



1. Plano West Lacrosse Club Philosophies

A. Welcome / History

Congratulations on becoming a member of the Plano West Lacrosse Club (PWLC). This is an accomplishment of which you should be proud.

Founded in 2000, the PWLC has a strong tradition of commitment to excellence from both our players and parent members. Our winning record is evidence of our program's dedication to helping our athletes achieve their individual best as well as achieving team and organizational level excellence. As an applied for 501(c)(3) nonprofit organization, the PWLC will be as good as its members strive for it to be. Time and effort is needed from all participants, both players and parents, for the Club to continue to build the success of this program.

This manual is provided to you as a means of documenting and clarifying our Club's program, objectives, and policies. Please use it as a reference for any questions you might have and as an outline of procedures and policies to be followed and use your best judgment in realizing which forms and procedures apply to youth, high school or both.

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

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

*Board of Directors
Plano West Lacrosse Club*



B. Mission Statement

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

- Allow each team and player to compete at the highest level of competition
- Promote teamwork among all participants and provide an environment which enables positive character development of all participants within a “team-first” approach
- Provide financial support from fundraising activities to support activities that are consistent with the needs of the Club and Teams to ensure the long-term financial stability of this program
- Pursue excellence at the highest individual, team, and organizational level
- Increase the visibility of lacrosse as a sport and facilitate communication between Teams, Coach(s) and the Club.

C. Objectives

i. Club Objectives

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

- Set clearly defined goals and expectations by the Coaches and the Club
- Develop a Culture within the Club
- Provide Role Models at the Coach and player levels
- Develop Trust throughout the Club
- Instill Accountability
- Seek perpetual improvement in all areas
- Have Fun and Enjoy the Journey

ii. Varsity Team Objectives

The PWLC endorses the concept of a competitive Varsity team with the goals of winning the League and State championships. The Varsity team will conduct itself in a manner consistent with good sportsmanship. It is recognized that player game time and positions are determined by the coaching staff and are based upon the coaches’ evaluations of the players. However, it is also recognized that a key component of a player’s improvement comes from game time. Coaches will ensure all players are prepared to play at their current team level. In addition, the Varsity team (coaches, staff, players, and parents) will comply with the PWLC Board rulings, bylaws and operating procedures of the PWLC and the Rules and Procedures of the associated League(s) (e.g. Texas High School Lacrosse League (THSLL)), and US Lacrosse.

iii. Junior Varsity Team Objectives

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



iv. Junior League Objectives

The PWLC will provide resources and support to a Junior League program to provide a training ground for youth players newly introduced to the sport and to teach the fundamental skills and techniques that are the foundation of the Plano West way of playing lacrosse. The focus at this age level will be on basic development of individual and team skills such as: throwing, catching, shooting, and core offensive and defensive movements, plays, and strategies. All skills will be taught to be consistent with those skills needed when these players reach the high school level teams. The PWLC endorses the concept of a competitive Junior League with a goal of winning League and tournament contests. Junior teams will conduct themselves in a manner consistent with good sportsmanship. Player game time and positions are determined by the coaching staff and are based upon the coaches' evaluations of the players, and the individual players' participation and exhibited commitment to the team in both practice and games. Coaches will ensure all players are prepared to play at their current team level. In addition, the Junior League team (coaches, players, and parents) will comply with the PWLC Board rulings, bylaws, and operating procedures of the PWLC and the Rules and Procedures of the associated League(s) (e.g. North Texas Youth Lacrosse League (NTYLL)) and US Lacrosse.

v. Men's Team

The PWLC will support a venue where parents, coaches, prior team players, and post-collegiate players can continue their love for the sport of lacrosse.

D. Affiliations and Representation

i. Leagues:

- (1) Texas High School Lacrosse League
- (2) North Texas Youth Lacrosse League

www.thsll.org
www.ntyll.org

ii. US Lacrosse

www.uslacrosse.org

The governing body for amateur lacrosse in the United States

- All coaches shall maintain active membership – Club Sponsored
- All players shall maintain active membership

iii. Southwest Lacrosse Association Men's Team League

www.texaslacrosse.com

iv. Southwest Lacrosse Officials Association

www.swloa.org

v. Plano West Lacrosse Club

www.planowestlacrosse.org

vi. Friends of North Texas Lacrosse

www.friendsofnorthtexaslacrosse.org



2. Roles & Responsibilities

A. The Club

i. To Parents:

- (1) The PWLC recognizes that parents are an important part of our program. Open and honest communication will be encouraged between all members of the PWLC.
- (2) The PWLC will meet after team selection to:
 - Establish lines of communication; additional parent meetings will be held throughout the year
 - Discuss philosophy and goals of the Club and Teams
 - Review plans and schedules for the season
 - Explain guidelines and procedures to be used to address concerns
 - Explain compliance with all PWLC, associated League(s) (e.g. THSLL, NTYLL, etc.), and US Lacrosse policies and procedures.
- (3) The PWLC will:
 - Provide an environment that supports fair and equitable treatment for all members
 - Provide a Grievance Policy for PWLC member to resolve differences (Attachment A).
 - Conduct background checks on all PWLC coaches, and Club members in direct contact with and supervising players.

ii. To Players:

- (1) The PWLC recognizes that our players are the prime focus of this club.
- (2) The PWLC will:
 - Work to achieve the Club Objectives outlined in this document and the PWLC By-Laws.
 - Provide a competent coaching staff.
 - Provide adequate practice time for teaching proficient lacrosse skills.
 - Share responsibility with coaches, players, and parents to enhance the reputation of the Club by exhibiting positive behaviors at all times.
 - Work to help mold our players into young men who are an asset to their community, school, team and family.
 - Maintain compliance with all PWLC, associated League(s) (e.g. THSLL, NTYLL, etc.) and US Lacrosse policies and procedures.
 - Conduct background checks on all PWLC coaches and Club members in direct contact with or supervising players.

B. Board of Directors

The Board of Directors is the governing body of the Plano West Lacrosse Club as described in its bylaws. The Board is responsible for:

- i. Reading and signing the PWLC Board of Directors Code of Conduct Form (Attachment C)
- ii. The continuing existence of the Club
- iii. Operating Club affairs
- iv. Communicating with coaches and parent members
- v. Maintaining a general oversight of the Club issues and policies with a long-term focus in mind
- vi. Preparing an annual budget and addressing all other financial matters
- vii. Dealing with legal matters as they impact the Club



- viii. Communicating with the owners of practice and game field, vendors, the media, and lacrosse associations
- ix. Complying with associated League(s) and US Lacrosse requirements
- x. Enforcing the rules of the PWLC according to the Club's Disciplinary Policy (Attachment B)
- xi. Promote and maintain a positive and productive attitude toward the Club.

C. Coaches

i. Coach's Conduct

Upon the selection by the Board of Directors, a coach must set a good example for sportsmanship and good conduct both on and off the field. To that end:

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

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

ii. Coach's Objectives

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

- (1) Teach all players the importance of teamwork.
- (2) Develop players' confidence from team and individual achievements.
- (3) Offer praise and use constructive criticism when necessary. **BELITTILING PLAYERS WILL NOT BE TOLERATED.**
- (4) Utilize classroom "chalk talks" and film sessions to supplement practice and field instruction.
- (5) Blend individual players and their skills into successful team play.
- (6) Develop and refine lacrosse skills and techniques among the players.
- (7) Teach team members to praise each other for good plays and never allow the players to criticize each other.

