

AMERICAN LACROSSE LEAGUE

A Division of US Lacrosse, Inc.

www.americanlacrosseleague.org

LEAGUE PROCEDURES (1-24-12)

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MEMBERSHIP

1-24-12

Membership Classifications:

Full Member – Members in good standing, able to cast one vote at meetings, eligible for the playoffs, and eligible to participate in the insurance benefits.

Associate Member – Members in good standing, able to cast one vote at meetings, not eligible for the playoffs, but eligible to participate in the insurance benefits.

Probationary Member – Members in poor standing, not eligible for the playoffs, and cannot vote. But, they are eligible to participate in the insurance benefits.

Inactive Member – A team in good standing may elect to go on inactive status for a period of not more than three years. They can be reinstated by a vote of the Board of Directors to the the membership status they held at the time they elected to become inactive. The following conditions shall apply to Inactive Member teams:

1. A dated notice of intent to become an Inactive Member of the League must be sent to all members of the League Executive Committee.
2. Dues for Inactive Member teams are \$50 per year. This is not to come from the “Bond Fund”. Dues must be paid each year on the same date as all other Member Teams. If the dues are not paid the team shall be notified by the treasurer and they must be paid within 30 days after being sent the notification. Failure to pay after the 30 days shall result in the team being dropped from the League.
3. An Inactive Member team must notify their Conference Director in writing each year as to their status during a period of one week prior to and one after the Annual Conference Meeting, or attend that meeting. Failure to comply with these provisions shall result in the team being dropped from the league.
4. They may attend Division, Conference, and League meetings, but cannot vote. They shall however have a voice at these meetings.
5. If they play games against League teams their players must have signed the League Registration Form. The signed forms and a roster on the League Roster Form must be sent to the Conference Director or to the person he designates.
6. Inactive teams are permitted to add players after the Player Add Date of their Conference. But, those players **CANNOT** have dressed for an inter league game with a team in a recognized Club lacrosse league, or a Division Game with a team in the American Lacrosse League.

Admission Into The League & Movement From One Membership Status to Another:

Applicant teams are accepted as “Associate Members” by a majority vote of the teams from the Conference to which they are applying at the Annual Meeting of that Conference. New teams are on “Associate” status for one season after they are admitted to the League. “Full Membership” and a move from “Probationary” or “Inactive” membership can only be granted by a majority vote of the League Board of Directors at a Board of Directors Meeting. The only exception to this would be if a team is on “Probationary” Status due to the “Bond Fund”(see page 5 of these Procedures) having to pay a claim for them. That team shall be moved back to their original Member Status once the money is replenished.

NOTE: Teams applying for membership in the League or requesting movement to a higher status of membership MUST appear IN PERSON at the meeting at which the Conference votes on their application or movement. There shall be no exceptions to this rule and proxies are not permitted. The same conditions shall apply to teams that do not attend the Conference Meeting and who apply at the Annual Board of Directors Meeting.

Membership Application Procedures:

Notification of interest should be made in writing to the League Vice President who is the Chairman of the League Membership Committee and the appropriate Conference Membership Committee. The Conference Director will inform the team as to when they are to make a presentation to the Conference Membership Committee at the Annual Meeting of the Conference. Meeting dates are posted on the League website

All required materials for submission Membership Committee must be received by the Vice President and all members of the Conference Membership Committee of the Conference that is being applied to at least 20 days prior to the date of the Annual Conference Meeting. Their contact information can be found in the "League Administration Directory" that is on the "Contacts" Page of the league website.

Teams applying for membership in the League must make a formal presentation **in person** to the Conference Membership Committee at the Annual Conference Meeting. The Conference Membership Committee will review the submitted material and make a recommendation to the Conference. The Conference will then vote on the application.

Applicant teams that do not attend the Annual Conference Meeting can make a special presentation **in person** to the League Membership Committee at the Board of Directors Meeting for consideration as an "Associate Member" only, and the team is not guaranteed a full schedule. The Board of Directors of the respective Conference will vote on this application.

When an applicant team comes from another recognized Club lacrosse league and they wish to request "Full Membership", their intent must be conveyed to the Conference Membership Committee when they make their initial presentation. The Committee will make a recommendation to the Conference on that request. The Conference will vote on the recommendation of the Committee as to the Full Membership request. The result of the vote will be passed on to the League Membership Committee for vote by the League Board of Directors at the Board of Directors Meeting.

Newly elected teams are not eligible to vote as League Members until after the conclusion of the first Board of Directors Meeting after they have been voted into the League.

Criteria for Membership:

The Membership Committee requires that the materials listed in this section are to be part of the application for membership in the League. The forms noted in numbers 2, 3, and 4 below are in the "Forms" Page on the League website (www.americanlacrosseleague.org). The forms should be downloaded and completed using a computer. The completed forms should not be handwritten.

1. An application fee as per page 23 of these procedures.
2. A completed League New Team Application Form designating a primary and a secondary contact for the applicant team. Included with the names should be both postal and e-mail addresses, and appropriate phone numbers (home, cell, work).
3. A completed Team Directory Information Form following the directions attached to that form.
4. A completed League Charter Contact Information Form.
5. A roster of with a minimum of twenty (20) players who have made a commitment to play.
6. A financial statement of money raised or expected to be raised, including sponsorship or potential sponsorship. Also, a statement of expected expenses, field costs, uniforms, equipment, etc..

(cont'd on next page)

Criteria For Membership cont'd:

7. Applicant teams should read page 15 of these Procedures for information as to the League requirements with respect to uniforms and equipment. They should also budget for two sets of game jerseys.
8. A primary field location and if requested, a letter of commitment from the local government, school, athletic association, etc. granting permission to use facilities.
9. A commitment that all team members must be members of US Lacrosse. Prior to sending in the required forms Applicant teams must also apply to US Lacrosse for a Team ID Number. This can be done by going to the link at the bottom of the "Home" Page of the ALL website and following steps #1 and #2. Step #2 can be completed even though a team does not have an ID Number.
 - a. The ID Number might not be issued in time to include it on the League New Team Application Form, but it **MUST** be available at the meeting when a team makes their presentation.
10. When moving from another league, an applicant must be leaving that league in "good standing" and provide the Membership Committee with appropriate contacts in their former league for verification of their information.

NOTE: Applicant teams must make full payment to the League Bond Fund (see pages 5 & 23 of these Procedures) no later than the end of the meeting at which they were accepted as members.

The Membership Committee does not require, but would also like to see:

1. History of the team (if applicable) including past performance against American Lacrosse League teams, and/or summer league performance.
2. Letters of recommendation from other teams, preferably teams in the American Lacrosse League that include information about the level of play, the quantity and quality of players, and the quality of team management.
3. Notification from League teams in the immediate area of the applicant team stating that the applicant is not impinging on their players, sponsors, or fields. This can be done by e-mail or phone.
4. It is strongly recommended that applicant teams also have an alternate field.

Relocation of Teams From The Area In Which They Were Admitted To The League:

When a team is admitted to the League, one of the considerations is that their location will not have a negative impact on existing teams. Also, teams are placed in divisions based on the geographic area in which they are located. A team that wishes to relocate from their original area must send a request to do so to their Conference Director. The Conference Director and the Division Coordinators from that teams Conference shall vote on the request to move. Temporary relocations during the season due to problems with game sites are not subject to this requirement.

League Fees:

The Finance Committee meets prior to the Annual League Meeting. After a review of the League's commitments and expenses, the Finance Committee sets the League fees for the upcoming season. The Treasurer presents the proposed fees to the League Board of Directors at the Board of Directors Meeting.

Assignors Fees:

The League pays the Assignors for the Member Teams in the League unless other arrangements have been made with the Treasurer. Each Conference Director, in consultation with the Treasurer, will negotiate the fees with the assignor(s) who assign officials to that Conferences teams. By the Fall Conference Meeting, the Conference Director will notify the teams in their Conference as to the fee the assignors will receive for assigning officials.

Bond Fund:

In 1999, in response to several teams not living up to their financial responsibilities, the League Board of Directors created a “Bond Fund” to help cover the costs associated with forfeits and other financial obligations that a Member Team may have defaulted on.

The League Treasurer maintains and oversees the “Bond Fund”. When a situation arises, he consults with the appropriate Conference Director and/or the League President. They investigate the circumstances and then rule to either pay or refuse the claim.

