

# **AMERICAN LACROSSE LEAGUE**

**A Division of US Lacrosse, Inc.**

**www.americanlacrosseleague.org**

## **LEAGUE PROCEDURES (1-29-18)**

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## MEMBERSHIP

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### Membership Classifications:

**Full Member** – Able to cast one vote at any meeting they are required to attend, eligible for the playoffs and eligible to participate in the insurance benefits.

**Associate Member** – Has all of the same rights as Full Members. Not eligible for playoffs **except during their first year of Associate Membership in the League they could be eligible if they and meet the conditions set forth in the “Admission To The League” paragraph on this page.**

**Probationary Member** – Not eligible for the playoffs. Do not have to be given a schedule of games. Cannot vote, but can have a voice at meetings. Eligible to participate in the insurance benefits.

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

1. A dated notice of intent to become an Inactive Member of the League must be sent to all members of the League Executive Committee.
2. Dues for Inactive Member teams are \$50 per year. This is not to come from the “Bond Fund”. Dues must be paid each year on or before the date of the Annual Board of Directors Meeting. If dues are not paid, the team shall be dropped from the League.
3. An Inactive Member team must notify the entire Executive Committee in writing each year as to their status during a period of one week prior to and one after their Annual Conference Meeting **or attend that meeting**. Failure to comply with these provisions shall result in the team being dropped from the league.
4. They may attend Division, Conference, and any other League meetings but cannot vote. They shall however have a voice at these meetings.
5. If they play games against League teams their players must sign the League Player Waiver Form and have their players register onto the team
6. Players must register onto the team roster as per the procedures in the “Team Rosters” paragraph at the bottom of page 10 of these Procedures. Players must be members of US Lacrosse in order to sign onto a roster.
7. Inactive teams are permitted to add players after the Player Add Date of their Division. Those players cannot have dressed for an inter league game with a team in any other POCO lacrosse league or a Division Game with a team in the ALL.

### Admission To The League & Movement From One Membership Status To Another:

Applicant teams are *recommended* as “Associate Members” by a majority vote of teams in the Conference they are applying to at the Annual Conference Meeting. The vote on admission is taken at the Annual Board of Directors Meeting. New teams are on “Associate Member” status for one season after they are admitted to the League. **They could be eligible for the playoffs if they (1) Successfully complete their full schedule (2) Provide a good level of competition against their opponents (3) Submit all paper work on time (4) Pay dues and make their deposits into the Bond Fund by the required dates (5) Have met all of their financial obligations in a timely fashion.**

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**Admission To The League & Movement From One Membership Status To Another cont'd:**

“Full Membership” and a move from “Probationary”, “Associate” or “Inactive” membership can only be granted by a majority vote of the Board of Directors at the Annual Board of Directors Meeting. At the Annual Conference Meeting prior to a Board of Directors Meeting teams requesting a change in their membership status are to make their request to the Conference Membership Committee. The Committee will apprise the teams present as to their findings. The requesting team is allowed to be present when these findings are presented and can answer questions directed to them by the teams. Following this the requesting team shall leave the meeting room while the teams discuss the findings of the Conference Membership Committee and what was stated during the discussion session.

The requesting team can be brought back into the meeting room to clarify issues but shall not be present during the final discussion and the consensus vote taken by the teams in attendance. The results will then be presented to the Board of Directors at their meeting. These consensus results to change membership status are not binding on the vote taken by the Board of Directors. The exception to this would be if a team is on Probationary or Associate status due to the Bond Fund having to pay a claim for them. Once the Bond Fund has been replenished the team will revert to a membership status as per the provisions in the Bond Fund section as per page 5 of these Procedures.

**NOTE: Teams applying for membership in the League or requesting movement to a higher membership status must APPEAR IN PERSON at the Annual Conference Meeting of their conference at which a consensus vote is taken on their application or movement. If a team cannot attend the Conference Meeting they must attend the Annual Board of Directors Meeting. PROXIES ARE NOT PERMITTED AT EITHER MEETING.**

**Membership Application Procedures:**

Notification of interest is made in writing to the of the League Membership Committee and the members of the Membership Committee of the conference they want to join. The Conference Director of the Conference the team is applying to will inform the team as to when and where they are to make a presentation to the Conference Membership Committee at the Annual Meeting of the Conference.

Required materials for submission to Membership Committee must be received 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. The “Application Fee” must accompany the application materials sent to the League Membership Committee Chairman. The check or money order is to be made out to – American Lacrosse League. Contact information is in the “Contacts” page on the league website ([www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)).

Teams applying for membership 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 and if the application is accepted the Conference will forward their recommendation for a vote by the Board of Directors at the next Annual Board of Directors Meeting.

Applicants not at the Conference Meeting must then make a presentation **in person** to the League Membership Committee at the Board of Directors Meeting. The team is not guaranteed a schedule.

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## **Membership Application Procedures cont'd:**

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When an applicant team comes from another recognized POCO lacrosse league and they request "Full Membership", their intent must be made to the Conference Membership Committee when they make their presentation. The Committee makes a recommendation to the Conference on that request. The Conference votes on the Committee recommendation as to the Full Membership request. The result is passed on to the League Membership Committee for vote by the League Board of Directors at the Annual Board of Directors Meeting. Further information is in the "Criteria For Membership" section.