**Permitting the belittling of a player by other team members
will not be tolerated**

- (8) Teach the correct rules of lacrosse
- (9) Improve his coaching effectiveness by continually learning more about lacrosse and coaching strategies by attending seminars and conferences.

iii. THSLL Rules

In accordance with THSLL and NCAA rules, the team box should contain a maximum of 4 coaches, 1 equipment manager, team trainers, and only players in uniform. Coaches will remain in the Coaches Area "Box" during Game Play and Time Out(s).



iv. Head Coach for High School

The Head Coach of the PWLC will:

- (1) Lead in the selection process of additional H.S. coaches. Final decisions will be the responsibility of the Board of Directors.
- (2) Be responsible for mentoring and developing all assistant coaches to provide consistent teaching and game strategy throughout the PWLC.
- (3) Lead in the selection process of players for all high school teams.
- (4) Establish game schedules for the Varsity and JV Teams.
- (5) Establish a practice schedule for the Varsity and JV teams to obtain maximum use of all assistant coaches.
- (6) Participate in Junior Varsity practices and games when possible.
- (7) Develop a schedule to have high school coaching staff assist in Junior League development as reasonable and realistic.
- (8) Develop a set of team rules, in conjunction with the other coaches, which will apply to all PWLC Varsity and Junior Varsity Teams. This includes establishing penalties for infractions (skipping practices or games without excuse or notice, tardiness, not following instructions, unsportsmanlike conduct, etc.). Refer to Coaches' Rules (Attachment R).
- (9) Have primary responsibility for team discipline and for the consistent and fair enforcement of the rules established above.
- (10) Be available to discuss any problems with players and/or parents, keeping in mind that his primary responsibility is to the entire team and not any one individual. However, the coach should not lose sight of each player as an individual with individual needs.
- (11) Especially serious or disruptive behaviors exhibited by any player, may be escalated to the Advisory Committee for review and recommendation regarding any disciplinary action.
- (12) Meet with the parents each season, along with members of the Board of Directors and Team Administrators, to make parents aware of the goals of the coaches and the program.
- (13) Follow the PWLC player evaluation process. Evaluations will be completed and reviewed with the players according to a published schedule for the season by the Head Coach.

v. Junior Varsity Head Coach

The Junior Varsity Head Coach of the PWLC will:

- (1) Assist in the selection process of players for all high school teams.
- (2) Assist the Head Coach in creating game and practice schedules.
- (3) Have primary responsibility for JV team discipline and for the consistent and fair enforcement of the rules established above.
- (4) Will report especially serious or disruptive behavior exhibited by any player to the Advisory Committee for determination of appropriate disciplinary action.
- (5) Be available to discuss any problems with players and/or parents, keeping in mind that his primary responsibility is to the entire team and not any one individual. However, the coach should not lose sight of each player as an individual with individual needs.
- (6) Meet with the parents shortly after the teams are selected, along with members of the Board of Directors and Team/Grade Administrators, to make parents aware of the goals of the coaches and the program.
- (7) Follow the PWLC player evaluation process. Evaluations will be completed and reviewed with the players according to a published schedule for the season by the Junior Varsity Head Coach.



D. Team Administrator(s)

- i. Team Administrators are filled by parent volunteers from their respective player's teams. There will be a Team Administrator for the all High School and Youth teams. The Team Administrator's responsibilities will include, but not be limited to:
 - (1) Reading and signing the PWLC Team Administrators Code of Conduct Form (Attachment E)
 - (2) Distributing Club information to the members of their respective teams. This information can include necessary registration forms, fund raising related items, spirit wear, calendars, notices, and other Club related information.
 - (3) Provide a feed back mechanism between the board and players and promote communication between players and their respective coach.
 - (4) To assist other Board Chairs and Special Committees in distribution and communication to their respective team(s).
 - (5) To assist the coach of their respective team(s) as needed.
 - (6) Adhere to the Parents Code of Conduct (Attachment F)

E. Parents

Parents are a vital part of the PWLC program.

- i. **Dedication and Contribution of Time**
 - (1) Make sure players arrive at practices and games at prescribed times.
 - (2) Be understanding and supportive of the time commitment for practices and games
 - (3) Be willing to have your player participate in fund raising activities.
 - (4) Be a facilitator in the communication of information from the Club to your player using the Team Web Site, text messages or emails, and other methods the Club sees fit to use.
- ii. **Expenses and Fees**
 - (1) PWLC and associated League(s) fees for each season (fall and spring), including league games, playoffs games, selected tournaments, practice fields, team equipment, awards, coaches salaries, and operating expenses, etc. are included in the annual or semi-annual registration fees for each player (Attachment M) are determined by the Board of Directors. The parents or legal guardians of the PWLC players will pay for these fees.
 - (2) All personal equipment (helmet, sticks, pads, gloves, etc) is to be provided by the individual player. Players are required to buy the official PWLC team uniforms and game day attire through the Club or the Club's designated supplier. The required items will be listed on the club's website, along with where to purchase the items, and when they need to be ordered, as some items may be subject to lead items. Any changes to the required items are to be approved by the Board of Directors prior to June 30th for the following fall and spring season.
 - (3) Registration fees (fall and spring) are payable during the open registration times designated by PWLC. The club's website will denote the registration times and payment options.
 - (4) **Players will not be added to the roster or be able to practice with the Club until the registration fee has been paid.** Failure to pay the fee by the applicable due dates shall cause the player to cease participation in team activities until the proper amount is received.
 - (5) If a player is not registered as a member of US Lacrosse, they will need to go on-line at www.uslacrosse.org and register. All players in PWLC are required to be active



members of US Lacrosse. The parents or legal guardians of the PWLC player will pay for these fees.

(6) **Refund Policy:**

- Player registration fees are refundable for the Fall Season up until Sept. 1 for all programs. Registration fees are refundable for the Spring Season until the 3rd Friday in January for the High School program and 2nd Tuesday in February for the Youth/Bantam program. Each refund request will be issued less a \$50 administrative fee. To cancel a player's registration, notify the club treasurer (treasurer@planowestlacrosse.org) prior to or on the date specified above and in the email provide the player's name, parent's name, age group, and reason for cancellation in your refund/cancellation request.
- If the club is unable to place a player on a team or a player is cut resulting from try-outs, a refund for registration fees will be provided in full.
- No refunds will be provided to a player being dismissed from the team due to a Code of Conduct violation.
- No refunds will be provided for any out of pocket expenses, credit card processing fees, uniform costs incurred, etc.
- No refunds will be provided for any camps, group lessons, or other activities provided by the club. If the activity is partially or fully cancelled, refunds will be distributed on a pro-rated basis.
- Allow up to 45 days for the refund to be processed.

- (7) The returned check charge is \$45. The Board may assess late fees if payments are not made when due.

Please note the following about your fees:

- The registration fee is based on a budget that makes certain assumptions about the success of our fundraising efforts. The Club conducts fundraising activities to keep player fees at reasonable levels. Income from these activities are used for, but not limited to: equipment, liability insurance, game fees, field access, program fees, and salaries for experienced qualified coaches. **PWLC reserves the right to make additional assessments based on extra costs incurred or if our fundraising efforts fall short. If additional assessments are made and not paid, the player will not participate with the Club until all payments are current. As of this writing, the Club has not had to assess additional charges during any program year.**
- If the Varsity team or any team qualifies for the State Tournament or any other regional tournament, there may be an extra assessment to the players participating in those tournaments for extra travel costs. Every attempt will be made to minimize any additional assessments, and the Club will solicit parent input regarding optional expenses.

Note: Parents of players who may have difficulty paying their fees on time are required to notify the President (president@planowestlacrosse.org) or Treasurer (treasurer@planowestlacrosse.org). Arrangements for payment will then be made to assist the family in meeting their Club obligations. A limited amount of financial aid may be available to assist families facing serious financial limitations. Prior to registration, notify the Treasurer to request an Application for Financial Aid. A Financial Aid Committee will review these applications and decide on the financial aid. After submitting the application and all documentation, allow up to 3 weeks for a reply on their decision. Note that a player's spot on a team is not secure until a player's fees are paid in full, or financial arrangements have been mutually agreed to. The Application for Financial Aid must be resubmitted for each season.



iii. Cooperation and Support Relative to the Team

- (1) Turn in insurance verification form, Parent and Player Code of Conduct forms and other necessary forms promptly.
- (2) H.S families must sign or check-in online legal waivers that allow for illegal substance testing (Attachment L).
- (3) Equip your player properly.
- (4) Ensure that your player gets proper diet, sleep, and rest.
- (5) Support the decisions of the coaches.
- (6) Encourage players to take pride in their team by parent example.
- (7) Meet and exceed your volunteer commitment.

iv. Exemplary Conduct

- (1) Read and sign a copy of the PWLC Parent Code of Conduct (Attachment F) included in the player's registration packet or online.
- (2) Attend as many games as possible.
- (3) Be encouraging, not critical, of your player, the team, and the coaches.
- (4) Do not criticize or belittle referees or opposing teams or coaches.
- (5) Do not discuss or criticize coaches or other players in the presence of your child.
- (6) Discuss progress or concerns with the coach as they relate to your player.
- (7) The Board reserves the right to discipline parents for acts of aggression, verbal abuse or any behavior that would reflect negatively on the Plano West Lacrosse Club. Suspension of parents from practices and/or games or expulsion from the PWLC could be a course of action taken by the Board. Disagreements between parents or perceived rule violations need to be resolved through the Grievance of Discipline process established by the PWLC. Taking matters outside this process could also lead to suspension or expulsion.
- (8) A written Conflict Resolution form (Attachment P) will be available to help parents address and resolve conflicts and concerns that affect their team. It is recommended that you utilize all possible avenues to resolve conflicts/concerns. If you cannot reach a resolution to a problem, the Conflict Resolution form is to be presented to a the 1st Vice President of the Board, or any member of the Advisory Committee, at which time the Advisory Committee will address the issue.
- (9) Any parent who volunteers for a position in which they will interact with players or will have any level of financial responsibility will be subject to a background check.