When the Treasurer pays a claim out of the “Bond Fund”, the team at fault is immediately placed on Probationary Status. The team will remain on Probationary Status until it replenishes the amount of money paid out in the claim. Once the money is replenished a vote by the League is not necessary to change the Probationary Status of the team back to their original Membership Status.

The “Bond Fund” will be periodically evaluated by the Finance Committee. If needed, adjustments will be made to maintain a prudent amount per team in the “Fund”.

When a Team resigns from the League, their full contribution to the “Bond Fund” may be returned upon verification that all of their financial obligations have been met. If not requested, any remaining funds will be absorbed into the “general” treasury within one year.

If a team leaves the League and their Bond Fund does not cover monies owed to the League, the persons involved in the administration of that team will not be permitted to participate in any manner with an American Lacrosse League team until the aforementioned debts are repaid to the League.

Due Date For Fees and Fines Incurred After the Start of the Regular Season and Prior To The Annual Meeting of The Conference:

Due Date For Fees and Fines Incurred At Or After The Annual Conference Meetings and Prior To the Start of the Regular Season:

All fees due to the League (annual dues, assignors fees, adjustments to the Bond Fund, fines levied at or after the Annual Conference Meeting, and any approved assessments) must be paid in full by January 1st of the current season. If the fees and fines are not paid by February 1st teams could be placed on Associate Member Status. If they not resolved by the start of the season the League Treasurer is empowered to take action which could include pulling a teams schedule until the situation is resolved. Fines levied during the season are due prior to or at the Annual Conference Meeting.

League Charter Contact Form:

In order for the League to know what person or persons have the authority to make decisions for each of its Member Teams, a League Charter Contact Form must be on file with the League Treasurer. The decisions can range from approving and accepting a teams schedule, moving a team from one Member Status to another, transferring a teams operation to another person(s), or resigning from the League.

When a new team makes application to the League, they must send a League Charter Contact Form with their application for membership. Teams already in the League must file the form whenever a teams “ownership” is transferred to another person or persons. No matter when a League Charter Contact Form is filed during the year, a new forms must be sent to the League Treasurer at the same time that Annual Dues are sent in.

The League Treasurer will return money from the “Bond Fund” only to the person or persons listed on the League Charter Contact Form that he has on file.

The Charter Contact Form is on the League website.

Resigning From the League:

A team that leaves the League for any reason (joining another league, becoming an independent team, or disbanding) must submit a dated letter of resignation to all members of the League Executive Committee stating their intention. The letter should include a request for the return of their “Bond Fund”. The “Bond Fund” monies will be returned as per the provisions stated in the “Bond Fund” paragraph of this Membership Section.

If a team leaves the League without sending a letter of resignation in a period of one year from June 30th of the season in which they last participated in League play, they shall forfeit their “Bond Fund”. For Inactive Member Teams, the year starts on the date of their last contact with their Conference Director or their attendance at either an Annual Conference Meeting or Annual League meeting.

PLAYER REGISTRATION

US Lacrosse Registration:

All players in the American Lacrosse League must be members of US Lacrosse and must maintain a current membership through the American Lacrosse League with an expiration date **no earlier** than June 30th of the season in which they participate. The US Lacrosse levels of membership are in three categories. They are YOUTH, HIGH SCHOOL, and ADULT. Players and other team personnel should register as ADULT.

Membership registration for US Lacrosse can be completed on-line via the through the “membership” area on the US Lacrosse website (www.uslacrosse.org).

By registering all the members of a team and other personnel (coaches, managers, etc.) with US Lacrosse, the team obtains the US Lacrosse insurance coverage. Information regarding insurance coverage can be obtained via the US Lacrosse insurance provider (www.bollingerlax.com). Teams can also obtain their certificates of insurance through that web link. This link is also on the League website.

It is the responsibility of each team to ensure that all members on their roster have a valid US Lacrosse membership number. That number, with the player membership expiration date, and his date of birth is to be recorded on the League Team Roster Form.

A player who dresses for any League Game and who provides false information on his Letter of Intent may be ruled ineligible for the games he dressed for and is subject to additional penalties as decided upon by the League Executive Committee. If team management is found to be negligent in checking the US Lacrosse membership status of a player who is declared ineligible, the games the player dressed for shall be declared forfeits. This rule is of primary importance because US Lacrosse membership provides liability coverage for all of the League officers, the team officers, the players, and other persons connected to the team such as coaches, managers, scorers, etc..

NOTE: The Player Registration & Waiver Form and the Letter of Intent Form are combined. American Lacrosse League Registration and Waiver:

All players are required to register with the League using the League Registration & Waiver Form on the League website (www.americanlacrosseleague.org). The Registration Form must be signed before a player practices with, or dresses for a scrimmage, Optional Game, or Division Game with any team in the League.

No one is permitted to register with the American Lacrosse League if they under the age of 18 or have dressed for a game with a team in a recognized field lacrosse league, or a game with an interscholastic or intercollegiate team or club after January 1st of the current season.

American Lacrosse League Letter of Intent:

All players with American Lacrosse League teams must sign a League Letter of Intent. The Letter of Intent is required to prevent players from moving from team to team after the Division Season has started.

A player is permitted to sign a Letter of Intent with multiple teams. But, once a player has dressed for a “Division Game” with an American Lacrosse League team, the following conditions shall apply:

1. The player is bound to that ALL team unless he makes a significant change of address. When the player requests permission to dress for another ALL team, the League President and the Conference Directors will vote on his request.

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Letter of Intent cont'd:

2. The player is not permitted to dress for a team in another organized POCO spring field lacrosse league (**NOTE: This does NOT include "Over 30" Leagues or Masters Leagues**) during the "Regular Season" or the Playoffs of the American Lacrosse League. Nor can he dress for an intercollegiate or interscholastic team or club during that same period and continue to play in the American Lacrosse League.
3. Players bound to an ALL team can dress for a "summer" league team that starts play after the ALL "Regular Season" has ended even if the Summer League games are held during the ALL playoffs.
4. Players bound to ALL teams are permitted to participate in LXM-Pro Tour events during the ALL "Regular Season" and ALL Playoffs.
5. If after dressing for a "Division Game", a team goes on inactive status or resigns from the league, the players from that team can submit a request to their Conference Director asking that they be permitted to sign a LOI with another ALL team. All requests will be handled on a case by case basis.

If a player does not dress for a Division Game before the Player Add Date (see page 9 of these Procedures) and he sends a team a written statement that he intends to play for them, he is bound to that team for the season. This procedure is not to be used until after the start of the Division Season.

Players From Other POCO Leagues:

A player who makes a significant change of address after dressing for a game with a team in another POCO lacrosse league may request to be eligible to sign a Letter of Intent with an ALL team prior to the "Player Add Date". The President and the Conference Directors will vote on approving the request.

MLL Players:

Once an MLL player dresses for an MLL team in a game that counts towards MLL standings, he is no longer eligible to play in an ALL Division Game or Playoff Game

Team Paperwork Procedures – Registration Forms and Team Rosters:

No later than midnight on the Friday before the first Division Game, an initial team roster on a League Team Roster Form must be sent to the respective Conference Director or a person he designates. The League Team Roster Form is posted on the League website. If players are added to a team after the first Division Game and prior to the second Division game another League Roster form must be submitted no later than midnight of the Friday before that second game.

The list of players on all rosters that are submitted **MUST BE ALPHABETICAL**. Rosters not submitted properly will be declared invalid and returned for correction. Corrected rosters not returned by the proper date will be subject to the same penalties as if the rosters were not submitted at all. The team name on Roster Forms must be the name listed in the League Directory, not the team nickname.

The initial team roster must have at least 15 players. The US Lacrosse Membership number, the expiration date of US Lacrosse membership, and the date of birth are required for each person on the Roster Form. Supplemental rosters must contain the information for all players on a team. In the event a player cannot register with US Lacrosse online, a copy of the player's check that was sent to US Lacrosse and a signed US Lacrosse membership form must accompany the teams' submitted roster.

