

E-Mail Address _____

Have you received financial assistance from STMALAXA in previous years? _____ If so, when?

Do you have a \$0.00 balance due with STMALAXA? _____

Type of financial assistance requested: ____ Payment Plan ____ Partial Assistance

Do you qualify for AFDC, School Lunch, or Food Stamps? ____ If yes, which ones?

Did your child participate in off-season Lacrosse programs? ____ If, yes, which ones?

How many players in STMALAXA association: _____

Explain why Assistance is Needed: (Use back of form, if necessary)

I verify that all of the information listed above is accurate.

Signature _____