Newly admitted teams are not eligible to vote as League Members until after the conclusion of the first Annual Board of Directors Meeting at which 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. **DO NOT SEND IN PDF FORM. The forms noted in numbers 2, 3, 4 and 5 below are in the "Forms" page on the League website.**

1. A completed League New Team Application Form designating primary and secondary contacts of the applicant team. Included with the names should be both postal and e-mail addresses and appropriate phone numbers (home, cell, work).
2. An application fee as per page 28 of the Procedures.
3. A completed Team Directory Information Form following the directions attached to that form.
4. A completed League Charter Contact Information Form.
5. An Applicant Team Roster form roster with a minimum of twenty (20) players who have made a commitment to play. The date of birth of each player is required when completing this form.
6. A financial statement of money raised or expected to be raised which includes sponsorship or potential sponsorship. Also, a statement of expected expenses, field costs, uniforms, etc..
7. Applicant teams should read the "Uniforms and Equipment" section on page 17 of these Procedures for information as to the League requirements with respect to uniforms.
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 should apply to US Lacrosse for a Team ID Number. This is done by going to the "home page" of the League website and clicking on the link that will directly connect to US Lacrosse "Group Memberships". Follow steps #1 and #2. Step #2 can be done even though a team does not have an ID #.
  - a. The ID Number might not be issued in time to include it on the 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 team **MUST** be leaving that league in "good standing" and provide the Conference Membership Committee with appropriate contacts in their former league for verification of the information submitted by the applicant.

**NOTE: Applicant teams must make half of their Bond Fund payment no later than the end of the meeting at which they make their presentation. The remainder must be paid prior to their first Division Game. See pages 5 & 28 for information regarding the Bond Fund.**  
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## **Membership Application Procedures cont'd:**

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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 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.

## **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 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 Board of Directors 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 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:**

The League Board of Directors created the "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 the League President who investigate the circumstances and then rule to either pay or refuse the claim.

After the end of the season, if the Treasurer pays any monies outside of the League or any League fee, fine or dues out of the "Bond Fund", the team at fault is immediately placed on Probationary Membership. The treasurer will notify the team, the team's Division Coordinator and the League Executive Committee that monies have been taken out and what the amount is. The offending team must replenish the monies within 30 days after being notified. After the monies have been replenished the team will be placed on Associate Membership. The team can petition to return to Full Membership at the next Annual Conference Meeting.

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**Bond Fund cont'd:****1-29-18**

If the monies are not replenished after the aforementioned deadlines, the team will remain on Probationary Membership until they are replenished. After the monies are replenished the team must serve one full season as an Associate Member. Going on Inactive Membership does not negate serving the full season on Associate Member 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".

If 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 within in one year of the dated letter of resignation, any remaining funds will be absorbed into the "general" treasury.

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 Dates For Fines, Fees, and Dues, and Penalties For not paying By These dates:****Fines & Fees:**

1. Fines or fees levied after the start of a season must be paid before or at the Annual Conference Meeting.
2. Fines or fees incurred at or after the Annual Conference Meeting must be paid before or at the Annual Meeting of the Board of Directors.
3. Fines or fees incurred at or after the Annual Board of Directors meeting must be paid prior to the first scheduled Division Game of the team's division in the current season.

Failure to pay the fines or fees by the above deadlines will result in a team being **immediately** placed on Associate Membership. If a team is already on that status for not paying their fines or fees they will be **immediately** placed on Probationary Membership.

Teams on Associate Status for violations in this section will move to Full Membership once the fines or fees are paid unless the fines or fees are taken out of the teams Bond Fund.

Teams on Probationary Status for violations in this section will move to Associate Membership once the fines or fees are paid unless the fines or fees are taken out of the Bond Fund. To regain Full Member Status the team will have to make a request at the next Annual Conference Meeting as per the "Admission To The League & Movement From One Membership Status to Another" paragraph on page 2 of this Procedures Manual.

**NOTE: When fines or fees are paid by being taken out a team's Bond Fund the procedures and provisions in the Bond section on page 5 of this Procedures Manual shall apply.**

**Dues:** Annual dues must be paid no later than two weeks prior to the first scheduled “Division Game” of a team’s division. If the dues are not paid by that time the dues will be taken out of the Bond Fund. Penalties for payments taken out of the Bond Fund are on page 5 in this Procedures Manual.

Any “Division Game” that a team plays while not having paid their dues is a forfeit. The team will not be subject to fines as per the provisions in the “Penalties For Forfeited Division Games” section on page 20 of this Procedures Manual but will be subject to the provision that a second forfeit results in the team being placed on “Probationary Membership” status.

**NOTE 1: When violations in this entire section occur, the Treasurer will notify the team that they are being penalized. This MUST be in writing. The teams Division Coordinator, and the League Executive Committee must also receive a copy of the notification.**

**NOTE 2: If there are extenuating circumstances for failing to pay fines, fees, dues or Bond Fund replenishment an appeal can be filed with the Conference Director within one week after being notified of the penalty for the infraction. Within two weeks after receiving the notice notice of appeal the Conference Director will appoint a committee to look into the appeal.**

**The committee will render a decision within two weeks after being formed. The decision is sent to the team, the Division Coordinator and the Executive Committee. The decision of the committee will be final. No further appeal will be considered by the League.**

**League Charter Contact Form:**

In order for the League to know what person or persons have the authority to make decisions for its Member Teams a League Charter Contact Form must be on file with the League Treasurer. These decisions can range from approving and accepting a schedule, moving a team from one Membership Status to another, transferring a team’s operation to another person(s), or resigning from the League. The form is in the “Forms” page on the League website. 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 when a teams “ownership” is transferred to another person or persons. A new form should be sent to the Treasurer each time a team sends in their Annual Dues.