Player Add Period and The Date For Submission of Final Rosters:

Teams may add players to their rosters up to the Player Add Dates that are set by each Conference. Final Rosters and signed Letters of Intent for each player on the Final Roster shall be due on the same date that the "Player Add Period" ends. The date is not subject to change because of rainouts or voluntary schedule changes made by teams. Finals Rosters should only include the names of those players who have either dressed for a Division Game with a team or sent written confirmation of their intent to play for that team.

EXCEPTION: Players in the military may be added after the Player Add Date if they have been away on official military duty. The President and the Conference Directors vote on approving the request.

The calendar date set by Conferences for the end of the "Player Add Period" and submission of Final Rosters and Letters of Intent is not uniform for the entire League since it depends upon when Division Games start. What shall be uniform for the entire League is that the date shall not be later than midnight on the Friday after the second scheduled Division Game.

Final Rosters and the accompanying Letters of Intent must be postmarked on or before the Player Add Date set by the Conference. They are to be sent to the respective Conference Director or a person he designates. If Final Rosters are sent via e-mail, the Letters of Intent must be sent via regular mail. When using regular mail, it is suggested that teams have the postmark hand stamped.

Final Rosters must contain the name of anyone who played in any "Division Game" even if the person has left the team.

Penalties for Teams Not Complying With the Procedures in This Section:

Playing an ineligible player in a Division Game: The team forfeits the game, is fined \$100, is moved to Associate Status, and is not eligible for the playoffs at the end of the season.

Playing an ineligible player during the playoffs: The team forfeits the game, is fined \$200, and is placed on Associate Status for the following season. They must serve on Associate Status for the entire season. No appeal to change their status will be allowed.

Failing to timely submit a team roster – All games played prior to turning in their roster are ruled "No Contests" and the losses become part of a team's won/lost record.

Deliberate non-compliant paperwork – The League hereby makes it clear that deliberate non-compliance is a major infraction. It creates a major liability issue and therefore is not excusable.

1. The First offense by a team is a \$250.00 fine or the assessment of US Lacrosse dues per unregistered player, whichever is higher.
2. A Second consecutive offense is immediate dismissal from the league, forfeiture of Bond Funds, and a ban from participating in the ALL for one year. After a year, the team may reapply as a brand new member.

Penalty For A Player Not Complying With The Procedures In This Section:

A player who submits false information on his ALL Registration and Waiver or Letter of Intent may be declared ineligible to play in the ALL for whatever period is set by the League Executive Committee. The penalty is subject to appeal as set forth in Article IV, Paragraph A, Subparagraph 4 of the ALL Bylaws.

REGULAR SEASON SCHEDULING

Definitions:

Regular Season – That part of the season when teams play games in which scores are kept, officials are paid their normal fee, and results count towards a team’s won/lost record. All games played during the Regular Season shall be referred to as “Regular Season Games”. This does not include playoff games.

Division Games – These are “required” games that are played during the Regular Season and are governed by all rules of the League. The results of Division Games count towards a team’s Division standings and eligibility to make the end of the season playoffs.

Game times are generally 2 PM on Sunday unless teams avail themselves of the provisions in the “Scheduling Division Games” paragraph in this section.

Optional Games – These games are not part of the Division schedule received by teams. They count towards a teams season won/lost record but not towards Division standings.

Teams participating in Optional Games are urged to follow the rules of the League. Players not bound to a team may play in these games, but they must be registered with US Lacrosse and be at least 18 years old.

When scheduling Optional Games, teams should agree ahead of time whether the contest will be an actual game that can be part of a teams season won/lost record or whether it is a scrimmage that will be played under game conditions. If it is a scrimmage, different officiating fees and conditions may apply.

The League is divided into Conferences. At the Annual Conference Meetings each Conference shall provide all Full Member teams and Associate Member teams with a schedule of Division Games. Conferences are not required to provide teams on Probation or Inactive status with a schedule.

The rules and procedures in this section apply to all Division Games Games. Teams that play Optional Games and games outside the League should follow these guidelines, but are not required to do so. The League does not exercise “total” jurisdiction over Optional Games played between League teams. But, if a League team forfeits an Optional Game with another League team and causes a monetary loss, the matter will be referred to a Special Committee of the Board to determine if the forfeiting team is liable for the monetary loss and possible discipline by the League.

Using the “Scheduling Template” posted on the League website, Division Coordinators or Conference Directors are to send the webmaster the “master” schedule of Regular Season Games (this means Division and Optional) for their Divisions. The schedules are to also include any games against opponents who are not members of the American Lacrosse League. The schedules are to be sent no earlier than January 1st and no later than January 31st.

The schedules in the above paragraph must also be sent to the assignors for the Divisions.

Scheduling Division Games:

The format of Division schedules shall be approved by a majority vote of the Conference Members who are present at the Annual Conference Meeting. Any Full Member or Associate Member not in attendance must be given a Division schedule. Each Conference may use their own system for determining home and away sites.

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Scheduling Division Games cont'd:

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Division Games” on the schedule approved at the Annual Conference Meetings shall be at a default time and day of 2PM on Sunday. Procedures for changing game times and dates are in the sub paragraphs of this paragraph. Due to field availability etc., the League is not adverse to teams playing Division Games on other days of the week. The “Game Week” indicated on schedules shall start on the Monday preceding the Sunday of the numbered “Game Week”.

After receiving their Division schedule, without “**mutual agreement**” the HOME team may reschedule the starting time of any of their Sunday home games to be no earlier than 12 noon or later than 4 PM. The time change must be done no later than January 31st of the season. The home team must notify the visiting team, Conference Director, and appropriate Division Coordinator by the aforementioned suspense date. Once the home team has set this time, it cannot be changed again without “mutual agreement”. If the visiting team feels that the time is unreasonable, they can appeal to their Conference Director and Division Coordinator. This must be done within 14 days after receiving the time of the game.

Unless a Sunday time change is made as per the preceding sub paragraph, **both** teams must “**mutually agree**” to any other time change from the default time of 2PM on Sunday or a day change from Sunday. Changes in time and, or game day time **must** be reported to the Conference Director and appropriate Division Coordinator no later than January 31st of the season.

Teams can “mutually agree” to change game times and dates for reasons other than weather or field conditions after the stated suspense date of January 31st. But, they are advised that officials may not be available due to having accepted other assignments. Teams should notify their assignor immediately as to the new time or date. If this is not done, or is done on short notice, the assignor may not be able to supply officials or the normal compliment.

Schedule Changes:

Schedule changes after the Fall Conference Meetings can only be done as specified in the “Scheduling Division Games” sub paragraphs in this section unless they meet the special circumstances and conditions not requiring “mutual agreement” that are covered in the next sub paragraphs of this section.

When a home team needs to change a game site **MORE** than 20 miles (driving distance) or 30 minutes driving time, less than 72 hours prior to the original start time, the home team must first offer to play the game at the visiting team’s site on the agreed upon date and at the agreed upon time. The request for a game schedule change made by any team must be approved by the opponent.

If within 72 hours prior to the agreed upon starting time of a game, the home team needs to start the game earlier or more than one hour later, they must first offer to play the game at the visiting team’s site at the agreed upon time and on the agreed upon date.

If a site change or time change is accepted, the requesting team is responsible for the logistics of notifying their opponents’ players of any game schedule change that is made within the 72 hour period. When there is a site change, the game should be scheduled one hour later so that visiting team players arrive in time. The Home Team is responsible for notifying the assignor, and if possible the officials, about any changes.

Regardless of the game site, the original home team remains the home team and is responsible for the officiating fees they would normally be responsible for. In addition, they are responsible for any field rental costs incurred by the visiting team of record.

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Schedule Changes cont'd:

If the home team cannot provide a field on the agreed date and at the agreed time prior to the 72 hour window in the preceding paragraph, the visiting team has the right to have the game moved to their field as long as it is played on agreed date and at the agreed time. The home team of record will be responsible for whatever officials fees they are normally responsible for and any field rental fees incurred by the visiting team of record. The normal rotation of games shall remain for the following season.

In the event both teams cannot agree on a requested Divisional or Play-off game change of site, date, or time by either team, and the game is not played, the team making the request shall forfeit the game and shall be responsible for any costs incurred if applicable.

Postponed Division Games:

To be eligible for the playoffs, a team **MUST** make every REASONABLE effort to complete their schedule of Division Games.