F. Players

i. Understanding the Plano West Lacrosse Club

- (1) The PWLC is an elite and competitive program.
- (2) As a competitive program, each player is expected to contribute his/her best efforts at all times.
- (3) Participation at practices and games is required at all times.

ii. Attitude Toward Coaches, Teammates, Parents, Referees, and Opposing Players

- (1) Read and sign the PWLC's Player Code of Conduct (Attachment G) included in the player's registration packet.
- (2) Show respect toward coaches, teammates, parents, referees, and opposing players at all times in order to enhance the good reputation of the PWLC. Hazing is prohibited (Attachment P).



- (3) Take pride in your team and teammates and show appreciation for the efforts of your coaches, administrators, teammates, referees, and parents. Remember, we're all in this together!
- (4) If you must miss a practice for any reason you, follow the rules established by the coach at the beginning of the season regarding notification. It is understood that failure to make follow coach's rules may result in disciplinary actions taken by the coach.
- (5) Adhere to any additional coach's rules (Attachment Q).

G. Committees and Volunteer Opportunities

i. Executive and Committees

- (1) The Executive Committee is comprised of Board positions including: President, Vice-President, Treasurer, Athletic Director and Secretary. Four other positions are voting board members – Youth and High School Program Directors and 2 At-Large Member.
- (2) Committees include: Fundraising, Website, Public Relations, Recruiting, Game Day, Video/Media, Equipment/Uniforms, Merchandising, and Tournament/Travel.
- (3) The above committees and any sub-committee(s) are formed from Club volunteers, without whose help, the PWLC could not exist or function. The more parent volunteers we have, the more effectively work is distributed among volunteers, and the less each person has to do.
- (4) The team web site (www.planowestlacrosse.org) will post all volunteer positions and the people filling those positions. Parents, students and siblings are encouraged to volunteer for positions not filled.
- (5) The Board is required, by the By-Laws, to meet on a regular basis to conduct Club business.

ii. Special Committees

- (1) Volunteers appointed by the President for special projects and or advisory capacity. These positions are filled by persons whose experience and talents in specific areas are of extreme value to the Club.
- (2) They report directly to the President, and by the President's request, are present and provide written reports to the Board.

3. Member Information

Coaching Staff, Team Administrators, Board Members, and Committee Members will be posted on the Club website.

Website: www.planowestlacrosse.org



4. Alcohol and Drug Substance Abuse Statement

A. Club Policy

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

B. Rules

- i.** During the lacrosse year, commencing with Fall workouts as determined by the Head Coach, a player shall not use or possess:
 - (1) Any beverage containing alcohol.
 - (2) Illegal drugs, including but not limited to marijuana, cocaine, heroin, etc
 - (3) Anabolic steroids.

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

- ii.** High school parents will be required to sign the Alcohol and Drug Testing Release Form (Attachment K) in order to permit testing players for prohibited substances as described in the Mandatory Substance Testing Policy (Attachment J).



5. Team Notes

A. Equipment and Uniforms

- i. Required and Prohibited Equipment as defined by THSLL is:

PERSONAL EQUIPMENT (1-22) ~ Shorts, under-jerseys, compression shorts and sweat pants may vary in color but under-jerseys must be tucked in if extending below the waist. Gloves may be taped-up if the fingers and or palms are not present but none of the protective features may be altered in any way. Baseball shoes (metal / hard plastic cleats) are not permitted.

PROHIBITED EQUIPMENT (1-24, c-Note) ~ Players may not wear protective shoulder pads or football helmet. (Ed. note: This reference is to football pads and helmet.)

NOTE: New player are recommended to talk to the head coach when seeking recommendations on equipment. Players and parents are also recommended to reference associated League(s) rules. (e.g. <http://thsll.org/rules.php>)

- ii. Team Uniform:

- (1) Practice uniform will include all the above required equipment and include (specifically): black practice shorts, assigned practice jersey with your team assigned team number, and/or the designed colored practice jersey as assigned by the Head Coach.
- (2) Game uniform will include the assigned home and away jersey and matching shorts as designated by the Head Coach for that specific game. Gloves must contain the same color as the Plano West Lacrosse uniform, black, royal, and/or white. H.S. players must wear the team helmet.

6. Policy and Procedure and Attachments

This Policy and Procedure document addresses many of the needs and issues within a club. However, unforeseen events do occur, and so on an exception basis, the Board of Directors will rule on these matters consistent with the Bylaws of the Club.

Documents requiring signatures may be collected electronically as part of the on-line registration process.

These Policies Shall Supersede All Other Policies.



Grievance Policy and Procedures Plano West Lacrosse Club (Attachment A)

Purpose and Scope of Policy

The purpose of the Grievance Policy is to provide members of the Club with a clear, rational method for resolving disputes that may arise in connection with the Club's activities. The Club does not wish to encourage disputes among its members, players, and coaches, but history teaches that they sometimes do arise and that having no guidelines for dealing with them magnifies the issues.

The grievance procedures are not intended to be used to conduct the business of the organization. The Board of Directors is committed to listening to the views of the membership. Members who have questions or issues with regard to the general business of the Club (e.g. scheduling, fundraising, tournaments, financial matters, matters of Club Policy, etc.) are encouraged to raise those issues with one or more members of the Board, either individually or in the Members' Meetings that will occur during the season.

The grievance procedures are not intended to be used to resolve private disputes between players or families, but issues relating to the Club. **The grievance procedures are not intended to be used to debate or criticize coaching decisions** (e.g. amount of game time). The grievance policy relies for its success on judicious use of its procedures, respect for the process and all those involved in it, and a calm approach to problems and a commitment from everyone towards good faith attempts to resolve disputes early and at the lowest level in the process that is possible.

The Club is firmly committed to a non-retaliation policy. No retaliation shall be taken by any Coach or Team Official, any member of the Board of Directors, or any other member of the Club against a person bringing a grievance or any player whose parent brings a grievance forward. Retaliation itself may be the basis for a grievance.

Advisory Committee

Composition: The Club will have an Advisory Committee (AC) composed of three people nominated by the President and approved by the Board of Directors that do not have children playing for the Club, nor are Board Members, but are affiliated with the club and have the best interests of the club in mind.

Steps in the Grievance Policy

The steps in the grievance process are described below. Eligibility to take steps in the process requires completion of the prior steps.

Step One: Individual Discussion – The Twenty-four Hour Rule

An individual who has a grievance must informally (and calmly and respectfully) discuss the matter with the Coach involved or, if no Coach is involved, with a member of the AC in an effort to resolve the dispute. No such discussion may occur until 24 hours after the events forming the basis of the problem. Coaches are encouraged to listen and discuss the matter but are not required to listen to mere criticism of their coaching philosophies or decisions.



Step Two: Filing a grievance with the Advisory Committee, Initial Review

If the grievance is not resolved in Step One, the person with the grievance has the right to bring it before the AC. The grievance shall be stated in writing on the Conflict Resolution Form (attachment Q). The AC shall review the grievance and make an initial determination on the grievance. The AC may determine, by unanimous vote, that no action should be taken, and if so, will explain in writing as to the reasons behind their decision.

Step Three: Review by the Advisory Committee

If the AC determines that the matter requires review, the AC shall proceed to hear the matter. Prior to taking any action, the AC shall submit the written statement of the grievance to any person identified as a party to the grievance in the written statement, and such person shall be permitted to submit a written statement on the grievance to the AC.