The League Treasurer will return money from the “Bond Fund” only to the person or persons listed on the League Charter Contact Form that is on file. The Charter Contact Form is in the “Forms” page on the League website ([www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)).

**Resigning From the League:**

A team that leaves the League for any reason (joining another league, becoming an independent team, or disbanding) must submit a dated letter of resignation to all members of the League Executive Committee stating their intention. The letter should include a request for the return of their “Bond Fund”. The “Bond Fund” monies will be returned as per the provisions stated in the “Bond Fund” paragraph of this Section once it is determined that the team does not owe any League fines, fees, dues or money due to the Bond Fund. All officials and assignor’s fees must also have been paid.

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**Resigning From The League cont'd:**

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

**Team and Team Representative Information:**

The League maintains Team Directories for each Conference. Information about teams includes their US Lacrosse team number, location, website, jersey colors and the names and all contact information of the primary and secondary representatives. Information about the team representatives includes their addresses, phone numbers and e-mail addresses. Whenever the aforementioned information changes it should be sent to the League Executive Committee. If the primary representative is replaced, notification must come from the existing primary representative or owner(s) of the team listed in the League Charter Contact Form as the League cannot accept a change because anyone could send it in.

Information about teams and representatives is also on the League website. This includes all information contained in the Conference Team Directories as well as information about the home field(s) of each team. The website is updated at the end of each month during the season and randomly at other times. Changes in website information should be sent to the League Website Liaison. His name is in the League Administration Directory that is posted in the "Contacts" page on the website.

When team information etc. is not properly updated, any failure to attend meetings, submit paperwork by required dates, pay dues or fines by required dates, etc. will not be excused because information was sent to those representatives who the League has a record of and not to new representatives whose information was not sent to the League.



## 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 season with an expiration date that is after June 30th of the season in which they participate. Whenever a membership is renewed the new expiration date is one year from the present one and not from the date of renewal. The US Lacrosse levels of membership are YOUTH, HIGH SCHOOL, and ADULT. **Players and other team personnel should register as ADULT.**

Registration for US Lacrosse Membership can be completed on-line through the “membership” area on the US Lacrosse website ([www.uslacrosse.org](http://www.uslacrosse.org)).

By registering all the members on a team and other personnel (coaches, managers, etc.) the team can obtain US Lacrosse insurance coverage. Information regarding insurance coverage can be obtained via the US Lacrosse insurance provider ([www.bollingerlax.com](http://www.bollingerlax.com)). Teams can obtain their certificates of insurance through that web link on the League website ([www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)).

A player who **dresses** for any League Game and who provides false information on his Letter of Intent or the League Waiver Form 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 that a player is listed on the team roster, the games the player dressed for shall be declared forfeits and the team is subject to a fine as per "Ineligible Players Dressing ---" on pages 11 and 12 of these Procedures. The player could be ineligible to play in the League for the remainder of the season and possible further seasons. A player will not be able to sign onto a roster without a current US Lacrosse Membership that has an expiration date that falls after June 30th of the current season. 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..

### **American Lacrosse League Waiver Form:**

Before a player dresses for any practice, scrimmage or “Optional Game” with any team in the League he must sign a “League Waiver Form” a copy of which is in the “Forms” page on the League website ([www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)). This form is signed again when a player registers onto a team using the League “on line” registration process.

No one is permitted to sign a "League Waiver Form" with the American Lacrosse League if they under the age of 18 or have **dressed** for a game after January 1st of the season with an interscholastic team or club, an intercollegiate team or club or a team in a recognized spring field lacrosse league. An exception for players from other leagues is contained in a later paragraph in this section.

### **American Lacrosse League Letter of Intent:**

All players with American Lacrosse League teams must sign the "League Letter of Intent". A copy of the form is posted in the "Forms" page on the League website. Players sign the "Letter of Intent" when they register onto a team using the League's online registration process. The Letter of Intent is required to prevent players from moving from team to team after the Division Season has started.

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## **Letter of Intent- cont'd**

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A player is permitted to sign a multiple Letters of Intent and register onto another team as long as he deletes himself from the roster of the first team before registering onto the roster of a second team. 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 in this situation 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 and remain on an ALL team 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. **NOTE: This does not include "Over 30" Leagues or Masters 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 a player **dresses** for a "Division Game", and his team goes on inactive status or resigns from the league at any time, the players from that team can submit a request to their Conference Director asking that they be permitted to sign a Letter of Intent with another ALL team. All such requests will be handled on a case by case basis.

### **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 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 not eligible to play in an ALL "Regular Season Game" or Playoff Game during the same season.

### **Team Rosters:**

Players are not "bound" to a team by a specific calendar date. They only become "bound" to a team when they **dress** for that team in a "Division Game". Team rosters must have at least 15 players.

Players register onto team rosters by going to the League website ([www.americancrosseleague.org](http://www.americancrosseleague.org)) and clicking on the "Player Roster Registration" link. A tutorial on registration procedures and the "Suspense Dates" when roster registration closes and opens are in the "Documents" page on the League website. The player must have a valid US Lacrosse Membership number and an expiration date that falls after June 30th of the season. An invalid US Lacrosse Membership number or expiration date will cause the registration to be rejected and the player will be unable to register.