The Conference Director shall establish dates by which all postponed Division Games must be made up. These dates will be established prior to the start of the season and will be communicated to all the teams in each Conference. These dates are to make sure that games are made up in a timely fashion to ensure playoff standings can be determined.

It is the responsibility of both teams to negotiate dates and times to make up postponed Division games and to coordinate this with their Division Coordinator. When both teams are having trouble rescheduling a Division Game that was postponed due to weather, the home team must offer three separate reasonable dates/times, and the visiting team must choose one of them.

Teams are not permitted to turn down a reschedule date because they have an Optional Game scheduled or because they have another game scheduled the day before or the day after. Makeup of a Division Game shall take precedence. Another typical excuse that is not acceptable is that players are going away for the weekend to attend a game at their college or attending weddings.

The Saturdays before Easter and Mothers Day are recommended as makeup days. Division Games that are postponed before Easter should be made up by Mothers Day if possible. Division Games postponed after Easter and before Mothers Day should be made up by Memorial Day.

The makeup game dates after Memorial Day should be reserved for those Division Games postponed after Mothers Day and before Memorial Day.

If the regular season ends and two teams have to make up a postponed Division Game that will not have any effect upon playoff positions for those teams or any other teams in their division and those teams wish to not play the postponed game, they may request permission to do so from their Division Coordinator and Conference Director. Both teams must make this request in writing no later than the day after the end of the "Regular Season". The Division Coordinator and Conference Director will both decide on this request.

Reporting of Schedule Changes and Dates For Postponed Games That Are Rescheduled:

Division Coordinators are to send the webmaster information regarding schedule changes and postponed games that have been rescheduled.

The information MUST be in the following format:

Game # (if there is one)

Date

Time

Away Team

Home Team

Type of Game (Division or Optional)

SCHEDULING OF PLAYOFF GAMES

Format & Game Dates For Division Championships:

At the Annual Conference Meetings, each Division shall decide by a majority vote of that Divisions Members present as to the playoff format and brackets leading to the Division Championship. All games played as part of a Division schedule shall count toward determining a team's playoff eligibility. Games outside of the Division shall not be used to determine Division standings. The format is then presented in writing to the Conference Secretary. The Conference Members in attendance at the meeting shall vote on approving each Divisions format. A majority vote shall be required for approval.

Two weeks after the Annual Conference Meeting each Division Coordinator shall send all teams in the Division the playoff format that was approved. The format shall be sent out again to all teams in the Division no later than three weeks prior to the first division game. All members of the League Executive Committee are to be included in these two notices when they are sent to the teams.

Changes To Division Playoff Format Once It Has Been Approved:

A division shall not be permitted to unilaterally change its playoff format once it has been approved by the Conference. A request to change the format must be sent the Conference Director who will then poll the member teams of the Conference as to whether the changes will be allowed.

Scheduling Division Playoff Games:

For Division Playoff Games the home team does not need "mutual consent" to schedule Sunday games that start no earlier than 12 noon or no later than 4 PM. If the visiting team feels that a starting time is unreasonable, they can appeal to their Conference Director and Division Coordinator. This must be done within 24 hours after receiving the starting time from the home team. Both teams can "mutually agree" agree to play these games at a different time or on a different day **before** Sunday.

Division playoff game **MUST** be played on or before the dates that are in the approved format. Division Playoff game are not to be played after the default date unless they were postponed due to weather or field conditions.

When the home team cannot meet the scheduling requirement and the visitors do not wish to play at another time or on another day, the game shall revert to the home field of the visiting team as long as it starts no earlier than 12 noon and no later 4 PM on Sunday. **The visiting team must have a field that is available when they exercise this option.** Additional conditions are covered in the "Playoff" section of this Manual.

Tie Breaking Procedures:

In the event of a tie for a playoff spot between two or more teams, a supplemental game or games may be played if, and only if, the teams involved in the tie all agree to do so. The supplemental game(s) must be completed by a date that the Conference Director will set prior to the start of the season.

If supplemental games are not played, the methods below shall be used to resolve ties in Division standings that affect playoff positions. Whenever a coin toss or drawing of lots is held, the teams involved must be allowed to be present or have a proxy attend in their place.

1. When there is a two way tie, the winner of the Regular Season Divisional Game shall get the higher place in the Division standings.

(cont'd on next page)

Tie Breaking Procedures cont'd:

2. When there is a three way tie, a coin toss shall be held unless one of the teams has defeated both of the other tied teams. In this case the team winning both games shall get the higher place and the tie between the other teams shall be broken by the method in #1.

When a coin toss is held, the three coins shall be tossed simultaneously. The “odd” coin shall receive the lowest Division standing among the three tied teams. The winner of the Regular Season Division game between the teams having the “like” coins shall receive the highest Division standing and the loser of that game shall receive the next lower place, but higher than the team with the odd coin.

3. If tied teams have not all played each other, then lots shall be drawn. This shall be done by drawing numbers from a receptacle.
4. The League President, the Conference Director, the respective Division Coordinator, and the League Commissioner shall be advised in advance as to the method that teams will use to resolve the tie. When a coin toss or drawing of lots is held, they shall be informed as to the time and place so they may attend if they wish.

Conference Championship Format & Dates:

At their Annual Conference Meeting each Conference shall decide by a majority vote as to the format for their Conference Championships. The format shall include the dates of the games.

This format including the site and proposed games times shall be submitted to the Board of Directors at the Annual Board of Directors Meeting. The entire format shall be approved by a majority vote of the Board of Directors present at the meeting. Once approved by the Board of Directors any changes must be submitted to the Executive Committee for approval

League Championship Game Format:

The site, date, game time, and other details are to be submitted to Board of Directors at Annual Meeting. The Board shall vote on this and once it is voted on any changes must be submitted to the League Executive Committee for approval

GAME DAY

1-24-12

Division Games are generally scheduled on Sundays at 2:00 pm unless the HOME team declares prior to January 31st that a Sunday game time will be not earlier than 12 noon and no later than 4 PM. This can be done without “mutual agreement” between the teams. Once the game time has been set, it can only be changed by “mutual agreement”. If BOTH teams agree, Division games can be played on any day and at any time prior to the Sunday default date. Before teams opt to play on Friday night, Saturday during the day, Saturday night, etc., they should check with their assignor as to the availability of officials. See the “Scheduling” section for procedures to change a game date or times.

When teams schedule Optional Games or scrimmages, the home team must notify the assignor in order to have officials assigned. This notification should be done at least seven (7) days prior to the game, although fourteen (14) days is preferred. Conference Directors and Division Coordinators must also be notified when Optional Games are scheduled.

THE FOLLOWING PROCEDURES ARE REQUIRED FOR DIVISION GAMES AND PLAYOFF GAMES

Uniforms and Equipment:

Tank tops (pinnies) are not permitted. Teams should have an alternate set of jerseys for those games when their regular jersey colors do not contrast with those of the Home Team. Shorts do not have to be the same predominant color, but it is expected that teams will dress uniformly at high profile games such as the Conference Championship Weekend and League Championship Game.

The Home Team has the choice of jersey colors. Jerseys should be one predominant color. Numbers are required on both the front and the back of jerseys. Numbers on the back must be centered and at least 8 inches in height (12 is recommended). Centered front numbers must be at least 6 inches in height (10 is recommended). If front numbers that are not centered they must be at least 4 inches in height **and placed at shoulder level**. Sponsor names are allowed on the front and, or back. When ordering a new set of jerseys or replacement jerseys it is REQUIRED that the numbering MUST conform to these specifications.

Helmets and gloves do not have to be the same color.

Visiting Team Responsibilities:

For Division Games, the Visiting Team must e-mail **and** call the Home Team at least three (3) weeks prior to the game to request information as to the site, date, and time of the game, as well as directions to the game site and the jersey colors the Home Team will be wearing.

If the Home Team does not reply within five (5) days, the visitors must e-mail and call the Home Team a second time. The Visiting Team must carbon copy the e-mail to the Conference Director and the Division Coordinator when sending the second request. If the Home Team does not reply within two (2) days after the second request, the Visiting Team should send an e-mail to the Conference Director and the Division Coordinator stating that the Home Team is not responding to requests for information.

When the Visiting Team receives the required information from the Home Team they must reply to the Home Team acknowledging that they received the information.