Prior to hearing of the grievance, the AC may conduct such investigation into the facts as it deems necessary, either as a committee or through one or more individuals. The results of any such investigation shall be submitted in writing to the parties to the grievance.

Regardless of whether any investigation is conducted, the AC shall conduct a hearing of the grievance, using such procedures, as it deems appropriate to the circumstances. The AC shall provide notice of the time and place of the hearing to all persons involved in the matter, and shall provide a reasonable opportunity for the parties to the grievance to be heard. The AC shall have the power to set reasonable limits on the length of presentations. By majority vote, the AC may limit the presentations to written submissions, provided that all persons involved in the matter shall be given notice and a reasonable amount of time to prepare such written presentations. Any hearing of the AC, whether by written submission or oral presentations, shall be closed to all persons other than those directly involved in the grievance, provided, however, that if a player is a party to the grievance, that player's parent(s) or guardian(s) may be present.

Following the hearing, the AC will meet to decide the grievance. The AC shall prepare as soon as practicable, a written statement of its decision, including disciplinary action, if any, resulting from the decision. All decisions shall be made by majority vote of the AC. The final decision will be provided in writing to the Secretary of the Club to remain a part of the Club's records. **All decisions made by the Advisory Committee are final.** Any party not complying with the decision of the AC will be subject to further discipline.

Conclusion

Depending on the circumstances, there can be several steps in the grievance process, and different grievances may involve different procedures for their handling. The critical elements of every step in the process, however, are the same: notice, an opportunity to be heard, impartial decision-makers, non-retaliation, and good faith. The Advisory Committee and the Board will use their best efforts to apply these critical elements in ways appropriate to the nature of the dispute in all proceedings under this policy.

This policy is intended as an alternative to other methods of dispute resolution. Any attempt by a member of the Club, a player, or a Coach to utilize procedures other than those of this policy to resolve disputes concerning the Club may be subject to discipline.



Disciplinary Policy Plano West Lacrosse Club (Attachment B)

Purpose

The responsibility of the Advisory Committee shall be to enforce the Plano West Lacrosse Club (PWLC) Codes of Conduct in spirit as well as to the letter. The committee will also be responsible for enforcing the rules and regulations associated with the associated League(s), NCAA, and US Lacrosse.

Committee Composition

The Club will have an Advisory Committee (AC) composed of three people nominated by the President and approved by the Board of Directors that do not have children playing for the Club, nor are Board members, but are affiliated with the club and have the best interests of the club in mind.

Discipline

At the beginning of the season, each Coach shall make players aware of all the policies and guidelines set forth by the PWLC and any additional player guidelines and expectations as established by the coach. Disciplinary action for player's failure to adhere to team rules or PWLC Codes of Conduct may include less game time as appropriate, suspension, or expulsion from the Club. The Head Coach has primary responsibility for team discipline and for the consistent and fair enforcement of the rules noted herein. In the event that a Coach cannot act upon violations or needs assistance, the Advisory Committee will need to get involved. The Committee needs to be careful not to undermine the Coach's authority.

Step One: Engaging the Advisory Committee

All matters that relate to infractions of the PWLC Codes of Conducts shall be brought before the AC. In all matters brought before the Committee, a majority vote shall decide the issue. Any player, parent, coach, or Team Administrator may submit an infraction or complaint by contacting a member of the AC. After the Committee decides the course of action, they will notify the President who in turn will notify the Coach and Team Representative if further action is warranted. The Board has the authority to remove any member from the Club for violating the Codes of Conduct and/or the Disciplinary Policies of the Club.

Step Two: Initial Review by the Advisory Committee

The AC shall review the infraction and make an initial recommendation/decision. The AC may determine, by unanimous vote, that no action should be taken, and if so, will explain in writing as to the reasons behind their decision.

Step Three: Review by the Advisory Committee

If the AC determines that the matter requires review, the AC shall proceed to hear the matter. Prior to taking any action, the AC shall submit the written statement of the infraction to any person identified



as a party to the infraction in the written statement, and such person shall be permitted to submit a written statement on the infraction to the AC.

Prior to reaching a conclusion, the AC may conduct such investigation into the facts as it deems necessary, either as a committee or through one or more individuals. The results of any such investigation shall be submitted in writing to the parties.

Regardless of whether any investigation is conducted, the AC shall conduct a hearing of the infraction, using such procedures, as it deems appropriate to the circumstances. The AC shall provide notice of the time and place of the hearing to all persons involved in the matter, and shall provide a reasonable opportunity for the parties to be heard. The AC shall have the power to set reasonable limits on the length of presentations. By majority vote, the AC may limit the presentations to written submissions, provided that all persons involved in the matter shall be given notice and a reasonable amount of time to prepare such written presentations. Any hearing of the AC, whether by written submission or oral presentations, shall be closed to all persons other than those directly involved in the grievance, provided, however, that if a player is a party to the infraction, that player's parent(s) or guardian(s) may be present.

Following the hearing, the AC will meet to decide on the infraction. The AC shall prepare as soon as practicable, a written statement of its decision, including disciplinary action, if any, resulting from the decision. All decisions shall be made by majority vote of the AC. The final decision will be provided in writing to the Secretary of the Club to remain a part of the Club's records. **All decisions made by the Advisory Committee are final.** Any party not complying with the decision of the AC will be subject to further discipline.

Conclusion

All PWLC players, coaches, and parents shall abide by all disciplinary policies described in the current Players, Coaches, or Parent's Codes of Conduct as described in this, the PWLC Handbook. Parents are expected to demonstrate the same standards of conduct as required of their children. Parents, just as coaches, should be aware that they are role models both to their own children and all other players present. Inappropriate behavior by parents can also negatively influence the outcome of a game.

Field Administrators

The Field (Game Day) Administrator is ultimately responsible for the conduct of the parents on his/her team. Complaints regarding parental behavior shall be directed to the Field Administrator who will then discuss them with the coach. If the Field Administrator is not available or if the complaint involves the Field Administrator, the coach shall be contacted directly. If the matter cannot be satisfactorily resolved at the team level, it may be referred to the Advisory Committee.



**Board of Director's Code of Conduct
Plano West Lacrosse Club
(Attachment C)**

As a member of the PWLC Board of Directors and thus, a representative of the PWLC, I agree to support the following Code of Conduct. I will:

- Attend all scheduled board meetings. In the event it is necessary to miss a meeting, the President will be advised.
- Respect the confidentiality of all board meetings.
- Commit to the hours necessary to be an effective member of the Board of Directors and handle responsibilities as assigned.
- Keep the best interests of the Club as a priority with the long-term in mind

Board Member Name: _____ (printed)

Board Member Signature: _____

Date: _____



Coach's Code of Conduct Plano West Lacrosse Club (Attachment D)

As a Coach, and thus, a representative of the Plano West Lacrosse Club (PWLC), I agree to abide by the following Code of Conduct. I will:

- Adhere to the rules of the PWLC as specifically written in Club By-Laws and operating procedures, or face disciplinary action, up to and including release from my contract with the club without any additional compensation.
- Adhere to associated League(s) and US Lacrosse governing rules, regulations, policies, and procedures.
- Enforce the PWLC Academic Eligibility Policy.
- Help each and every player reach his/her maximum potential.
- Place the overall good of the team before my personal objectives or individual needs.
- Strive to be an effective communicator and coach, and maintain an open line of communication with players, parents, and the Board of Directors.
- Never verbally or physically abuse a player, official, fan, or parent. This includes the use of foul language.
- Accept and official's call with respect and maturity.
- Act as a role model to the players of the Team as well as other players in the organization and on opposing teams. Win and lose with sportsmanship and dignity and refrain from emotional outbursts.
- Provide constructive criticism to players, but never criticize a player in public.
- Organize practices that provide instruction in a way that motivates and challenges players to develop self-respect, self-confidence, and self-discipline.
- Be on time and be mentally and physically prepared for practices and games.
- Practice teamwork, sportsmanship, discipline, and respect.
- Support a drug and alcohol free sports environment, abide by the PWLC Alcohol & Drug Policy, and keep all test results confidential.

I UNDERSTAND THAT A VIOLATION OF ANY PART OF THIS CODE OF CONDUCT OR ANY ACTION WHICH IS DETRIMENTAL TO THE CLUB MAY RESULT IN AN APPEARANCE BEFORE THE CLUB'S ADVISORY COMMITTEE FOR ACTION AND MAY RESULT IN MY SUSPENSION OR TERMINATION FROM ANY OR ALL PLANO WEST LACROSSE CLUB ACTIVITIES.

Coach Name: _____ (printed)

Coach Signature: _____

Date: _____



PWLC Team Administrator Code of Conduct (Attachment E)

The Team Administrator is a Special Committee position held by a volunteer/member of the Club and appointed by the President. The responsibilities of the Administrator include, but are not limited to the facilitation of information, material and merchandise from the Board, Coaches and other affiliated Organizations, to the Players and the planning and execution of the Club's annual Banquet. As such, the responsibilities dictate the following conduct:

- Adhere to the rules of the PWLC as specifically written in the by-laws and operating procedures, or face disciplinary action, up to and including expulsion from the Club.
- To treat members and players with respect.
- To use best efforts when representing the Club and keep the best interests of the Club in mind when negotiating with vendors on behalf of the Club.
- To provide accurate information to the Club and its Board relating to contracts and bids from prospective vendors providing products and services to the Club.
- Agree to the same Code of Conduct as Board Members when asked to attend Board meetings.
- Value the importance of teamwork and of being a "team player", even as a parent.
- To act as an unbiased facilitator of information for the needs of the team, its players, coaches and members, in respect to merchandise, scheduled events, special events, or other general needs of the team.
- To execute the duties and responsibilities of my Special Committee position as directed by the Club President.

Name (printed): _____

Signature: _____

Date: _____



Plano West Lacrosse Club Parent's Code of Conduct (Attachment F)

As the parent or guardian of _____, a player in the Plano West Lacrosse Club (PWLC), I shall be subject to the following Code of Conduct while participating with PWLC.

As the parent of guardian of the player listed above, I will:

- Adhere to the rules of the PWLC as specifically written in the by-laws and operating procedures, or face disciplinary action, up to and including expulsion from the Club.
- Be responsible for and keep current, payments of all player fees and understand that they are not refundable, either in full or in part.
- Adhere to the PWLC Academic Eligibility Policy.
- Support officials on and off the field.
- Applaud a good effort in both victory and defeat.
- Reinforce positive behavior on and off the field.
- Respect the coaches and coaching staff and allow them to do the coaching.
- Accept the responsibility of designated coaches or assistant coaches to assigned positions and allocated playing time. High school lacrosse is a competitive sport and equal playing time is not a right or necessarily a coach's sole objective.
- Not approach a coach or assistant coach before or after a game to raise an issue or complaint, unless specifically asked by the coach. I will wait 24 hours after a game to contact a coach with any issues that I wish to address.
- Address concerns or complaints about the team or my child directly through the Grievance Policy outlined in the Policy and Procedure document.
- Donate my time to the PWLC to assist in fundraising, committees, and volunteer work.
- Value the importance of teamwork and of being a "team player", even as a parent.
- Support a drug- and alcohol-free sports environment for the Club and abide by the PWLC Alcohol & Drug Policy.

I understand that:

- If I violate of any part of the Code of Conduct or exhibit any action which is detrimental to the Club, the Club's Advisory Committee can take action which may result in my suspension or termination from the Club, and could prohibit me from attending any PWLC practice, game, tournament, or event.
- The PWLC is a non-profit and voluntary organization and has established this program for the benefit of the student athletes. I therefore agree to hold no party connected with the PWLC responsible for any personal liability or for any injury during the normal pursuit of team activities.

Parent Name: _____ (printed)

Parent Signature: _____ Date: _____

Coaches Coach - Players Play - Parents Cheer !



PWLC Player's Code of Conduct Plano West Lacrosse Club (Attachment G)

I, _____, as a player and thus, a representative of The Plano West Lacrosse Club (PWLC), understand and agree to support the following Code of Conduct. I further understand that participation in PWLC is a privilege, not a right; and any violation of the following Code of Conduct shall be subject to disciplinary action. Any student athlete clearly involved in a major disciplinary infraction including but not limited to: drugs, alcohol, violent behavior, etc., will be suspended or removed permanently from the team.

Therefore, I will:

- Adhere to the rules of PWLC as specifically written in the By-Laws and the Policy & Procedures, or face disciplinary action, up to and including expulsion from the Club.
- Hold myself to a higher standard of conduct as a representative of PWLC.
- Adhere to associated League(s) and US Lacrosse governing rules, regulations, and policies.
- Adhere to PWLC Academic Eligibility Policy.
- Continually learn the rules of lacrosse and play by them at all times.
- Practice good sportsmanship before, during, and after all games.
- Play hard and play clean lacrosse at all times.
- Be on time and be mentally and physically prepared for practices, games, team meetings and other team/club activities.
- Follow the instructions of the coaches and have a positive attitude at all times.
- Recognize the value and importance of teamwork and of being a team player.
- Respect coaches, teammates, parents, opponents, and officials, as well as field facilities, and demonstrate mature behavior on and off the field.
- Refrain from emotional outbursts such as stick slamming, retaliation against an opponent, fighting, use of swearing or abusive language, or other aggressive acts.
- Never argue with an official's decision. In the event of a penalty, I will report directly to the penalty box. The coaching staff will handle all matters pertaining to officiating.
- Be prepared to give back to the community by donating my time to charitable efforts.
- Support and participate in club fundraisers.
- Contact the coach in the event of tardiness or a schedule conflict with any team event. Unexcused tardiness or absence may result in automatic benching.
- Not tolerate hazing in any form.
- Support a drug and alcohol free sports environment for my team and abide by PWLC Alcohol & Drug Policy. I pledge to be drug and alcohol free.

I understand that a violation of any part of the Code of Conduct or any action I take during any official Club/Team function, which is detrimental to, or reflects poorly on the Club may result in automatic benching by the coaches and, if deemed necessary, may be brought to the Club's Advisory Committee for action and may result in my suspension or termination from any or all PWLC activities.

Player Name: _____ (printed)

Player Signature: _____ Date: _____



Academic Eligibility Policy Plano West Lacrosse Club (Attachment H)

Players that join the PWLC are student-athletes, and getting good grades has a large impact on a player's long term success in life. We encourage parents and player's to support the No Pass, No Play policy for the school that the player attends.



Plano West Lacrosse Club (Attachment I)

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Substance Abuse Policy (H.S. Only) **Plano West Lacrosse Club** **(Attachment J)**

As a matter of policy, the Plano West Lacrosse Club (Club) does not permit or tolerate the use of drugs, alcohol or steroids by its players. The Club enforces this policy through mandatory testing for banned substances and by empowering the coaching staff to take disciplinary action when there is a reasonable suspicion based on personal observation that a player has violated the Club's policy.

The Club also prohibits coaches, parents, and team officials from using or being under the influence of alcohol or other mood altering substances during any Club activity where players are present, including travel to and from such functions. The Club enforces this policy pursuant to the procedures of the Advisory Committee.

Definitions

This policy bans the use of the following substances:

- Any beverage containing alcohol;
- Illegal drugs, including but not limited to marijuana, cocaine, heroin, cheese, and the like;
- Anabolic steroids.

As applied to players, this policy defines "use" to include possession, with or without the intent to sell or give-away.

This policy does not prohibit the use of any substance that has been specifically prescribed for a player by his or her medical provider.

This policy defines a "violation" as:

1. a non-negative result on a test administered under the Club's Mandatory Substance Testing Policy that is not cleared either by investigation by the Drug Test Administrator or by a negative second test,
2. failure to take a test required under the Mandatory Substance Testing Policy, or
3. a determination by a member of the coaching staff based on personal observation that a player is under the influence of a substance prohibited by this policy.

If a member of the coaching staff believes, or has reasonable knowledge that a player is under the influence of a substance prohibited by this policy, they (along with the Head Coach's consent) may require the player be tested for substance abuse.

A violation based upon the personal observation by a member of the coaching staff may be challenged. If the player produces a negative result on a test administered by the Drug Test Administrator that screens for the suspected substance, there is no violation of this policy, provided that the test is done within the time period specified by the Drug Test Administrator. Cost of the testing will be paid by the Club if the test is negative. A non-negative test must be paid for by the player or his family.



Consequences of Violations

i. First Offense:

- (1) **Alcohol:** One-game suspension and, at the discretion of the Coach, appropriate community service or off-field activities as specified by the Coach.
- (2) **Other Substances:** Suspension from participation in games (and, at the discretion of the Coach, practices and other Club activities) for a period of thirty (30) days. Lifting of the suspension is contingent on a negative result on a test administered by the Drug Test Administrator.

ii. Second Offense:

- (1) **Alcohol:** Suspension from the Club for a minimum of thirty (30) days, to be determined by consultation between the Coach and the Club's 1st Vice-President, together with appropriate community service activities as specified by the Coach and the 1st Vice-President.
- (2) **Other Substances:** Suspension from the Club for the remainder of the season.

No refunds of any fees will be made in the event of a suspension under this policy.

Evidence of Acceptance

Every player and his or her parent(s) or guardians(s) must sign:

- An acknowledgement that they have read, understood, and agree to be bound by this policy before that player may be included on an official roster on a Plano West Lacrosse Club team.
- Appropriate waiver(s) agreeing that the Club and the Drug Test Administrator may conduct drug testing as a condition of being included on an official player's roster and holding the Club and the Drug Test Administrator harmless from any liability relating to the Club's Substance Abuse Policy and/or the Mandatory Substance Testing Policy.



Substance Testing Policy (H.S. Only) **Plano West Lacrosse Club** **(Attachment K)**

Purpose

The Substance Testing Policy is one aspect of the implementation of the Plano West Lacrosse Club's (Club) Substance Abuse Policy. The Substance Testing Policy is intended to act as a deterrent to the use of banned substances by players, to relieve them of the peer pressures to which they may be subjected in connection with the use of drugs, alcohol and steroids; and to demonstrate the Club's commitment to the health and safety of the players who are members of its' teams.

Principles and Requirements of the Testing Program

Drug testing may be conducted by an outside company that is in the business of conducting such tests (the "Drug Testing Administrator" or "DTA"), selected by the Board of Directors. Depending on the nature of the particular test performed, the DTA may designate a club official to collect samples required for testing. Such officials are called the DTA designee. Testing will be conducted on dates selected by the DTA without the advance knowledge of any person associated with the Club. The Club will supply the DTA with schedules showing practice times for the Club's teams. The DTA will determine when the tests will be conducted, and will either come to the facility at which the practice is being held to administer tests, without any advance notice to coaches, players, parents, or the Board, or advise the DTA designee of a date and location for players to report for testing within a stated time frame. All players are required to take the test. **Any player who is absent from practice when a test is administered will be required to go to the DTA's facility to take the test within twenty-four hours of the starting time of the practice at which a test is administered. Refusal to take a test when the DTA is administering tests, or failure by an absent player to appear for testing within the prescribed period (absent a doctor's excuse due to illness), will be treated as a violation of the Substance Abuse Policy.**

Drug testing may be conducted through the collection of urine samples, tongue swab samples or other protocols determined in the sole discretion of the DTA. Drugs that may be tested for include, but are not limited to: opiates (e.g. morphine and codeine), cocaine, amphetamines and methamphetamines, phencyclidine (PCP), delta 9-tetrahydro-cannabinol (marijuana), "designer drugs (e.g. Ecstasy, Cheese), alcohol, and anabolic steroids.

In the event of a non-negative test, the DTA or DTA designee shall first contact the parent(s) or guardians(s) of the player involved for the purpose of determining whether the result may have been influenced by the use of any prescribed or over-the-counter drug, diet, or other medical condition. If the non-negative result cannot be explained to the satisfaction of the DTA, the DTA may, in its sole discretion, suggest another screening if, in its opinion, such a screening would be useful to eliminate a possible "false positive". If such screening is recommended by the DTA, it shall be done at the Club's expense.

If a non-negative test result is not explained to the satisfaction of the DTA, in accordance with the procedures above, the DTA is authorized to communicate the fact of the non-negative result only to the team's Head Coach and the 1st Vice-President of the Club. No other persons associated with the Club (other than the player's parent as described above) are authorized to receive notification of a non-negative test result. The Head Coach and the 1st Vice-President of the Club are prohibited from



disclosing the fact of a non-negative test result to anyone other than the player and his or her parent(s) or guardian(s). With respect to any suspension resulting from a non-negative test result, the Head Coach and the 1st Vice-President shall not reveal to anyone that a player has been suspended for violating the Club's Substance Abuse Policy.

Evidence of Acceptance

Every player and his or her parent(s) of guardian(s) must:

1. sign an acknowledgement that they have read, understood, and agree to be bound by this policy before that player may be included on an official roster of a Plano West Lacrosse Club team; and
2. sign appropriate waiver(s) agreeing that the Club and the Drug Test Administrator may conduct drug testing as a condition of including a player on an official roster and holding the Club and the Drug Test Administrator harmless from any liability relating to the Club's Substance Abuse Policy and/or the Substance Testing Policy.



**Acknowledgement, Waiver of Rights, and Indemnity
Agreement With Regard to Substance Abuse Policy and
Substance Testing Policy (H.S. Only)
Plano West Lacrosse Club
(Attachment L)**

I am the parent or guardian of _____, who has been offered a
(Player's Printed Name)
position on an official roster of a team organized by the Plano West Lacrosse Club (Club). On behalf
of myself, my child, and any other parent or guardian of my child, I acknowledge the following:

1. I have read, understood, and agree to be bound by the terms of the Club's Substance Abuse Policy and the Club's Substance Testing Policy (collectively, the "Policies"). I have been provided with copies of the Policies. I understand that compliance with the Policies is a condition of my child's current and continuing participation on a Club team.
2. I hereby give my permission for the Club's Drug Testing Administrator or its designee to perform drug testing on my child in accordance with the Policies.
3. I agree to cooperate with the Club's Drug Testing Administrator or its designee in its conduct of drug testing in accordance with the Policies, and will execute any forms required by the Drug Testing Administrator in connection with its testing.
4. I understand that, in the event of a non-negative result on a test conducted on my child, I may be contacted by the Drug Testing Administrator to discuss the test result and to determine whether any medication, diet, or other medical condition may have influenced the test result. I agree to provide any information required by the Drug Testing Administrator for its use in making such a determination.
5. I agree that, in the event of a non-negative result on a test conducted on my child, the Drug Testing Administrator is authorized to disclose the non-negative result to the Club's Head Coach and the Club's 1st Vice-President, and that those Club officials are authorized to impose the disciplinary consequences provided for by the Policies in the case of non-negative test results.
6. I agree to execute such additional forms that the Club may reasonably require in connection with the Policies.
7. I hereby waive any and all rights under any Federal, State, or Local law or regulation that are or may be in conflict with the agreements and acknowledgements stated above.

I hereby release the Club, and any and all of its Directors, Officers, Agents, and any other person acting on behalf of the Club, and the Drug Testing Administrator, and any and all of its Directors, Officers, Agents, and employees, from any and all liability, claims, or causes of action arising in any way out of the Club's application or enforcement of the Policies.



**Acknowledgement, Waiver of Rights, and Indemnity Agreement
With Regard to Substance Abuse Policy and Substance Testing
Policy (H.S. Only)
Plano West Lacrosse Club
(Attachment L)**

(Page 2 of 2)

Parent(s) / Guardian(s) Acknowledgement

I have read, understood, and agree to be bound by the Club's Substance Abuse Policy. I have read the statements above, and agree to each and all of them.

PARENT'S SIGNATURE

PARENT'S PRINTED NAME

DATE: _____

PLAYERS Acknowledgement

I have read, understood, and agree to be bound by the Club's Substance Abuse Policy. I have read the statements above, and agree to each and all of them.

PLAYER'S SIGNATURE

PLAYER'S PRINTED NAME

DATE: _____



**2011 – 2012 Fees
Plano West Lacrosse Club
(Attachment M)**

The club's website will be the method to register. Payment options will be specified on-line when registering. **Registration will close when teams are full.**

Team Level	Fall Early Registration July 15–Aug 26	Fall Regular Registration begins Aug 27	Spring Early Registration Date: TBD	Spring Regular Registration Date: TBD
Varsity & JV*	\$575	\$625	TBD**	TBD**
7-8 Championship	\$300	\$350	\$300	\$350
7-8 Competitive	\$250	\$300	\$250	\$300
5-6 Championship	\$300	\$350	\$300	\$350
5-6 Competitive	\$250	\$300	\$250	\$300
3-4	\$200	\$250	\$200	\$250
K-2	\$125	\$175	\$125	\$175

This Fees page is informational only reflecting the fees as approved by the Board of Directors on July 11, 2011. For the club's refund policy and other financial policies, see page 7.