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### **Team Rosters-cont'd:**

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When a registration is rejected because the expiration date falls before June 30th of the current season the player will have to renew his membership. The new expiration date will be one year from his current expiration date.

Players can register onto a team until 3 PM on the Friday prior to the first scheduled "Division Game" of the division in which the team plays. Registration closes at 3 PM and reopens at midnight on Sunday. Registration closes again at 3 PM on the Friday prior to the second scheduled "Division Game" and reopens at midnight on Sunday. Players will again be able to register until 3 PM on the Friday before the third scheduled "Division Game" for the team's division. After registration closes on that Friday date there can be no further registration onto teams in that Division.

**Division Coordinators should give their players the "Player Roster Registration" tutorial on how to register onto a roster. The tutorial is in the "Documents" drop on the League website and has spaces for the dates referenced in this section. A list of dates that registration opens and closes is also in the "Documents" page.**

If a player is already registered onto a team, he can register with a second team if he has not "**dressed**" for a "Division Game" with the first team. Before registering onto a second team he must follow the procedures in the "Roster Registration" tutorial and remove his name from the roster of the first team.

### **Player Add Date:**

The "Player Add Date" by which players can register onto a team is the Friday before the third scheduled "Division Game". **After that date player's will not be able to register onto a team in that division.** The date is not subject to change because of rainouts or voluntary schedule changes made by teams. After the "Player Add Date" if there are players on a team roster who did not dress for a "Division Game" and have indicated that they are not going to play for the team for which they are registered, the team should delete their names from the roster.

**EXCEPTION TO THE PLAYER ADD DATE:** Players in the military may be added after the Player Add Date if they have been away on official military duty. The President and Conference Directors will vote on the request. The player will be added by the League President who will send the information to all teams in the Conference of the player's team and the opponent in the League Championship Game.

### **Availability of Team Rosters to Member Teams:**

A team can access their own team roster and view all information on it. They will be able to print out their roster with all information or just player names. All teams in the League can view rosters of other teams but they will only be able to see or print out player names. Rosters can also be downloaded as files into "My Documents" folders. A tutorial on how to do this is in the "Documents" page on the League website ([www.americanlacrosseleague.org](http://www.americanlacrosseleague.org)).

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

**Ineligible Players Dressing for A "Division Game":** The team forfeits the game, is fined \$100 for each ineligible **dressed** player and is immediately moved to Associate Status and will remain on that status until changed by the League Board of Directors. This status may be appealed at the the next Annual Conference Meeting for a consensus by the teams in attendance and will be voted on by the League Board of Directors at the next Annual Board of Directors Meeting.

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**Penalties for Teams Not Complying With The Procedures In This Section-cont'd:**

If a team forfeits a second game in the same season due to an ineligible player dressing for a game the team is placed on Probationary Status. This status maybe changed to Associate Status by the procedure in the preceding paragraph but the team must spend one season on Associate Status. If the team goes on "Inactive Status", it shall not count as a season on Associate Status. An appeal to change their status will not be allowed until the season on Associate Status is served.

**Ineligible Players Dressing For A Playoff Game:** The team forfeits the game, is fined \$200 for each ineligible **dressed** player and is immediately placed on Associate Status. They must remain on that membership status for one season. If the team goes on "Inactive Status", that shall not count as a season towards their year on Associate Status. An appeal to change their status will be not be allowed until the season on Associate Status is served.

**Deliberate Non-Compliant Paperwork** – The League hereby makes it clear that any deliberate non-compliance is a major infraction because it creates a serious liability issue and therefore it is not excusable.

1. The First offense by a team is a \$250.00 fine or the assessment of US Lacrosse dues per unregistered player, whichever is higher.
2. A Second consecutive offense before June 30th of the same season is **immediate dismissal** from the league, forfeiture of Bond Funds, and a ban from participating in the ALL for one year. After one year, the team may reapply as a new member.

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

A player who submits false information on his ALL Registration and Waiver Form or Letter of Intent, or **dresses** for a game for in which he is not eligible may be declared ineligible to play in the ALL for whatever period is set by the League Executive Committee. The penalty is subject to appeal as set forth in Article IV, Paragraph A, Subparagraph 4 of the ALL Bylaws.

## REGULAR SEASON SCHEDULING

1-29-18

### 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. Games played during the Regular Season are governed by all rules of the League and 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. The results of Division Games count towards Division standings and eligibility for playoffs.

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

Teams participating in a "Optional Game" must follow the same rules as in a "Division Game". When playing an "Optional Game" against a non-American Lacrosse League club team, the players on the opposing team **MUST** be registered with US Lacrosse.

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

Playoff Games - Games played after the Regular Season is over that lead to the a team playing in the American Lacrosse League Championship Game.

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 a schedule to teams on Probation or Inactive. When a team receives a schedule at the Conference Meeting and cancels it, resigns from the League or goes on Inactive Membership Status after January 1st of the season, they shall be fined \$200.

The rules and procedures in this section apply to all games between League teams. League teams that play inter-league Optional Games at home **MUST** follow these guidelines. The League has "total" jurisdiction over Optional Games played between League teams. If a League team forfeits an Optional Game with another American Lacrosse League team and causes a monetary loss, the forfeiting team is liable for any monetary loss. The team is also subject to discipline by the League.