Home Team Responsibilities:**1-24-12**

For Division games, directions and information as to the site, date, time, and jersey colors must be provided by the Home Team to the Visiting Team no later than 5 PM at least eight (8) days prior to the game date on the Master Schedule. If the Visiting Team follows the procedures in the “Visiting Team Responsibilities” paragraph of this section and the Home Team fails to supply the required information by the required date, the Visiting Team can have the game moved to their home field as long as it is played on the date and at the time listed on the Master Schedule.

The game will not be moved if the Visiting Team does not follow all of the stated procedures.

If the game is moved, the Home Team of record is responsible for the officials fees as per the procedures in their Conference and any game expenses incurred by the Visiting Team of record. The game site for the next season shall remain in the normal scheduling sequence.

Deadlines for supplying information for Playoff Games are in the “Playoff Procedures” section of this Manual.

On game day the field must be properly lined and nets on the goals in good repair. The field dimensions and markings, except for “limit lines”, must adhere to NCAA specifications.

Although not required, cones are strongly recommended. If there is any deviation from NCAA field dimensions and markings, they must be approved in writing by the Conference Director of the Home Team.

It is suggested that the home team provide a scorer using a proper lacrosse score sheet. A penalty clock timer is also desired. The officials must also keep score and shall keep the game clock unless other table area personnel are available to keep time, or there is a scoreboard clock and a clock operator.

The Home Team must have copies of the “long” and “short” ALL Rules Modifications and the Officials Fee Information Sheet at the game site.

Mutual Responsibilities:

When the officials arrive, there shall be a pre-game meeting between the officials and a representative from each team. The team representatives should get the officials’ names and confirm that they are in proper uniform. All of their uniforms must match. During the meeting the specific aspects of the League Rules Modifications and any special field conditions are to be discussed.

The team that causes a delay in the start of the game is responsible for paying the officials their late start fees. See the League Officials Fee Information Sheet.

Reporting of Scores:

Scores for all Regular Season Games and Playoff games MUST be posted on the League website by BOTH teams within 24 hours after games are completed. In the event that a game is postponed, cancelled, or forfeited, BOTH teams must notify their Division Coordinator and Conference Director within the same time frame. Once teams have decided on a new date for a postponed game, BOTH must notify their Division Coordinator, Conference Director, and assignor as to the new date and time.

Conference Directors may require teams to also send game results to a designated person. Each Conference Director will inform the teams in their Conference as to who that person is and by what time the scores are to be reported.

Forfeits:

Any game that is not played for reasons other than weather or field conditions shall be considered to be a **“Forfeit”**. If there are extenuating circumstances, the team causing the forfeit may request a review of the situation and have the game declared to be a **“No Contest”**. This request must be made in writing to the appropriate Conference Director and Division Coordinator within 48 hours of the forfeit. The Conference Director will immediately assemble a Discipline Committee to review the request. The Committee will be composed of members who are not in the same Division as the team making the request. The names of the committee members and the request for the “No Contest” are to be sent to the League Executive Committee.

NOTE #1: A “No Contest” is when a team arrives at a game site and due to transportation failure or an accident there are fewer than the required ten players needed to start a game.

NOTE #2: A forfeited Playoff Game is not eligible to be declared a “No Contest”.

The Committee shall report their decision to the Conference Director and Division Coordinator no later than 48 hours after being assembled by the Conference Director. The decision of the Committee is final and not subject to further appeal. Notification of the decision shall be sent all teams in the respective Division and all members of the League Executive Committee by the Conference Director within 48 hours after receiving the decision from the Discipline Committee. The Conference Director shall be the only person responsible for notifying the webmaster as to the status of games that are a “forfeit” or a “no contest”.

In the event a club cannot field a team for a game, the manager of that team must notify the other team’s manager within a reasonable amount of time so that he can cancel the game. The team that initiates the cancellation shall forfeit that game and lose the game by a score of 1-0. The Home Team must notify the assignor and the Conference Director immediately.

If the officials arrive at the field for a forfeited game due to inadequate notice, the team that causes the forfeit shall be responsible for paying the officials fees. In addition, the team causing a forfeit will be responsible for any of their opponent’s financial obligations relating to the game. This could include field rental, custodial fees, bus rental by the visiting team, etc. Teams that request reimbursement must supply appropriate documentation for the amount involved.

When a game cannot start because a team has fewer than 10 dressed players in a reasonable period of time after the scheduled game start time (30 minutes is recommended), the game shall be declared a “Forfeit” and the team without the necessary personnel shall lose the game by a score of 1-0. In this situation, once a “Forfeit” has been declared, both teams may agree to play a “game” with the winning team loaning players to the losing team. In this case, the usual procedure for paying the officials shall be followed.

When a team does not have enough players and a “game” is not played, the losing team is responsible for paying all of the officials fees that are incurred even if it is the policy of the Conference to split the fees. In addition, the losing team is responsible for their opponents financial obligations related to the game such as field rental, custodial fees, bus rental by the visiting team, etc. Teams that request reimbursement must supply documentation for the amounts involved.

Penalties For “Forfeited” Division and Playoff Games:

Forfeiting A Division Game – The team is immediately placed on Associate Status. A team that forfeits two or more games in a single season is immediately moved to Probationary Status. There is a \$100 fine for each forfeit.

Forfeiting A Playoff Game - The team is fined \$200 and is placed on Associate Status through the next season. **The team cannot apply for Full Membership until after that season is completed. If they go on “Inactive” Status they still must serve one year on Associate status.**

Penalties For A Forfeited Games That Is Declared To be “No Contest”:

No Contest For A Division Game – There is no disciplinary action taken against a team for one No Contest of a Division Game during a single season. For a second No Contest in the same season, the team shall be ineligible for the playoffs. In addition, after one No Contest in a season, the team will be fined \$50 for each subsequent No Contest during that season.

Forfeits and No Contests in Optional Games:

Although the League does not exercise total control over Optional Games between Member teams, when a team suffers a monetary loss due to a Forfeit or No Contest, the team that suffers the loss can have the matter referred to a Special Committee of the Board. The Special Committee shall determine if the team causing the Forfeit or No Contest is liable for any portion of the monetary loss.

Split Fee Payment of Officials:

When officials are paid using a split fee arrangement, the HOME team will pay all games fees, late fees, and travel fees unless the travel fees are for “Out of Area Officials”. The visiting team shall reimburse the home team for their portion of the officials fees no later than the conclusion of the game. For “Out of Area Officials”, their travel and tolls are to be paid by the visiting team.

Challenge Procedures For Ineligible Players:

When a player is asked to provide a picture ID and he fails or refuses to do so, that player shall be declared “ineligible”. The penalties for using an “ineligible player” are on page 8 of these Procedures.

Conferences are to set up procedures to supply teams with rosters of their Division Game opponents. For Playoff Games, the Conference Director shall supply playoff teams in their Conference with the rosters of all teams from the Conference that are in the playoffs. For the League Championship Game, each Conference Director is to send a team roster of the team from their Conference to the team in the other Conference.

During A Game:

If a team believes that their opponent is using an illegal player, they are to address their concern to a representative of the other team during any timeout or intermission between periods.

When a player’s eligibility is challenged during the first half of a game, he can continue to play. Then, during the half time intermission, he should provide a picture ID. If a picture ID is not available and his true identity cannot be confirmed both teams shall determine how and when an ID will be provided to the challenging team. All reasonable efforts should be used to confirm identification before the game is over.

When a player’s eligibility is challenged during the second half of a game, he can continue to play. Within a reasonable period of time immediately after the game, he shall provide a picture ID. If a picture ID is not available and his true identity cannot be confirmed by the time both teams leave the field, both teams shall determine how and when an ID will be provided to the challenging team. All reasonable efforts should be used to confirm identification before any post game event is over.

When possible, an official will inspect the ID to verify the identity of the player. Otherwise, a representative from both teams shall inspect the ID to confirm identity

Immediately After A Game:

If, as players are leaving the field, a team feels that they recognize a player who might not be on their opponent’s roster, they can ask a representative of the opposing team to have that player provide a picture ID or at least identify him by name. Upon request, an ID must be provided within a reasonable amount of time. A representative from both teams must be involved in the inspection of the ID unless an official is on hand to do so.