US Lacrosse: Every player must be an active member of US Lacrosse. To register, renew, or verify expiration, go online at: www.uslacrosse.org. You will need to include your US Lacrosse membership number when registering with PWLC. US Lacrosse membership fees are not included in PWLC Registration Fees. Membership must be renewed annually.

Volunteering and Food Donations: In an effort to function as an organization, we need parents to volunteer their time. The fall season requires parents to volunteer at least 3 hours and donate 1 food item per family at the tournaments. The spring season requires parents to volunteer at least 6 hours for the season to run successful. Team Administrators will contact families for what is needed at each tournament or game.

* **HS Players:** There is a yearly \$250 minimum fundraising requirement. Those wanting to opt-out of fundraising may write a check due at the Spring Kick-off Meeting.
 - New this year, the club will own reversible practice pennies and spring game jerseys/shorts. These items will be distributed by the club to the players and will need to be returned at the end of each season. A uniform deposit may be collected.
 - To help parents financially, we provide a payment plan for HS parents breaking registration fees into 3 monthly payments. When registering on-line, the payment plan will be described in detail.

** **HS Spring Players:** An additional \$50 registration fee will be added to all new HS players and those players playing only in the spring season.

Do Not Sign This Form – Informational Only.



Game Day Attire Plano West Lacrosse Club (Attachment N)

To School:

All Plano West Lacrosse Club Varsity and Junior Varsity players are to wear the Club's golf shirt and khaki pants to school on game days. At the discretion of the Head Coach and/or majority approval of the Team, the alternate game day apparel for school could include the Game Jersey for that day's game or any other game day apparel specially designed for that game or event, subject to School approval.

To the Game:

All Plano West Lacrosse Club Varsity and Junior Varsity players will present themselves in a professional manner and are required to wear the proper game uniform to the field on game day. Failure to wear the full uniform and to be properly equipped to play according to associated League rules will result in loss of game time and/or result in extra drills during practice.



Hazing Policy Plano West Lacrosse Club (Attachment O)

(Modified from the PISD Policy Guide)

The Plano West Lacrosse Club (Club) prohibits hazing. Hazing means any intentional, knowing, or reckless act directed against a student by one person alone, or acting with others, that endangers the mental or physical health or safety of a student for the purpose of being initiated into, affiliating with, or maintaining membership in the Club. No player shall engage in any form of hazing, nor shall any player encourage or assist any other player in hazing. Acts of hazing and failure to report known hazing can result in removal from a Club team. Consequently, any "initiation rites" not receiving prior approval from the Head Coach will be considered hazing.



Coaches' Rules Plano West Lacrosse Club (Attachment Q)

Coaches' Rules for the Players

The aim of this document is to ensure that the Plano West Lacrosse Club (Club) is able to run smoothly and that all energies are concentrated on developing and supporting competitive Lacrosse, and to prevent the actions of the few having a detrimental effect on the enjoyment and progress of the majority. The Club reserves the right to amend this document at any time. Members will be notified of any changes at least 7 days before they are implemented.

Any offences to these team rules will make the player liable to disciplinary action under disciplinary procedures laid down by the Club. Sanctions can include suspension from games and/or practices, suspension of Club membership, or dismissal from the Club.

1. Commitment - All players will come to practice faithfully and complete assigned daily team workouts in a conscientious manner. All absences are treated equally and there are no excuses. Players with injuries are suggested to attend to keep up with strategy. Players that are ill and contagious are recommended to stay home.
2. Effort – Players must push themselves to improve and put forth the required to be the best they can be. A lack of effort can be contagious and significantly undermines individual improvement and team morale.
3. Conduct – Disciplined behavior is essential to success in anything one does and team athletics are an ideal vehicle for the development of this important life skill. Players are expected to respect coaches and listen when they speak, eliminate all offensive speech and behavior, and be properly equipped and attired for practices and games.
4. Teammates – Similarly, players must treat fellow team members with the same respect and consideration given to coaches. They are your peers and without them there is no lacrosse at Plano West. Experienced players should be actively recruiting and supporting new teammates and not disrespecting, intimidating, or hazing them.
5. Sportsmanship – Similarly, players will conduct themselves in a sportsmanlike manner in the games and at competitive events. Players will not speak to officials at any time, will congratulate opponents on their play, will not taunt or belittle opponents. Zero Tolerance on fighting.

Fighting is one of the most extreme violations of sportsmanship and team conduct, and will be treated accordingly. A single fight has long term consequences for the program and its reputation. A player involved in a fight against an opponent is automatically suspended from the team with the understanding that he will be removed from the team permanently. The case is reviewed by the board where film is viewed and reports from the officials and coaches are read. Only a determination by the committee that the Plano West player acted only to the extent deemed necessary to defend himself from an attack and resulting injury will save his status. Therefore, players are expected to avoid the situations that lead to fights at all costs.



Reminder

You are expected to treat teammates, other Club members, and all officials with respect. You must remember that improper behavior at training, practices, or games may lead to disciplinary action such as being sent off the field, being benched for games and/or practices, and suspension or dismissal from the Club.

Disciplinary Procedures

The relevant team coach or head coach shall decide the disciplinary action.

If a player (or parent or guardian) should have a grievance about any action taken against them or about their treatment by other players, a Team Administrator, or Coach; the grievance policy will be followed.

Coaches' Rules for the Parents

Parental support is critical to the success of all of our sports programs. The majority of parents, whose children participate, are well behaved. I wish to thank all those parents for their excellent behavior and to enlist their support in this up coming season.

Unfortunately some parents believe they have a role that is often greater than their knowledge and understanding of the game. While parents do play a big role in supporting the children who are actually playing, some parents believe that part of that role includes reviewing an official's call or helping coach their team from the bleachers. Sarcasm, negative remarks and unsolicited advice have never helped a child enjoy his or her sporting experience.

Just like at home when your child falls, it is sometimes better to let your child pick themselves up rather than always stepping in to do it for them. Unfortunately, as hard as we all try, not all situations in sports are fair. Show your confidence in your child by letting him/her face a problem, deal with it and then move on, just as we do as adults.

Together we can build the best possible sports experience for the boys.



Contact Information (Attachment R)

Contact information will be collected through the club's on-line registration system. Information we need is as follows:

Player:

Name: _____	DOB: _____
Address: _____	
Home #: _____	Cell Phone #: _____
Cell Carrier: _____	<input type="checkbox"/> Check for instant message notification
School: _____	Grade: _____
E-mail Address: _____	US Lacrosse Membership #: _____

Parent/Guardian 1:

Parent/Guardian 2:

Name: _____ Address: _____ _____ Home #: _____ Cell #: _____ Cell Carrier: _____ <input type="checkbox"/> Check for instant message notification E-mail: _____	Name: _____ Address: _____ _____ Home #: _____ Cell #: _____ Cell Carrier: _____ <input type="checkbox"/> Check for instant message notification E-mail: _____
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Emergency Contact Information *(to be used only in the event parents cannot be reached)*

Name: _____	Phone: _____
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Consent to Release Information

I consent to the release of information by the Plano West Lacrosse Club (PWLC) for any news articles, newspaper, brochure, programs, or other means of release of this information in the promotion of PWLC. This information may also be posted/placed on any website operated by the PWLC. Any photographs taken/received/submitted may also be used in the promotion of PWLC in any, but not limited to, newspapers, brochures, news articles or any website posted/placed by PWLC.

Parent/Guardian Signature: _____ Date: _____



Consent to Treat/Travel Release & Liability Waiver (Attachment S)

This is to certify that on this date, I _____, as parent or guardian of _____, give my consent to Plano West Lacrosse Club (PWLC) and its medical representative to obtain medical care from any licensed physician, hospital or clinic for the above mentioned athlete, for any injury that could arise from participation in any PWLC games.

U. If said athlete is covered by any insurance company, please complete the following:

Name of Insurance Company: _____	Relationship to Athlete: _____
Policy and Group #: _____	Home Address: _____
Address: _____	Home Phone #: _____
Medical Conditions: _____	Cell Phone #: _____
	Signature: _____
	Date: _____

I am the parent or guardian of _____, a member of the Plano West Lacrosse Club. I understand that the team will travel to tournaments and games outside of the Dallas/Fort Worth area. I understand that PWLC travels as a team, and that during travel periods when I am not on the trip, my child will be supervised by the team's coaches or persons designated by the coaches. I understand that the persons supervising my child during such travel periods may transport my child by motor vehicle in the area where the travel is taking place. Understanding all of the above, I, on the behalf of myself, my spouse and child, and any of our respective heirs, successors or agents, do hereby:

- 1.) Authorize my child to participate in travel undertaken by the team.
- 2.) Release and discharge the Plano West Lacrosse Club, its Directors and Officers, its coaches and any person transporting or supervising team members at the request of any coach from any and all liability, claims or causes of action arising out of such activities during scheduled team activities and travel.

This Travel Release and Liability Waiver is in effect as of the date noted below and shall remain in full force and effect until May 31, 2012.

Parent Signature: _____ Date: _____

STATE OF TEXAS *
*

COUNTY OF COLLIN*

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument; and he/she executed said instrument for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2011.

Notary Public in and for the State of Texas

My Commission Expires: _____



Agreement between Independent Contractor and Plano West Lacrosse Club, Inc. and Consent to Background Check (Attachment T)

This agreement is entered into between Plano West Lacrosse Club, Inc., (“PWLC”) and an Independent Contractor whose name is set forth below. Contractor has requested to be assigned to perform services for teams who participate in sports sponsored by PWLC. Contractor may perform such services for others besides PWLC. PWLC shall pay Contractor in accordance with the current schedule of fees for PWLC for such services. Contractor and/or scheduler of said contractor shall submit an invoice to PWLC for services performed, and PWLC shall pay Contractor when PWLC receives and approves the invoice. The release of liability of Contractor and/or parent/guardian set forth below shall survive the termination of the Agreement.

Contractor retains the sole and exclusive right to control and direct the manner or means by which the services of Contractor are to be performed for PWLC. All equipment and materials needed to perform services shall be furnished by the Contractor. The Contractor is required to submit a W9 IRS form to PWLC and the Contractor will receive a Statement of Miscellaneous Income, Form 1099, as required by law and will pay any and all taxes owed on income earned from PWLC.

Contractor is not covered by any type of insurance, nor is Contractor eligible for Unemployment, Insurance, Workman’s Compensation or any benefits furnished to employees of PWLC. Any insurance Contractor deems necessary shall be provided and paid for by the Contractor.

<u>HIRING CONTRACTOR’S AFFIRMATION</u>	
	Plano West Lacrosse Club, Inc.
Federal Tax I.D. # 27-2766556	PO Box 260481, Plano, TX 75026-0481

<u>INDEPENDENT CONTRACTOR’S AFFIRMATION</u>	
Full Name:	
Home Address:	
Home Phone:	Cell:
Email:	
Drivers License #:	State:



Birth Date:	Gender:
Social Security #:	
Have you ever been arrested or convicted of a Class B or above Misdemeanor or Felony:	
If so, what was the disposition of the case:	
The service you are providing to PWLC, how many years have you provided this type of service:	

I hereby give my permission in exchange for good and valuable consideration for the Plano West Lacrosse Club, Inc. ("PWLC"), to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agency, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part to determine my eligibility as a contractor or PWLC. I also understand that as long as I remain an independent contractor here, the criminal history records check may be repeated at any time. I also understand that as long as I remain an independent contractor, I will have an opportunity to review the criminal history as received by PWLC and a procedure is available if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify and defend PWLC and each of their officers, directors, employees, volunteers and agents harmless from and against any and all cause of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, (including claims for the negligence, gross negligence, and/or strict liability of PWLC, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an independent contractor.

Authorization:

By signing your name & checking the "I Agree" box you agree that you've read and accept the Terms specified herein. Contact the Plano West Lacrosse Club by email at info@planowestlacrosse.org or by phone at (214) 329-1872 with any questions.

I accept the terms and conditions: **I AGREE**

Signature: _____ Date: _____

Printed Name: _____



Plano West Lacrosse Club: Protocol and Procedures for Management of Sports-Related Concussion (Attachment U)

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. Plano West Lacrosse Club (PWLC) is establishing this protocol to provide education about concussion for Coaches and other personnel, and to aid players and their families. This protocol outlines procedures for coaching staff and athletic trainers (AT) to follow in managing head injuries, and outlines club policy as it pertains to return to play issues after concussion.

PWLC seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care.

I. Recognition of concussion

A. Common signs and symptoms of sports-related concussion

1. Signs (observed by others):

Athlete appears dazed or stunned	Personality change
Confusion (about assignment, plays, etc.)	Responds slowly to questions
Forgets plays	Forgets events prior to hit
Unsure about game, score, opponent	Forgets events after the hit
Moves clumsily (altered coordination)	Loss of consciousness (any duration)
Balance problems	

2. Symptoms (reported by athlete):

Headache	Feels sluggish
Fatigue	Feels “foggy”
Nausea or vomiting	Problems concentrating
Double vision, blurry vision	Problems remembering
Sensitive to light or noise	

These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.

B. Cognitive impairment

1. Assessed by simple sideline cognitive testing.



II. **ImPACT neuropsychological testing**

A. ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-based software tool utilized to evaluate recovery after concussion. It was developed at the University of Pittsburgh Medical Center (UPMC). ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain-processing speed, reaction time, and post-concussion symptoms.

1. Neuropsychological testing is utilized to help determine recovery after concussion.
2. Players in grades 7-12 should take a baseline test prior to the start of the lacrosse season, which is good for two years.

From time to time, PWLC may make ImPACT testing available to our registered players. Parent not present with their child, who are minors, on the day of the test will be required to have their parents sign a consent form. This form will be provided by the Impact Testing Facility.

III. **Guidelines and procedures for coaches:**

RECOGNIZE, REMOVE, REFER

A. **Recognize** concussion

1. All coaches should become familiar with the signs and symptoms of concussion described in section I.
2. Coaches will be provided with cognitive assessment cards that will aid coaches in accessing players. These cards will be provided by the Impact Testing Facility.

B. **Remove** from activity

1. If a coach suspects the athlete has sustained a concussion, the athlete will be removed from activity until evaluated medically.
2. A member of the coaching staff or team administrator (TA) will call the athlete's parents to inform them of the removal from activity and to coordinate a ride for the player.
3. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
 - a) The Coach or TA will insure that the athlete will not drive themselves home and be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
 - b) If there is any question about the status of the athlete, or if the athlete cannot be monitored appropriately, the athlete should be referred to the emergency department for evaluation.

C. **Refer** the athlete for medical evaluation

1. Players need to be evaluated and cleared by their doctor.



IV. RETURN TO PLAY PROCEDURES AFTER CONCUSSION

A. Coaches are required to see a written clearance from primary care physician or specialist prior to resuming lacrosse activity (**athlete must be cleared for progression to activity by a physician other than an Emergency Room physician**).

B. Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, (as recommended by both the Prague and NATA Statements), per recommendations of their primary care physician or specialist.

1. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport will be progressed more slowly.)
2. Stepwise progression as described in the Prague Statement:
 - a) No activity – do not progress to step 2 until asymptomatic
 - b) Light aerobic exercise – walking, stationary bike
 - c) Sport-specific training (e.g., running in lacrosse)
 - d) Non-contact training drills
 - e) Full-contact training after medical clearance
 - f) Game play

Note: Guidelines suggest: if the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.

Background: The following documents/websites were consulted in developing this protocol. The “Summary and Agreement Statement of the 2nd International Conference on Concussion in Sport, Prague 2004”² (referred to in this document as the Prague Statement), and the “National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion”³ (referred to in this document as the NATA Statement).

American Academy of Pediatrics recent review “Clinical Report—Sport Related Concussion in Children and Adolescents. American Academy of Pediatrics (Pediatrics Vol 126, 3, 2010)

US Lacrosse Website <http://apps.uslacrosse.org/safety/concussion.phtml>

CDC Website <http://www.cdc.gov/concussion/sports/index.html>

The Impact Testing Facility will provide a list of local certified ImPACT testing physicians. Names are also available through WWW.ImPACTtest.com.