Using the "Scheduling Template" posted in the "Forms" page on the League website, Division Coordinators must send their division schedule to the entire League Executive Committee and all teams in their Division **no later than three weeks after the Annual Conference Meeting**. Prior to the Annual Board of Directors Meeting in January, Division Coordinators should update their division schedules to include all Regular Season Games (this means "Division Games" and "Optional Games") for their divisions. **At the same time, the division playoff format must be sent to all members of the League Executive Committee and all teams in the respective divisions. For "Optional Games" the Division Coordinator of the home team is responsible for sending those games to the webmaster.** The schedules are to also include games against opponents who are not members of the American Lacrosse League. The Division Coordinators or the Conference Directors are to send the schedules to the webmaster no later than January 31st. **Schedules sent to the webmaster MUST be on the scheduling template. His e-mail address is darylf@fernweb.com**

### **Scheduling Division Games:**

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The format of division schedules shall be approved by a majority vote of the Conference Members who are present at their 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 an Annual Conference Meeting shall be at a default time and day of 2 PM on Sundays. Procedures for changing game times and dates are in the sub paragraphs of this section. Due to field availability etc., the League is not adverse to teams playing Division Games on other days of the week. The "Game Week" indicated on schedules shall start on the Monday preceding the Sunday of the numbered "Game Week".

After receiving a Division schedule and not later than January 31st of the season, the HOME team may reschedule the starting time of any of their Sunday HOME games without **mutual agreement** as long as it is not earlier than 12 noon or not later than 4 PM. The HOME team must notify the visiting team, Conference Director, and appropriate Division Coordinator by this suspense date. After that date the home team cannot change the time without "mutual agreement".

If the visiting team feels that a 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 Sunday default time of 2 PM or a day change from Sunday. Changes in time or game day **must** be reported to the Conference Director and appropriate Division Coordinators by **BOTH** teams immediately after the agreement is finalized.

While teams can "**mutually agree**" to change game times and dates for reasons other than weather or field conditions, they are advised that officials may not be available due to 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 of officials.

### **Submission of Division Game Dates to The Webmaster:**

Two weeks after the Annual Conference Meeting, Conference Directors are to send to the webmaster the date of the Friday before the first, second and third scheduled Division Games for each of the divisions in his conference.

### **Schedule Changes:**

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

When a home team needs to change a game site less than 72 hours prior to the scheduled start and the site is **MORE** than 20 miles (driving distance) or 30 minutes driving time from the scheduled game site 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.**

(Cont'd on next page)

**Schedule Changes-cont'd:**

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 "of record" 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 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 certain 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 with the Division Coordinator. When both teams have trouble rescheduling a Division Game that was postponed because of weather or field conditions the home team must offer three reasonable dates/times, and the visiting team must choose one of them. If the visiting team does not accept one of the dates, the game shall become a "No Contest" with a 1-0 score for the home team.

Teams are not permitted to turn down a reschedule date because they have an Optional Game or that they have another game scheduled the day before or the day after. **Makeup of Division Games 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 are attending social events.

The Saturdays before Easter and Mothers Day are recommended as makeup days. Division Games that are postponed before Easter should be made up no later than Mothers Day if possible. Division Games postponed after Easter and before Mothers Day should be made up by Memorial Day.

(Cont'd on next page)

**Postponed Division Games-cont'd:**

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 on 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 both decide on this request. This procedure can also apply to postponed games that have to be made up prior to the end of the season. **If approved, the game shall be listed as "Cancelled"**.

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

Division Coordinators are to notify their Assignor as to the time, date and site of rescheduled games. When it is an "Optional Game" the Division Coordinator of the "home team" notifies the Assignor. Division coordinators must also send the webmaster schedule changes and postponed game information. The information MUST be in the following format:

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

**Number of Officials Assigned to "Regular Season" Games, Playoff Games and Scrimmages:**

Three officials are to be assigned to all "Regular Season" and Playoff games. In the event that there is a shortage of available officials, assignors can assign two officials to the aforementioned games. Prior to the start of the season when teams schedule a "scrimmage" (see the last paragraph under "Optional Games" on page 13 of this Procedures Manual) they can request that only two officials be assigned, but the number of officials assigned to scrimmage is up to the individual League Assignors



## GAME DAY

Division Games are generally scheduled on Sundays at 2:00 pm unless the HOME team declares prior to January 31<sup>st</sup> that a Sunday game time will not be earlier than 12 noon and not later than 4 PM. This can be done without “mutual agreement” between the teams. After that date the game time 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, any time on Saturday, 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 scrimmages, the home team must notify the assignor if they want to have officials assigned. This notification should be done at least seven (7) days prior to the scrimmage, although fourteen (14) days is preferred. Division Coordinators must be notified when Optional Games are scheduled and the “Home Team” Coordinator is responsible for notifying the Assignor and sending the updated information to the League webmaster.

### **THE FOLLOWING PROCEDURES ARE REQUIRED FOR REGULAR SEASON AND PLAYOFF GAMES**

#### **Uniforms and Equipment:**

Tank tops (pinnies) and jerseys without sleeve 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 Conference Championship games and the League Championship Game.

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

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

#### **Visiting Team Responsibilities:**

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

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

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

### **Home Team Responsibilities:**

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For all Regular Season Games, directions and information as to the site, date, time, and jersey colors must be provided by the Home Team to the Visiting Team no later than 5 PM eight (8) days prior to the game date on the Master Schedule. If the Visiting Team follows the procedures in the "Visiting Team Responsibilities" paragraph of this section and the Home Team fails to supply the required information by the required date, the Visiting Team can have the game moved to their home field as long as it is played on the date and at the time listed on the Master Schedule. **The game will not be moved if the Visiting Team does not follow all of the stated procedures.**

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

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

On game day the field must be properly lined and nets on the goals in good repair. The field dimensions and markings, except for "limit lines", must adhere to NCAA specifications. If there is any deviation from NCAA dimensions and markings, they must be approved in writing by the Conference Director of the Home Team. Although not required, cones are recommended

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

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

### **Mutual Responsibilities:**

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

The team that causes a delay in the start of the game is responsible for paying late start fees.

### **Reporting of Scores:**

Scores for all Regular Season Games **MUST** be posted on the League website by **BOTH** teams within 24 hours after games are completed. The website is not open to receive scores until **2 hours** after the starting time listed for game on the website. In the event that a game is postponed, cancelled, or forfeited, **BOTH** teams must notify their Division Coordinator and Conference Director within the same time frame. When a game is forfeited a score of 1 - 0 must be posted. Once teams have decided on a new date for a postponed game, **BOTH** teams must notify their Division Coordinator, Conference Director and assignor as to the new date and time. The "tutorial" on how to post scores is in the "Documents" page on the League website.

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

**Forfeits:****1-29-18**

Any game that is not played for reasons other than weather or field conditions shall be considered to be a **“Forfeit”** unless it is an **“Optional Game”** that both teams mutually agree to cancel or a postponed **“Division Game”** that is not made up due it not affecting playoff positions for those teams or other teams as described in the second paragraph of **“Postponed Division Games-cont’d”** on page 16 of these Procedures. If there are extenuating circumstances, the team causing the forfeit may request a review of the situation and have the game declared to be a **“No Contest”**. This request must be made in writing to the appropriate Conference Director and Division Coordinator within 48 hours of the forfeit. The Conference Director will immediately assemble a Discipline Committee to review the request. The Committee will be composed of members who are not in the same Division as the team making the request. The names of the committee members and the request for the **“No Contest”** are to be sent to the League Executive Committee.

**NOTE #1: A "No Contest" is when a team arrives at a game site and due transportation failure or accident they have fewer than the required ten players needed to start the game or falls under the Procedures in the second paragraph of Postponed Games on page 14.**

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

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

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

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

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

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

**Penalties For “Forfeited” Division and Playoff Games as Described In Game Day:**

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

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

**Penalties for Forfeited Games In Game Day That Are Declared To be a “No Contest”:**

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

**Forfeits and No Contests in Optional Games:**

The League exercises total control over Optional Games between Member teams. When a team suffers a monetary loss due to a Forfeit or No Contest with another Member team, the team that suffers the loss can have the matter referred to a Special Committee of the Board. The Special Committee shall determine if the team causing the Forfeit or No Contest is liable for any portion of the monetary loss.

**Split Fee Payment of Officials:**

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

**Availability of Team Rosters:**

When a team accesses their own roster they will be able to see the names of the players, their US Lacrosse Membership Number and expiration date, and their date of birth. They will be able to printout or save to “Documents” the roster containing all of the information or just the names.

Teams can access the rosters of any other team in the League by using the League website. Only the names of the players on the roster can be seen and only names will be on the roster if it is printed out or saved. Instructions on how to access rosters are in the "Documents" page on the League Website:

**Challenge Procedures for Ineligible Players:**

When a player is asked to provide a picture ID and he fails or refuses to do so, that player shall be declared “ineligible”. The penalties for using an “ineligible player” are on pages 11 and 12 of these Procedures.

**During A Game:**

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

(Cont'd on next page)

**During A Game-cont'd:****1-29-18**

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

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

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

**Immediately After A Game:**

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

**Other Times:**

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

**Flagrant (Gross) Misconduct:**

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

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

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

## PLAYOFFS

1-29-18

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

### **PLAYOFF DATES, GAME TIMES, AND GAME DAYS:**

When teams reserve fields at the start of the season, they should also try to reserve them for the playoffs. An alternate field should also be reserved in the event of bad weather. There is not much room in the playoff schedule for postponed games.

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

**EXCEPTION:** When playoff positions decided by makeup games played after the last week of Division Games, the information is due by 8PM the day after the makeup game. Failure to send the information by that time shall cause the game to revert to the field of the visiting team. **The visiting team must have a field available when they exercise this option.**

5. For all Playoff Games held at the home field of the higher placed team, the home team must supply the visiting team with information as to the game site, etc. by 8 PM on the Tuesday following the preceding game. Failure to supply this information by the Tuesday deadline shall cause the game to revert to the home field of the visiting team. **The visiting team must have a field available when they exercise this option.**
6. For Conference Semi-Final and Conference games, each Conference can elect to conduct a “Final Four Weekend” rather than holding the games on separate weekends. The Conference Directors must send directions, game times, and brackets to the teams in their Conference and the Conference Assignors by May 1<sup>st</sup>.
7. In the event of exceptional circumstances, the League President can over ride the provisions dealing with the loss of home field advantage as stated in paragraphs 3, 4 and 5 above.

**HOME TEAM RESPONSIBILITIES:****1-29-18**

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

**RESPONSIBILITIES OF BOTH TEAMS:**

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

**POSTING OF PLAYOFF SCORES ON THE LEAGUE WEBSITE:**

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

**REPORTING OF PLAYOFF SCORES TO THE LEAGUE:**

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

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

Scores are to be called in to Conference Director **IMMEDIATELY** after the game is over. Cell phones are always available at the game site. There is no excuse for not complying with this.

**ASSIGNMENT OF OFFICIALS:**

1. Prior to the end of the Division Game season, teams should call assignors and inform them as to any officials they **do not want** to have assigned to their games. **Teams are not to contact assignors after they have submitted this list.**
  - a. If there is a shortage of officials and the assignor assigns an official to game involving a team that had the official on their “not wanted list, the assignor must notify that team.
2. In order to be assigned to playoff games officials must have officiated at least **three** American Lacrosse League “Regular Season Games”. These are “Optional” and, or “Divisional” games. The only exception will be for those officials working for assignors who service a minimal number of teams. Those assignors will be notified by the League Commissioner as to the minimum number of games their officials must work in order to be assigned to playoff games
3. For Playoff Games and the Conference Championship Weekend, teams whose assignors are not the same as the assignor in the area that games will be played are entitled to have one “Out of Area Official” assigned to the game from their assignor or any other assignors area. Teams must make this request to the League Commissioner and their Conference Director on the Sunday night of the last weekend of “Division Games” for their division. Fee responsibility is set forth in paragraphs 3 and 4 in “Payment of Officials” on page 24 of these procedures. The team that requests an “Out of Area Official” is responsible for providing him with game information and directions.
4. All of the officials assigned to the League Championship Game shall be from the assignor in whose area the game is played.

**PAYMENT OF OFFICIALS:**

1. For all games prior to the Conference Championship Weekend official's game fees are to be split equally between the two teams as per page 20 of these procedures. The visitors are required to provide this reimbursement on the day of the game.
2. For a Conference Championship Weekend, the League pays the "game fees" for the officials. Officials whose assignor is from the area in which the games are played will receive travel fees as stated in the Regular Season Fee Information Sheet for their assignor's area.
3. Teams that exercise their rights in #2 of the "Assignment of Officials" section are responsible for all mileage after the first 50 miles at a rate set by the League on the "Officials Fee Sheet Information Sheet for Playoff Games" and for all tolls.
4. If an "Out of Area Official" has to stay overnight, the team making the request will be responsible for his meals and lodging. The assignor of the "Out of Area" will determine reasonable compensation for meals and lodging. Prior to declaring to the League that they want to have an "Out of Area Official" teams should consult with the assignor as to the cost of meals and lodging.

**MISCELANEOUS:**

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



## SCHEDULING OF PLAYOFF GAMES

1-29-18

### **Format & Game Dates For Division Championships:**

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

Three weeks after the Annual Conference Meeting each Division Coordinator shall send all teams in the Division and the League Executive Committee the playoff format that was approved. The format shall be sent out again to all teams in the Division and the League Executive Committee no later than three weeks prior to the first division game.

### **Changes to Division Playoff Format Once It Has Been Approved:**

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

### **Scheduling Division Playoff Games:**

Division Playoff Games shall be at a default time and day of 2 PM on Sunday. For Division Playoff Games the home team does not need "mutual consent" to schedule Sunday games that start no earlier than 12 noon or no later than 4 PM. If the visiting team feels that a starting time is unreasonable, they can appeal to their Conference Director and Division Coordinator. This must be done within 24 hours after receiving the starting time from the home team. **Both teams can "mutually agree" to play these games at a different time or on a different day BEFORE Sunday.**

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

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

### **Tie Breaking Procedures:**

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

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

(Cont'd on next page)

**Tie Breaking Procedures-cont'd:**

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

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

3. If tied teams have not all played each other, then lots shall be drawn. This shall be done by drawing numbers from a receptacle.
4. When a coin toss or drawing of lots is held, the Executive Committee and the Division Coordinator shall be informed as to the time and place so they may attend if they wish.

**Conference Championship Format & Dates:**

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

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

**League Championship Game Format:**

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

Teams are provided with a user name and password so they can post their scores and access rosters. Tutorials on posting scores and accessing rosters are in the “Documents” page on the League website.

When scores are posted, division standings are reset. The program differentiates between the “Division Games” that count in the standings and “Optional Games” that only count in overall records.

**NOTE: It would be overwhelming for the webmaster to receive corrections to team information and schedule changes sent by individual teams. Teams are not to send the webmaster team information, schedule discrepancies, and reschedule information.**

**PROCEDURES FOR POSTING SCORES AND GAME INFORMATION:**

**Scores** – To be done by **BOTH teams** within 24 hours after a game is completed. The website is not open to receive scores until 2 hours after the scheduled starting time for the game.

**NOTE:** Games not played are either:

**"Postponed"** which means they will be played at a later date.

**"Canceled"** which means they will not be played at all.

**"Forfeits"** which can later be designated as "No Contests" by following the procedures on page 19 in this Manual. Teams should post a 1-0 score.

**The status of the above games is to be reported to Division Coordinators and Conference Directors within 24 hours after a game was to be played.**

**Postponed or Cancelled Games & Schedule Changes – To be done by Division Coordinators:**

Information about postponed games, updated game information, and added games must be sent to the Division Coordinator as soon as it is available. The Division Coordinator is responsible for sending the information to the webmaster and the Assignor. Information **MUST** be in the following format:

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

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

When a game is forfeited, **both teams should post a 1-0** score and notify their Division Coordinator and their Conference Director that the game was a forfeit. The Conference Director will notify the webmaster that the game is a “Forfeit” or a “No Contest”.

Teams can apply to have a "Forfeit" declared a “No Contest” by following the procedures in the "Forfeits" section on page 19 in this Procedures Manual. This has to be done within 48 hours after the scheduled date of the game. If a "Forfeit" is declared a “No Contest”, **only the Conference Director can notify the webmaster to change in designation from "Forfeit" to “No Contest”.**

**PROCEDURES FOR UPDATING TEAM & REPRESENTATIVE INFORMATION:**

**To be done by the League Website Liaison:**

The updating of team information that is contained on the “Teams Page” of the website is to be sent to the person designated as the Website Liaison. Prior to the start of the season the website will be completely updated. After March 1st teams should send information changes to the Website Liaison. During the season updated information is sent to the webmaster on the last day of each month.

Whenever changes in information occur, they should be sent to the Website Liaison.

## FINANCIAL INFORMATION

**Checks or 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. These range from \$125 to \$150 depending on the area teams are in.

**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 7 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 approves the budget. The dues generally range from \$250 to \$450 per season depending upon the budget and the conference to which teams belong.

**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
- Resigning from the League or going on Inactive Status after January 1st - \$200
- Using an illegal player in a Regular Season (Divisional) Game - \$100 (Each player)
- Using an illegal player in a Playoff Game - \$200 (Each player)

## FORMS & TUTORIALS

1-29-18

### FORMS (These are in the "Forms" page on the League website):

**Player Waiver Form:** Teams must have players sign this Player Waiver Form before they participate in any practices, scrimmages or games. A US Lacrosse membership is not required for players to sign this form. The player will have to sign this form again when he registers onto a team. A Team does not have to have the player sign it again in further years if he continues to play with them.

**Letter of Intent:** For complete information about signing the **Letter of Intent** see page 9 of this Procedures Manual. This form is part of the process when registering onto a team.

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

**New Team Application Information:** When a team applies to the League they must send this form to the League Vice President who is Chairman of the League Membership Committee and all members of the Conference Membership Committee of the conference they plan on playing in. All other material listed in the Criteria for Membership paragraphs on Page 4 of this Procedures Manual must be sent in at the same time.

**Applicant Team Roster:** To be submitted along with the application for membership. There must be at least 20 names of committed players on this roster.

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

**Scheduling Template:** This **MUST** be used when completing Division Schedules that are sent to the webmaster. Instructions on how to complete it are on page 13 in this Procedures Manual.

### TUTORIALS (These are in the "Documents" page on the League website):

**Posting Scores:** This has information for teams on how to post scores of their games.

**Player Roster Registration:** This has complete instructions for players signing onto at teams roster. There are spaces on the sheet for the date that rosters are due before Divisions Games start and for the "Player Add Date" after which no further additions can be made to a teams roster. The Division Coordinator informs the teams in his division as to what the dates are.

**Roster Access:** This has instructions for teams to access rosters and how to remove players from their roster. Removal is usually done by the player. If he does not remove himself his team, Division Coordinators, Conference Director and members of the League Executive Committee have the ability to a remove player from a roster when unique situations occur.

Teams are able to view player information (US Lacrosse Membership number and expiration date, and date of birth) on the rosters of their team. They will be able to print out their roster with all of the information or just the names of the player's.

All teams in the League can access the rosters of any team, but they will only be able to view the names of the players. The can also print out the rosters of any team but the print out will only have the names of the players on the roster.

## **CHANGING BYLAWS AND PROCEDURES**

### **Initial Step:**

When the 90 day notice for Annual Conference Meeting is sent to teams it will include a request for teams to submit changes to the Bylaws or the Procedures Manual which they feel should be discussed at the Conferences Meetings. The proposed changes should be sent to all members of the Executive Committee no later than 40 days prior to the Annual Meetings of the Conferences.

### **Second Step:**

A follow up Annual Conference Meeting notice shall be sent to all teams 30 days prior to the meetings. This notice shall contain the proposed changes to the Bylaws and the Procedures Manual.

### **Conference Meetings:**

At each of the Annual Conference Meetings the proposed changes to the Bylaws and the Procedures Manual shall be discussed. A straw poll will be taken for each proposal and the tally for the vote by each division shall be placed in the minutes.

### **Annual Board of Directors Meeting:**

Proposed changes will be sent to all members of the League Executive Committee and the Board of Directors at least 30 days before the next Annual Board of Directors Meeting following the Annual Conference Meetings. The proposals shall be discussed and voted upon at the Board of Directors Meeting.

### **Voting on Changes:**

Changes to the Bylaws require a two-thirds majority of the quorum of the Board of Directors at the Annual Board of Directors Meeting. Changes to the Procedures Manual requires a majority of the same quorum.

### **Notification of Approved Changes:**

Within two weeks of the Annual Board of Directors Meeting at which changes to the Bylaws and/or the Procedures Manual were approved a notice of the changes must be sent to all teams in the League.