(cont’d on next page)

Challenge Procedures For Ineligible Players cont'd:

Other Times:

This must be reported to the Conference Director and Division Coordinator within 48 hours after learning an ineligible player was used. The Conference Director will conduct an investigation.

Flagrant (Gross) Misconduct:

Any player or person officially connected to a team who is guilty of “flagrant (gross)” misconduct before, during, or after a game will be subject to being declared ineligible to participate in League games for a period set forth by a committee appointed by the Conference Director. “Flagrant (gross)” misconduct would include actions such as assaulting an opponent or official, continued use of foul language or racial epithets, continued maligning of an official, or striking an opponent multiple times with hands, feet, crosse, or otherwise. The aforementioned actions do not exclude other actions that may be deemed “flagrant (gross)” misconduct by officials or opponents.

When “flagrant (gross)” misconduct occurs, the Conference Director must be notified within 48 hours of the incident. The Conference Director shall appoint an investigating committee within 48 hours after being notified of the incident. The investigating committee shall complete their investigation and decide upon penalties within 96 hours after it has received the information regarding the incident.

The decision of the investigating committee is subject to appeal as specified in Article IV, Section A, Subsection 4 of the American Lacrosse League Bylaws. Notice of appeal must be made by the player or his team within 48 hours after receiving notification as to the penalties imposed by the investigating committee.

PLAYOFFS

NOTE: Teams in a division without a Coordinator for more than a three week period after the close of the Annual Conference Meeting until the day after the League Championship game shall not be eligible for the playoffs.

PLAYOFF DATES, GAME TIMES, AND GAME DAYS:

When teams reserve fields at the start of the season, they should also try to reserve them for the playoffs. An alternate field should also be reserved in the event of bad weather. There is no room in the playoff schedule for postponed games.

1. For playoff games prior to the Conference Championship Weekend, the home team does not need “mutual consent” to schedule games that will start no earlier than noon or later than 4 PM on the dates that were approved by their division at the Conference Meeting in the Fall. If the visiting team feels that a start time is unreasonable, they can appeal to their Conference Director and Division Coordinator. This must be done within 24 hours of receiving the starting time from the home team.
2. Teams can “mutually agree” to play games at a different time other than stated in paragraph #1. They can also agree to play on a different day as long it is **before** the playoff dates that were set in the playoff format that was approved at the Conference Meeting held in the Fall. A game can be played after the approved dates only if it was postponed due to weather or field conditions.
3. When the home team cannot meet the scheduling requirement and the visitors do not wish to play at another time or on another day the game shall revert to the home field of the visiting team as long as it starts no earlier than 12 noon and no later 4 PM on Sunday. **The visiting team must have a field available when they exercise this option.**
4. By 8PM on WEDNESDAY after the last weekend of Divisional Games the home team for a First Round game must supply the visiting team with directions to the site, and a confirmed date and time unless the Divisions set up games at a preset site. Failure to supply this information or to have a confirmed game site shall cause the game to revert to the home field of the visiting team. **The visiting team must have a field available when they exercise this option.**

EXCEPTION:

When playoff positions for a **Home Team** are decided by makeup games played after the last weekend of Division Games, the information is due by 8PM the day after the makeup game. Failure to supply the information by that time shall cause the game to revert to the home field of the visiting team. **The visiting team must have a field available if they exercise this option.**

5. For the remaining Playoff Games prior to the Conference Championship Weekend the home team must supply the visiting team with information as to the game site, etc. no later than 8 PM the Tuesday following the preceding game. Failure to supply this information by the Tuesday deadline shall cause the game to revert to the home field of the visiting team. **The visiting team must have a field available when they exercise this option.**
6. For Conference Semi-Final games and the Conference Championships, each Conference shall conduct a “Final Four”. The Conference Directors should send directions, game times, and brackets to all of the teams in their Conference and the Conference Assignors by May 1st.
7. In the event of exceptional circumstances, the League President can over ride the provisions dealing with the loss of home field advantage as stated in paragraphs 3, 4, & 5 above.

HOME TEAM RESPONSIBILITIES:

1-24-12

1. For Playoff Games prior to the Conference Championship Weekend the home teams must send their assignor, Conference Director, and Division Coordinator all information relating to the games by the same deadlines as required in notifying visiting teams.

RESPONSIBILITIES OF BOTH TEAMS:

1. Home and visiting teams must communicate with each other with respect to jersey colors.
Team are reminded that tank tops (pinnies) are not permitted.

POSTING OF PLAYOFF SCORES ON THE LEAGUE WEB SITE:

1. Both teams are required to post the score of their game on the League website within **3 hours** After the game is completed.

REPORTING OF PLAYOFF SCORES TO THE LEAGUE:

1. For all Playoff Games prior to the Division Championship games, the scores must reported by the **HOME** teams to their Division Coordinator by phone no later than **7 PM** on the day of the game. As a backup, also report by e-mail.
2. Once the Division Coordinators have all of the results for their Conferences, they will notify the assignors as to what games the assignors are to assign officials.
3. For the Division Championship games the **HOME** teams must report the scores to their Conference Director by **7 PM** on the day of the game. As a backup, also report by e-mail.

REPORTING SCORES OF MAKEUP GAMES AND “PLAY IN” GAMES:

1. Scores are to be called in to Conference Director as soon as **THE GAME IS OVER**. Cell phones are always available at the game site. There is no excuse for not complying with this directive.

ASSIGNMENT OF OFFICIALS:

1. Prior to the end of the Division Game season, teams should call assignors and inform them as to any officials they **do not** want to have assigned to their games. **Teams are not to contact assignors after they have submitted this list.**
 - a. If there is a shortage of officials and the assignor assigns an official to game involving a team that had the official on their “not wanted list, the assignor must notify that team.
2. In order to be assigned to playoff games officials must have officiated at least **three** American Lacrosse League “Regular Season Games”. These are “Optional” and, or “Divisional” games. The only exception will be for those officials working for assignors who service a minimal number of teams. Those assignors will be notified by the League Commissioner as to the minimum number of games their officials must work in order to be assigned to playoff games
3. For Playoff Games and the Conference Championship Weekend, teams whose assignors are not the same as the assignor in the area that games will be played are entitled to have one “Out of Area Official” assigned to the game from any other assignors area. Teams must make this request to their Conference Director on the Sunday night of the last weekend of “Division Games” for their division. Fee responsibility is set forth in the next section. The team that requests an “Out of Area Official” is responsible for providing him with game information and directions.
4. All of the officials assigned to the League Championship Game shall be from the assignor in whose area the game is played.

PAYMENT OF OFFICIALS:

1. For all games prior to the Conference Championship Weekend official's game fees are to be split equally between the two teams. As per page 18 of these Procedures, when officials are paid by check, the home team pays the officials and the visiting team reimburses the home team. The visitors are required to provide this reimbursement on the day of the game.
2. For the Conference Championship Weekend, the League will pay the game fees for the officials. Officials whose assignor is from the area in which the games are played will receive travel fees as stated in the Regular Season Fee Information Sheet for their assignors area.
3. Teams that exercise their rights in #2 of the "Assignment of Officials" section will be responsible for all mileage after the first 50 miles at a rate set by the League on the "Officials Fee Information Sheet For Playoff Games" and for all tolls.
4. If "Out of Area Official " has to stay overnight, the team making the request will also be responsible for his meals and lodging. The "Out of Area" assignor will determine reasonable compensation for meals and lodging. Prior to declaring to the League that they want to have an "Out of Area" teams should consult with the assignor as to the meal and lodging.

MISCELANEOUS:

1. As the end of the season approaches, teams should consult the standings and contact potential opponents for directions and possible accommodations as to the day and time of games.
2. Don't wait until the week before a game to ask an opponent for change of time or date due to work schedules, a wedding, or other major function.
3. When e-mailing opponents, keep a copy of what was sent. If a problem arises, the hard copy will provide documentation.
4. E-mail recipients should reply to the sender to confirm that information has been received.
5. If you are having a problem and have been making phone calls, keep a log.

WEBSITE

1-24-12

The webmaster will provide each team, division coordinator, conference director and member of the executive committee with a user name and password. The webmaster will provide everyone with directions on how to get to the areas they are authorized to access.

