

APPLICATION INFORMATION AS OF 1-24-2011

The following file contains extracts from the League Procedures Manual. If after reading this file, especially the highlighted portions, an applicant team needs further information they should contact a member of the League Executive Committee. Contact information for league officers is in the League Administration Directory on the "Contacts" page of this website. Once a team decides to apply for membership the teams should download the complete Procedures Manual and the League Bylaws so that they are familiar with all league procedures and rules.

MEMBERSHIP

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.

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.
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 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.

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.
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.

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.

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.

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”. Before scheduling any games on days other than Sunday teams should check with their assignors as to whether officials will be available.

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.

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.

GAME DAY

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. 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.

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