When scores are posted on the “Schedule & Scores” page division standings are reset on the “Standings” page. The program differentiates between the “Division Games” that count in the standings and “Optional Games” that count in overall records.

NOTE:

With the large number of teams in the League it would be overwhelming for the webmaster to receive corrections to team information, personal information, and schedule changes if individual teams sent them to him. Therefore, individual teams and members of teams **are not** to send the webmaster e-mail correcting team information, schedule discrepancies, and reschedule information.

Procedures for posting scores and updating information on the website are as follows:

Scores – To be done by BOTH teams within 24 hours after a game is completed.

Forfeits & No Contests– To be done by the Conference Directors:

When a game is forfeited, both teams should post the 1-0 score and notify their Division Coordinator and their Conference Director that the game was a forfeit. The Conference Directors will notify the webmaster that the game is a forfeit.

Teams can apply to have a forfeit declared a “No Contest” by following the procedures on page 17 of the League Procedures Manual. This has to be done within 48 hours after the game is completed. If a forfeit is declared a “No Contest”, **the Conference Director** will notify the webmaster to change in designation from forfeit to “No Contest”.

Rescheduled Games & Changes – To be done by Division Coordinators:

Information about rescheduled games, updated game information, and added games must Be sent to the Division Coordinator as soon as it is available. The Assignor and Conference Should also receive this information. The Division Coordinator is responsible for sending the new information to the webmaster. When sending the information to the webmaster it **MUST** be in the following format:

Game # (if there is one), Date, Time, Away, Home, Type of Game (Division or Optional)

Team and Personal Information – To be done by the League Website Liaison:

The updating of any team information that is contained on the “Teams Page” of the website is to be sent to the person designated by the League Executive Committee as the liaison with the webmaster.

Prior to the start of the season the website will be completely updated. After March 1st teams should send information changes to the Website Liaison. Updated information will be forwarded to the webmaster on the last day of each month.

In order to have the website continually up to date, any changes in information on the “Teams” page team should be sent to the Website Liaison even after the season ends.

FINANCIAL INFORMATION

Checks and money orders sent to the League for Dues, Fines, Application Fees, Bond Fund, etc. are to be made out to: American Lacrosse League.

Application Fee: When new teams submit their application to the League the fee is \$50.

Assignors Fees: The persons who assign officials to League games receive a fee. See page 5 of these Procedures for complete information.

Bond Fund: This is an escrow fund of \$500 per team. See “Bond Fund” on page 5 of these Procedures and “Resigning From The League” on page 6 for complete information.

Dues (Full, Associate, and Probationary Members): These vary each year depending upon the Operating Budget submitted to the League by the League Treasurer and the Finance Committee. The League Board of Directors approve the budget. The dues are \$250 for the 2011 season.

Dues (Inactive Members): These are \$50 per year. See page 2 of these Procedures for complete information on Inactive Membership.

Fines: In addition to a team being placed on Associate or Probationary Membership Status for violating League rules and Procedures, there are fines assessed for some offenses. The list below is not all inclusive. Other violations of League Rules and Procedures are also subject to fines.

- Absence from any “Required” Meeting - \$200
- Deliberate non compliant paperwork - \$250
- Forfeiting a Regular Season (Divisional) Game - \$100
- Forfeiting a Playoff Game - \$200
- No Contest Game in the Regular Season - \$50 per game after one No Contest
- Using an illegal player in a Regular Season (Divisional) Game - \$100
- Using an illegal player in a Playoff Game - \$200

OFFICIALS FEE INFORMATION SHEETS

At some time during the summer, each Conference Director will contact the assignors for his Conference or the head of the organization that the assignor works for. Officials Fees and Travel Fees for the next season should be set so that the Officials Fee Information Sheets can be distributed to teams at the Fall Conference Meeting. This is necessary so teams can begin working on their budgets. This does not have to be done if the Conference has signed a multi year agreement with an assignor.

Monetary amounts already indicated on the Fee Sheets in this section are uniform for the entire League. The amounts that are not indicated are Games Fees and Travel Fees. These fees are negotiated with the assignors by the respective Conference Directors.

There are two "Fee Sheets" in the remaining pages of this section. The first is for the "Regular Season" and those playoff games prior to the Conference Championship Weekend. The second is for games on the Conference Championship Weekend and the League Championship Game.

SAMPLE

AMERICAN LACROSSE LEAGUE
 www.americanlacrosseleague.org
OFFICIALS FEE INFORMATION

Assignor:

Teams:

Fees For Regular Season Games And Playoff Games Prior To The Conference Championship Weekend:

Three officials: Two officials: One Official:

Travel fees:

Note: This could include extra payment for tolls.

Special Fee Conditions:

1. If a team has not arrived at a game site 30 minutes after the scheduled starting time or both teams are at the site and it appears the game will not start until 50 minutes after the scheduled time, officials may leave and shall receive a **full** game fee.
2. For games which start late, each official shall receive a *late start fee* as follows:
 - a. 20 to 39 minutes late - \$10
 - b. Over forty minutes late - \$20
3. When officials are not properly notified that a game site has been changed or that a game is not going to be played, and they arrive at the agreed upon site, they shall receive a **full** game fee. Officials must have notified the team that they are assigned to the game so that the team can notify them of the change of site or cancellation. See #1 of "Officials Responsibilities".
4. Once a game has started and it is postponed or canceled, officials shall receive a **full** game fee. If the game is rescheduled the officials assigned on the new date shall receive a **full** game fee.
5. When a game is not started due to a sudden change in weather, officials shall be paid a fee of \$15 **or** 35 cents per mile whichever is the greater amount. If a game is not started for any other reason, the officials shall receive a **full** game fee.
6. Teams that are responsible for the situations in #'s 2, 3, 4, 5, and 6 shall pay the fees stated therein.
7. Officials who arrive late to a game shall be docked as follows, unless the lateness was caused by incorrect information:
 - a. Arrival during the first period - \$15
 - b. Arrival during the second period - \$25
 - c. Arrival during half time - \$40
 - d. Arrival during the third period - No fee is to be paid, official is to leave.

Officials Responsibilities:

1. Confirm the game time and site with the home team at least three days prior to the date of the game.
2. Arrive at the game site **at least** 20 minutes before the scheduled starting time.
3. Have in their possession a copy of this Fee Information Sheet and the League Rules Modifications.
4. Conduct a pre-game conference with representatives from both teams to discuss the League Rules Modifications.
5. Wear the uniform proscribed by their officials association.
6. Use field mechanics and technique as set forth in the *Mens Lacrosse Officials Mechanics Manual*.
7. Report all incidents and expulsions to their assignor as set forth in the League Rules Modifications.

NOTE: Officials who fail to adhere to these responsibilities are subject to having their ALL games taken away. If the violation is serious or there are repeated violations the official could be banned from ALL games in future seasons.

Revised 12/4/08

SAMPLE

AMERICAN LACROSSE LEAGUE OFFICIALS FEE INFORMATION FOR PLAYOFF GAMES

All Games Prior to the Conference Championship Weekend:

Regular season fees apply. There is no added increment for these games. In both the Blue and the Gray Conferences, fees for these games will be split by the competing teams. See page of the Procedures Manual for the “split fee” procedure.

Conference Championship Weekend:

The League will pay the game fees. They are based on the Regular Season fees in the area where games are held:

Conference Semi Finals – Regular Season Game Fee plus a \$15 increment over that fee

Conference Championship – Regular Season Game Fee plus a \$25 increment over that fee

League Championship:

The League will pay the game fees. They are based on the Regular Season game fees for the area in which the game is held.

Regular Season Game fee plus a \$50 increment over that fee.

Travel fees:

Officials will receive the travel fees indicated on the Fee Sheet for their area during the Regular Season unless they are an “Out of Area Official”.

Definition: An “Out of Area Official” is an official whose assignor is not the same as the assignor in whose area a playoff game is held.

Requesting an “Out of Area Official” and his fee:

Teams participating in the Playoffs and the Conference Championship Weekend whose assignor is not the same as the assignor in whose area the games will be played are entitled to request an “Out of Area Official”. For all of those games this is done by notifying the appropriate Conference Director after the Regular Season and a team determines that they are in the playoffs.

“Out of Area Officials” shall be paid 35 cents per mile for all miles traveled after the first 50 miles and for all tolls. The teams making this request will be responsible for meal stipends and lodging as set forth by the official’s assignor. Teams should check with the assignor as to fees for meals stipend and lodging.

Officials Responsibilities:

1. For all games prior to the Conference Championship Weekend, confirm all game information with the home team at least three days prior to the date of the game.
2. For the Conference Championship Weekend, confirm all game information with the appropriate Conference Director at least three days prior to the date of the games.
3. For the League Championship, confirm all information at least three days prior to the game with the Conference Director whose Conference is hosting the game and with the League Commissioner.
4. Arrive at the game site **at least** 30 minutes before the scheduled starting time.
5. Have in their possession a copy of this Fee Information Sheet and the League Rules Modifications.
6. The Referee (crew chief) will conduct a pre-game conference with other officials prior to the game.
7. Following the officials pre-game conference, the officials will meet with both teams to discuss the League Rules Modifications and any special ground rules for the game site.
8. Use field mechanics and technique as set forth in the *Mens Lacrosse Officials Mechanics Manual*.

DPM-4-28-08

FORMS

The forms in this section are “samples”. For copies, go to the League website. They are in the “Forms” drop down.

Team Roster: This to be filed with the person designated by each Conference Director. The Dates by which the rosters are due will be set by each Conference. In addition to players, teams should list all team administration and coaching personnel who are members of US Lacrosse. This is for insurance coverage.

Registration & Waiver and Letter of Intent are a combined form: Teams should have players sign this Registration & Waiver before they participate in any practices or scrimmages. A US Lacrosse membership is not required for players to sign this form. Once a player signs The “Waiver” he does not have to sign it again in further years.

For complete information about signing the **Letter of Intent** see page 7 of these Procedures.

Charter Contact Information: New teams MUST file this form when they apply to the League. Member teams should file this form each year when they submit their dues to the League Treasurer or when team administration or ownership changes.

New Team Application Information: Teams applying to the League must send this form to the Chairman of the Conference Membership Committee and the League Vice President when they apply to the League. All other material listed in the Criteria for Membership paragraphs on pages 3 & 4 of the Procedures Manual must be sent in at the same time.

Team Directory Information: New teams MUST file this form after they have been accepted into the League. Member teams must file the form when there is a change in team ministration or any of the information in the Conference Team Directory has to be updated.

SAMPLE FORM

AMERICAN LACROSSE LEAGUE - TEAM ROSTER

TEAM: _____ AS OF DATE: _____

U.S. LACROSSE TEAM I.D. NUMBER: _____

| | Last Name | First Name | USL # | Expiration Date | Date of Birth |
|---|-----------|------------|-------|-----------------|---------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

SAMPLE FORM

**AMERICAN LACROSSE LEAGUE
PLAYER WAIVER & MEMBERSHIP REGISTRATION FORM**

USL Member #: _____ Exp. Date: ___/___/___ Date of Birth: ___/___/___

Team Name: _____ Conference: _____

Last Name: _____ First: _____ MI: _____

Street address: _____ Apt. # _____

City/Town: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ E-mail: _____

WAIVER & RELEASE:

I am fully aware of and appreciate the risks, including the risks of catastrophic injury, paralysis and even death as well as other damages and losses associated with participation in a lacrosse event. I agree on behalf of myself, my heirs, and personal representatives that US Lacrosse Inc., the American Lacrosse League and its member teams, the host organization, and the sponsor or sponsors with respect to a Covered Event, together with coaches, officials, volunteers, employees, agents, officers and directors of the host organization and any such sponsors shall not be held liable for any injury, loss of life or other loss or damage as a result of my participation in a Covered Event.

This Waiver & Release shall also be for the benefit of and run in favor of the American Lacrosse League and its member teams who require participants to become members of US Lacrosse Inc. as a condition to their participation in such organization's lacrosse events, which shall constitute Covered Events for purposes of this Waiver & Release, and the American Lacrosse League and its member teams shall constitute the host organization for such Covered Events.

MEDICAL ATTENTION:

I hereby give my consent to US Lacrosse Inc., the American Lacrosse League and its member teams, and the host organization of any Covered Events to provide, through a medical staff of its choice, customary medical/athletic training attention, transportation and emergency services as warranted in the course of my participation in Covered Events.

READINESS TO COMPETE:

I will only participate in those Covered Events in which I believe I am physically and psychologically prepared to compete.

PLAYING EQUIPMENT: I acknowledge that the American Lacrosse League and its member teams do not have the capability, nor are those organizations established to test helmets and any other equipment, but they strongly recommend the use of equipment that has received the approval of the NCAA.

Signature: _____ Date: _____

**AMERICAN LACROSSE LEAGUE
LETTER OF INTENT**

- 1. I, (print) _____ hereby state my intent to play for the _____ team in the American Lacrosse League during the _____ season.**
- 2. I understand that although I sign additional Letters of Intent with other ALL teams and this Letter Of Intent to play for the _____ team I am not bound to any American Lacrosse League team unless I dress for a Division Game with that team as described in paragraph #4 or send a written commitment as per paragraph #5.**
- 3. I guarantee my eligibility by stating that I am at least 18 years old and that I have not dressed for a game with an interscholastic or intercollegiate team or club or a Division Game with another ALL team after January 1st of this year.**
- 4. Once I have dressed for a Division Game with an American Lacrosse League team, I will not be eligible to play for another ALL team during this season unless I make a significant change of address. If this occurs, I will have to secure a waiver from the ALL President and the Conference Directors.**
- 5. During this season if I dress for a “game” with a team in another spring lacrosse league or an MLL team, I will no longer be eligible to play in the ALL.**
- 6. If I have not dressed for either of the first two Division Games of the team named in paragraph #1 and I wish to play for that team during the _____ season, I must notify that team in writing by regular mail or e-mail that I intend to play for them. Notification of intent in this paragraph must be received by the team no later than noon of the Friday following the second scheduled Division Game of the team.**
- 7. I further understand that if my US Lacrosse membership is not current when I dress for any ALL game or if any of the information on this Letter of Intent is not true, I will be subject to disciplinary action by the League Executive Committee. The action may be that I would not be eligible to play in the ALL for an indeterminate period.**

Signature:

Date:

SAMPLE FORM

**AMERICAN LACROSSE LEAGUE
CHARTER CONTACT INFORMATION**

The League requires that each team in the League declare who maintains the Charter for the team. This can be the same person as the Primary or Secondary Contact Person, or it could be someone completely different. If the team is run by a Board of Directors or another form of governing, please declare what position is responsible for the Team Charter.

This form is to be sent to the League Treasurer anytime there is a change in a teams "ownership". It is to be sent no later than the payment of a Team's Annual Dues. The information on this form will not be posted anywhere and will be maintained by the League Treasurer.

Team Name:**The team is run by (check one):**

Individual Board of Directors Corporation

Other:

**The person below is responsible for
the Team Charter of (Team Name):**

Full Name:

Position on Team (if applicable):

Address:

City/Town:

State:

Zip Code:

Phone: (H):

(C):

(W):

E-Mail:

By signing below I certify that the information above is accurate to the best of my knowledge.

Print Name:

Signature:

Date:

SAMPLE FORM

AMERICAN LACROSSE LEAGUE

www.americanlacrosseleague.org

New Team Application Information Form

Today's Date:

Team Name:

Location of team (Town & State):

Primary Representative

Name:

Address:

Town, State:

Zip Code:

Home Phone:

Cell Phone:

Work Phone:

E-mail:

Alternate Representative

Name:

Address:

Town, State:

Zip Code:

Home Phone:

Cell Phone:

Work Phone:

E-mail:

SAMPLE FORM

AMERICAN LACROSSE LEAGUE TEAM INFORMATION FORM

Today's Date:

Team name as you want it to appear in the directory:

Team name last season if different than the above:

Location of team (Town & State):

Jersey Colors (ONE PRINCIPAL COLOR):

Home –

Away –

or

#1 –

#2 –

Web Site:

Primary Representative

Secondary Representative

Name:

Name:

Address:

Address:

Town:

Town:

State:

State:

Zip Code:

Zip Code:

Home Phone:

Home Phone:

Cell Phone:

Cell Phone:

Work Phone:

Work Phone:

E-mail:

E-mail:

