

College Club Start-Up Manual

How to Start a Collegiate Lacrosse Club



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Everything you need to know to be successful in starting and sustaining a collegiate lacrosse club:

Starting a lacrosse club on campus can be a truly rewarding experience. With the support of US Lacrosse, the Women's Division Intercollegiate Associate (WDIA) Council and this manual you can be successful. Simply follow the steps listed in this manual and the process will be easier. Also, as a new team you may qualify for benefits through the US Lacrosse New Start Program.

For more information about the WDIA, visit www.uslacrosse.org/wdia/index.phtml.
If you encounter questions along the way do not hesitate to contact US Lacrosse at (410) 235-6882 or info@uslacrosse.org.

We will do the best to answer your questions and help you along the way. Good Luck!

One for all.

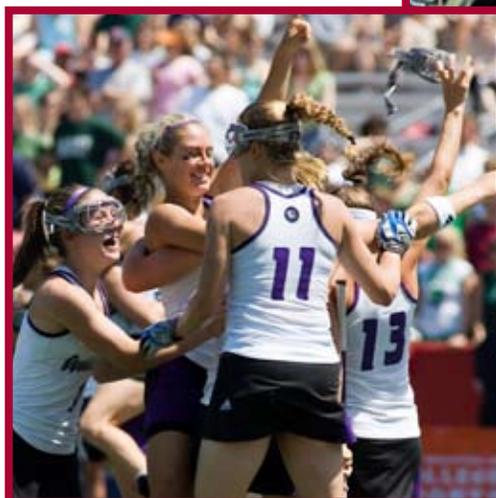


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Getting Started

Step 1. Meet with Campus Recreation

The first step in founding a club on a college campus is to meet with the campus recreation department; specifically the person in charge of club sports on campus. This person is generally the Director of Sport Clubs. The Director or other designated person should provide you with all information required to start a club on the campus. Most departments will require that your club have a constitution, budget, and the election of club leaders (president, treasurer, secretary, etc.) Having club status on campus will allow you to use facilities, use the University name, have insurance coverage, apply for monies, create a group email address through the school, and fundraise on campus. You should also provide information about lacrosse, as well as a video tape of the game. Often times, club directors are not familiar with lacrosse, therefore it would help to show them how the game is played. US Lacrosse offers videos for purchase that demonstrate the sport if you have trouble obtaining a video. Once you have all of this information, you need to sit down and start formulating a tentative schedule for your club.



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Step 2. Meet with Facilities Director

Before meeting with the Facilities Director, make sure to have a tentative practice schedule and a tentative competition schedule. Make sure you are on time and prepared for this meeting. This person has the control over all the facilities you would like to use, and can make your season either very enjoyable or less than desirable with midnight practice times. Remember to be flexible as many different organizations and clubs are looking to use the same space. Have numerous options open for practice times, including multiple days and times. Keep in mind that you are a new club. Also try to have a tentative competition schedule so you can reserve space now for future events; you can always cancel your reservation at a later time if the event does not take place. Often facilities will fill quickly so it is imperative that you try to reserve space early on. You may not be able to get a full schedule after this meeting as the coordinator may still have to meet with other groups. Be prepared to wait and be patient as the schedule is hammered out. If you do not receive a schedule during your meeting, ask when you can expect to see the full schedule and how it will be communicated to you and your club. Realize that you may not be guaranteed space at your school and may need to search for facilities at other locations. If this happens, contact local parks, schools, or dorms that may be able to accommodate your club. Renting out these facilities may be expensive, so make sure to keep this as a last resort. It may be helpful to bring a video tape or media clip to show the facilities director the game if they want to learn about the sport. Also, it would be important to ask the facilities director their policy for lining fields: are you allowed to use tape/etc. to line an artificial turf? Will they line the field for you? Will they supply the paint for you?

Step 3. Register as a Registered Student Organization

The majority of schools will require sport clubs to register as Registered Student Organizations (RSOs). Generally this requires you to fill out some applications and attend meetings. Some of the benefits may include that you can apply for student organization funding, post materials on campus, use classroom facilities, have information tables at events on campus, participate in student organization registration days, obtain a website through the school, allow you to raise money on campus. Check with the student affairs office or with the Campus Recreation representative to see if this is a requirement. Both persons should be able to direct you. Do not put off registering, as it can be a contingency for your facility space. Some schools may require this step before step 1 or 2.

Step 4. Recruit Players

You cannot have a sport club without participants, so recruitment is crucial to the team. Remember, recruitment is an ongoing process that you should always be considering; it is not just a one time event. You can always use new players. When you are starting the search for players, try these simple ideas to get the word out about your new club:

- Have the student newspaper publish a blurb about your new club—you write it and submit it, however there are no guarantees that it will be published
- Take out an advertisement in the classified section of the newspaper giving information about the first meeting time and a contact person
- Post flyers around campus—dorms, fraternities, sororities, local eateries, student union, student athletic center, and wherever else you think students will see the flyers (See Appendix for Example)
- Host a table at freshmen orientation, registration, an activities fair, or at any other applicable day. Be sure to have either a brochure or other printed information available.
- Host a table on campus on any given day—show a video and hand out information about the game to gain interest in the sport and your club. Again, be sure to have either a brochure or other printed information available.
- Once you are established, ask your admissions office for a list of applicants who list lacrosse as an activity. You can send letters or brochures to prospective students with information about your club. Sometimes admissions may even pay for these mailings because it will help them attract students to the school. If they do not want you to have a list of prospective students, ask if you can provide the admissions office with information about your club that they can send to applicants who list lacrosse as a sport they play or would like information on lacrosse at your school.
- Send letters with information about your club to local high school coaches and your US Lacrosse chapter.



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chapter. You can get coaches information through a state athletic association or girl's lacrosse organization. US Lacrosse chapter information is available at www.lacrosse.org/chapters. While many coaches will know about available varsity lacrosse options for their players, few will know about college club options unless you send them information.

- Create a website that can be listed on your schools website. Websites are a very effective way to promote information to prospective players. If you are unsure on how to build a website, contact your school's activity office and they should be able to assist you.
- Play catch on campus during the school day. This will help spread the word about your club and attract players who may be interested in playing to talk with you.

*Make sure you follow any school policies regarding recruitment before you get started.

When you are trying to attract new players, make sure you share the following information:

- First meeting date, time, and place
- Your contact information (phone number and email address)
- Brief summary of the sport
- Advertise that beginners are welcome! - You want to attract all players, not just those that already know the game

Step 5. The First Meeting

The first meeting is crucial to attracting and keeping players for a full season. This is the first impression the new players will have of you and it will reflect on the club regardless of the sport. Make sure you are on time and organized. Have a handout for the potential players which includes:



- Contact Information
- Summary of the Sport
- Tentative Schedule—both practice and competition
- Projected Costs
- US Lacrosse and Intercollegiate Associate Councils Information (See Appendix)
- Mission statement

If possible, present a short video that shows what lacrosse looks like to play, this will give your potential players a better idea of what they are getting into. Once you have shown the video give a brief description of the sport. Make sure you emphasize that anyone can play regardless of physical abilities. Go over your practice schedule, competition schedule, and projected costs for the season. Close with questions and make sure you have all

participants sign in or fill out a potential player form so you can continue to contact them after the meeting.

Step 6. Obtain Equipment

When you start to look for equipment, contact US Lacrosse headquarters to see what programs they have to help you get equipment, and what companies are intercollegiate associate sponsors and are accustomed to working with college clubs.

Men's and women's lacrosse require very different equipment, so when buying equipment, you will want to be sure it's appropriate for your club. If you have any doubts about that, ask the manufacturer or US Lacrosse. A list of equipment your club will need includes: uniforms, sticks, balls, goggles, mouth guards, goalkeeper equipment/sticks, and goals (which are the same for men's and women's lacrosse, so that expense can be shared by clubs if a men's team exists on your campus).

Be sure you know the sport and your league/school rules (if they differ) for required protective equipment and any uniform guidelines. You can either have the club purchase equipment, or have individual players buy some of it on their own. In general, it is a good idea to have some extra sticks that belong to the club so a new player can try out the sport, but most players eventually will prefer to buy their own sticks.

Step 7. Hold Practices

Once you have the equipment secured, it is time to have your first practice. Send out a reminder email or call the interested parties to go over time, date, and location. Once you have done this, write up a short plan for practice including warm-up, drills, and a game or variation on a full game. If possible, designate someone to be the coach so you can participate in practices as well. Contact US Lacrosse about coaches clinics in your area, or online certification that a prospective coach can take. You can also list a coaching vacancy on laxpower.com and uslacrosse.org if you are unable to find a coach on your own.

Remember to start small. In all likelihood, you will have a mix of experienced players and complete newcomers. Do not expect to be an elite caliber team by the end of the first practice. Take a lot of time to work on the basics, reinforcing the skills. Above all, remember to have fun. If people think you are a tyrant or practice is too drill intensive and not fun, they will not return and you will not have a successful team.

If you find you need help writing drills or handling other aspects of coaching lacrosse contact the US Lacrosse for information on training and running practices. US Lacrosse has a coaches manual to help coaches effectively work with their teams. The US Lacrosse Convention (held in January annually) is also a great event to attend to obtain information on all aspects of the sport from drills, to training, to game plans.

Step 8. Coordinate Games

For most athletes, the thrill comes from competition, not practice. This is why it is imperative that you schedule games or attend tournaments with your new club team. You should schedule games to fit into the time slots allotted by your Campus Recreation representative to avoid scheduling conflicts with other sports. Contact US Lacrosse for a listing of teams in your area or visit the WDIA website at www.uslacrosse.org/wdia.

Step 9. Join the USL WDIA

Now that you are firmly established as a lacrosse club, you need to apply for membership as an Intercollegiate Associate team with US Lacrosse. This is a simple process that provides multiple benefits for your club and members. All required forms and information on dues are provided on the US Lacrosse website at www.uslacrosse.org/wdia or by contacting the US Lacrosse offices.



Once your club is a member of US Lacrosse, you are afforded the following benefits:

- Ability to compete for a national championship at the collegiate club level
- Additional publicity and exposure for your club via the US Lacrosse WDIA website
- Additional support from the WDIA council infrastructure
- Recognition from potential sponsors that you are a US Lacrosse recognized team
- Benefits such as hosting intercollegiate associate coaches clinics in your area
- Eligible to have players on your team named All-American

Additionally, people who join US Lacrosse as individuals (your coaches/players) can:

- Be a part of US Lacrosse programs such as loaning sticks to new start programs
- Receive Lacrosse Magazine for free, the biggest publication of the sport
- Injury and liability protection
- Participation in other US Lacrosse events, such as representing their region in the National Tournament, and being able to play in major summer tournaments.
- Giving back to the sport—a percentage of all memberships are “kicked back” to support programs in your area (such as the Bridge Initiative)

Step 10. Join a League

Becoming part of a league is the best way to provide regional support for your club as well as provide competitive opportunities. You will be able to compete against other teams in your region culminating in a league championship each year. The winner of each league receives an automatic bid to the National Tournament. Leagues exist all over the country, and are critical for the best success of your club. If you don't know the league in your region, visit the WDIA website at www.uslacrosse.org/wdia or contact US Lacrosse for more information.

Step 11. National Tournament

At the end of the regular spring season US Lacrosse holds a Women's Division Intercollegiate Associates National Championship. This event is typically held in May and is the culmination of the college club season. This event is sponsored by US Lacrosse and all collegiate women's lacrosse clubs are eligible for consideration as long as all players on the team are members of US Lacrosse and the club is a registered WDIA member club. National rankings are kept throughout the season to help determine the best college clubs in the country. The very best compete for the US Lacrosse WDIA championship each spring. Each league throughout the country is able to send one Automatic Qualifier to the tournament, which is normally determined by a post-season tournament.

Step 12. Other Playing Opportunities through US Lacrosse

- Several other lacrosse events are sanctioned by US Lacrosse and are available to your players if they are US Lacrosse members. Alumni events, summer tournaments (in places such as Vail, CO, and Lake Placid, NY) and a fall tournament (in places such as Hawaii) are some of the highlights of competitive opportunities for your players outside the spring, or as the move into post-collegiate lacrosse. Contact US Lacrosse or your local US Lacrosse Chapter for more information on any of these tournaments or other local tournaments you can enter as a team or individual.
- Off-season Tournaments
- Throughout the year clubs like yours all over the country are hosting women's lacrosse tournaments. Most events are open to all interested teams. This is a great way to tune-up for the season and to get in a lot of playing time. It is also fun to host other teams who compete at your level during the season to create some great games for you club. College club lacrosse was built (and continues to be driven) by clubs like yours creating playing opportunities for teams at your level.

Contact other women's college clubs or league leaders about who may be hosting tournaments or what others they are attending. This should give you a number of places where tournaments will take place, both in the spring and fall.

For more experienced clubs, pursue opportunities to play against varsity programs or post college club teams, many varsity teams are looking for scrimmages. For established college clubs, this level of competition is appropriate.

- Host Your Own Tournament
Need more playing time? If so, then you may want to consider hosting your own event. This can be a great opportunity for competition and for your club to establish itself. You can also get publicity for your club that can lead to more players and possible revenues.

Contact Information

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Email: info@uslacrosse.org

Website: www.uslacrosse.org



Resources

www.uslacrosse.org: US Lacrosse, the national governing body for the sport
www.uslacrosse.org/wdia: Women's Division Intercollegiate Associates page of US Lacrosse
www.uslacrosse.org/wdoc: Women's umpiring information, including assignors
www.uslacrosse.org/chapters: Contact and information on your local US Lacrosse chapters.

Carolina Women's Lacrosse League

www.cpwll.org: Central Plains Women's Lacrosse League
www.ecwla.org: East Coast Women's Lacrosse League

Mid-Atlantic Women's Lacrosse Association

North East Women's Lacrosse League
www.walax.com: North Western Women's Lacrosse League
Rocky Mountain Women's Lacrosse League
www.swll.org: Southeastern Women's Lacrosse League
www.umwll.org: Upper Midwest Women's Lacrosse League
www.twll.org: Texas Women's Lacrosse League
www.qclax.com/women: Women's Collegiate Lacrosse League
www.wvll.com: Western Women's Lacrosse League

www.iwlca.org: Intercollegiate Women's Lacrosse Coaches Association
www.womenslacrosse.org: International Federation of Women's Lacrosse Associations
www.laxpower.com: LaxPower, includes results and rankings for WDIA teams nationally

Sample Constitution

This is a sample constitution created to help most club teams meet the Constitution requirement to attain club status. Feel free to use the Constitution below as a model to write your own or simply alter it to meet your needs. You can also ask your club director for a sample.

Smith College Women's Lacrosse Club

I. Purpose

The purpose of the Smith College Women's Lacrosse Club is:

- 1) to provide an opportunity for the students of Smith College to learn, participate, and compete in the sport of women's lacrosse at the intercollegiate level.
- 2) to accommodate the interests and abilities of women desiring to participate in the sport with particular emphasis on:
 - a) experiencing the value of teamwork, sportsmanship, and competition
 - b) learning the strategies and finer skills of the sport
 - c) competing with clubs and teams from other schools and organizations

II. Eligibility

Any student that is registered for classes at the college/university (part-time or full-time) may participate.

III. Dues and Requirements

Members shall be in good standing and eligible to participate and play games only if they pay their dues by (Date) each season. Dues may vary, dependent upon the year and projected expenses for the club.

IV. Officers

- A. There shall be a president, vice-president, treasurer, and secretary that will manage the budget and administrative affairs of the team
- B. The President is responsible to:
 1. Serve as the team representative in dealing with the college/university, US Lacrosse, the club members, and other women's lacrosse teams.
 2. Coordinate practices in the absence of a coach, or delegate this responsibility to a qualified individual.
- C. The Vice-President is responsible for assisting the President. In the absence of the President, the Vice-President will oversee the duties of the president
- D. The Secretary is responsible for the following duties:
 1. Keeping minutes from club meetings.
 2. Maintaining contact information for club members.
 3. Publishing a schedule for club members.
 4. Distributing results to school newspaper, alumni, parents and the media.
 5. Handle all paperwork required by the college/university.

- E. The Treasurer is responsible for the following duties:
 - 1. Submitting a budget to Student Government.
 - 2. Maintaining a checking account for the club.
 - 3. Presenting a written report for club members and the Student Government.
 - 4. Payment of club expenses in a timely manner.

V. Elections

- A. An annual election will be held each year on (Date) for positions of Secretary, Treasurer and Vice-President. The previous Vice-President should assume the duties of the President for the subsequent year unless the individual is no longer a member of the club or the membership believes this transition would not be in the best interest of the club.
- B. The terms of the elected officers will begin immediately following the meeting.
- C. In order to be elected an officer, the person needs to be a member in good standing with the club. The Vice-President should not be a graduating senior, since the individual will assume the President's position during the following season.
- D. Persons seeking office in the club must be nominated by a at least two other members of the club. And receive a simple majority of the votes cast for that position during the elections by members in good standing.
- E. In order for the election to be valid, ballots must be cast by at least 2/3 of the active team roster at the time of the election.

VI. Impeachment

- A. Officers of the club may be impeached by a nomination from a member in good standing and a vote by at least 90% of the members in good standing.
- B. Upon impeachment, said officer shall immediately be relieved of his duties as an officer of the club.
- C. The remaining officers of the club will choose a replacement for the impeached officer from among the active team members by a unanimous decision. The replacement officer will assume the duties of the impeached officer for the remainder of the impeached officer's term.

VII. Practices and Meetings

- 1. The women's lacrosse club will hold practices weekly at a time determined at the beginning of each term. All members should make every effort to attend all practices.

2. School Support

Most schools have some sort of Student Activity Fund for clubs and other groups on campus to help fund activities for students. Usually, you have to fill out an application and submit it by a specific deadline to receive funding. Make sure you have a specific event/item and an amount in mind when you fill out the application because most applications require you to apply for one particular event/item per application. Schools will be more likely to give money to your club if you are able to portray how the student body that is not in your club will be able to benefit from this event/item.

Your treasurer should have information about school funding if they are required to attend a meeting for registered student organization treasurers. If your treasurer does not have this information the office of registered student organizations or the sport club office (campus recreation) should have this information available.

Generally this is a great funding source, as most groups do not apply for any money. Many times the money in this fund rolls-over because there are not enough requests. Try to have an application in for each deadline to receive as much funding as possible. One caution however, be accountable with this money. If you spend it in inappropriate ways or in ways that were not designated on the application you may owe the school money and not be eligible for future school funding.

3. Alumni

Alumni can be a tremendous revenue source if they are approached in the correct way. Do not just send out a letter asking for money in general. Instead, look for specific ways alumni can help like donating money for new goals or uniforms. Give the alumni a cause they can get behind and they will be much more likely to want to help. Additionally, make sure you keep alumni in the loop beyond just fundraising. If all alumni get from you is solicitation, you probably are not going to get much money. However, if alumni feel like they are still part of the group then they will be much more likely to donate. You can send the alumni newsletters, host an alumni weekend where alumni are recognized at the match, host an alumni game, etc.

The key to keeping alumni involved is keeping an updated contact list for all alumni. This list should be updated quarterly to keep addresses and contact information fresh. Make sure you have an easy method for alumni and current members alike to change their contact information. The easiest way to do this is to have a form on your website or to have people email you the information. Also, have a clause on all communications that states something like: "Moving? Update your address now by... (method)" This will make your life much easier.

Causes alumni will donate for:

- Trip to a League/National Championship
- Equipment
- Uniforms
- Entry Fee for League Play
- Trip to Major Tournaments
- Facility Costs

Also think about non-monetary contributions alumni might be able to help with. Maybe someone is a web designer and can create/update a professional looking team website for you, works for a lacrosse company and can donate equipment to be raffled at a tournament, is a travel agent and can help you find the best travel deals for your club, or owns a restaurant and can help host team dinners or an end of season banquet. Think of creative ways alumni can "donate" within their current field.

4. Special Events

Special events can be a great revenue source for sport clubs especially on college campuses where students are looking for things to do. Ideas for special events include:

- Holiday Sales
- Gift Baskets
- Cup Night
- T-Shirts
- Movies

Holiday Sales

Sales are generally the most stable fundraisers of all the special event fundraisers. Sales can take place anytime of the year, however centering a sale around a holiday generally works best. Look to use the holiday as a theme for the sale, making the product match the holiday:

Valentine's Day—Roses, Balloons, Carnations, Candy

Christmas—Cards, Gift Wrap, Gift Tins, Candy, Fruit

Halloween—Candy, Pumpkins

St. Patrick's Day—Candy, Green Carnations, Anything Irish

Try to purchase low cost items at bulk because students will not pay more than \$5 for items they buy on a whim. Look to sell the items via flyers in dorms, fraternities, sororities, and on campus with booths. The more places you can set up to sell, the more chance you have of selling out of your inventory. Before you start selling, however check with the Registered Student Organization office to see if you need any special permits, etc. to sell items on campus.

Gift Baskets

In addition to holiday sales, gift baskets are a great way to make money. Use occasions such as Halloween, Valentines Day, and finals week to sell gift baskets to parents for the players on the team. Most of the time parents will not see their children during this time and will be more than willing to contribute \$10-\$15 to the team to give their daughter a small gift. When creating the gift baskets you can be as creative as you would like, but be cautious to keep costs low. You can fill and decorate a basket, water bottle, or container with cheap items such as candy, pencils, etc depending on the occasion. When the occasion comes around you can either hand deliver the gift baskets or distribute them at practice.

Cup Night

Aside from holiday sales, a great sale on campus is a "cup night" in conjunction with a local bar. Now, make sure all members are of age for this one. Generally you sign an agreement with the local bar that states your club will sell cups to patrons to use at the bar (souvenir cups). Then, at the end of the night you get a cut of the profits from the cups and the alcohol sales. This is usually a major money maker where clubs can make up to \$1000 in a night. The key here is publicity. Ask all club members, friends, family, and everyone you know to come out for the event. The more people you have the more money you will make.

****NOTE:** Before you hold a cup night please make sure you check with your sport club department about rules and regulations and about fundraising with alcoholic beverages.

T-Shirt Sales

Finally, you can also go with the generic T-shirt or other sport related sale to raise money. Generally these sales are not as effective as most people not affiliated with your club will not want a lacrosse club t-shirt. Try to think outside of the box here. Ultimate Frisbee clubs have sold Frisbees with their logo and soccer clubs have sold soccer balls with their logo. If you can come up with an idea like these, try to sell it to the local campus/town merchants to get your item in their store. Granted, you will pay a price here, but you will also sell more merchandise than you will with booths and flyers alone. Another great time to sell t-shirts is while hosting tournaments. Teams coming to your tournament will be much more likely to purchase a tournament shirt that has their school name on it than a t-shirt of a competing school. When ordering shirts it is important to under-estimate rather than over-estimate to avoid having excess shirts at the end of your tournament.

Movies

Movies are a good option if you want to do a one-time fundraiser. Generally all you need is a place to show the movie, projection equipment, and a movie. Talk to the sport club department or registered student organization department for more information about rules, regulations and fees. Remember to keep the costs down, keep it simple. Do not try to go all out with concessions, etc. Charge \$2-\$5 to attend the movie.

5. Labor for College

Some colleges will have programs where student groups can take on jobs and earn money for their club. Options for jobs usually involve:

- Event Clean-Up—Post athletic event (football, basketball, etc.)
- Parking Attendant for Events
- Campus Clean-Up

Check with your sport club department for more information. Generally these programs are run through the athletic department so you might want to also put a call in there. Be ready to work for your money.

6. Local Sponsorship

Soliciting sponsorship is usually a prospect that scares most fundraisers. Sponsorship is not a daunting prospect; rather it is a productive expenditure if carried out in a professional manner. Most local businesses have a budget for sponsorship/donations for their fiscal year. You can tap into this budget if you do your research and present yourself in a professional manner.

The first step in attaining local sponsorship is to do your homework. Look at the businesses in town and start a list of those you will solicit from. You do not need to go for the big businesses; rather small local owned businesses have a much higher rate of donations to the community.

Once you have your list, you need to compile a sponsorship package. This package should include:

- Information about the sport of lacrosse in your area
- Information on US Lacrosse and the WDIA
- History of your club and its mission statement
- Schedule
- Leagues and tournament participation

- Results—if positive or if they show growth
- The deal—what the sponsor will get for their investment and what sort of investment you are looking for
 - You can ask for money or Value-in-Kind (items such as equipment, uniforms, and discounts instead of money)
 - Offer potential sponsors a spot on tournament programs, website, all communications (newsletters, etc), a thank you in the newspaper at the end of the season, logo on uniform, and anything else you can think of. Try to look at it from the sponsor's point of view to decide what you would want as the sponsor.
- Pictures—keep the packet “human”. Include pictures of the team in competition and out; just make sure they are “rated G”.

With the sponsorship package completed you can start your sponsorship campaign. Try to start the campaign in the early fall as this is when most business write their budget for the next year. If you can get on the agenda here, you have a better chance of getting some funding.

Do not just send the packets out, rather hand-deliver the packets to the potential sponsors. Have a specific contact rather than just True Value Hardware. Find out who you should direct this sort of proposal to in the organization. One week after you have delivered the packet make a follow-up call to the contact at the organization to keep the sponsorship fresh in this person's mind. Offer to answer any questions about the sponsorship, team, etc. Do not take “no” for an answer. After you have received all the sponsorship monies, make sure you follow through on your end of the deal. Print the logos and thank yous. If you skip out on your commitment it will be hard to get future sponsorship. Send updates during the season and a thank you note and season summary and successes at the end of the season. Tell them in it how important their support was in the experience for players on your team, and include specific things in which their contribution was used. ****NOTE:** Before you start soliciting sponsors please make sure you check with your sport club department about rules and regulations and about which businesses you can ask so you do not conflict with college regulations or sponsors.

US Lacrosse does produce a packet that includes information about the sport, demographics of lacrosse players and their families, and other items. You may request a packet to include in your sponsorship package. Contact US Lacrosse for more information.

7. Athletic Events

Hosting an athletic event can provide your club with an outlet for competition, while at the same time raising money. One great caution here is: do not lose money. Budget the event so you break-even or ultimately make money. See the Hosting a Tournament Manual for more information about this type of fundraiser.

Below is a sample budget created to be a model for your club budget. This budget would reflect a budget for a start-up women's lacrosse club. You will have to alter this budget for the next fiscal year as you should not have to re-purchase the major equipment.

Sample Budget

Smith College Women's Lacrosse Club Budget 2002-2003

Equipment Costs	
Items	Costs
Goals (and nets)	\$
Balls	\$
Goalkeeper equipment	\$
Sticks	\$
Protective equipment	\$
Equipment bags	\$
Uniforms	\$
Cones/practice shirts/other practice equipment	\$
Uniforms	\$
Other	\$
TOTAL \$	
Competitive Costs (duplicate section for multiple events)	
Travel	
1. Van Rental/Flights	\$
2. Hotel Rooms _____ @ \$ _____/night	\$
3. Gas	\$
4. Competition Fee (entry fee)	\$
5. Referee Fees	\$
6. League Fees	\$
TOTAL COMPETITIVE COSTS \$	
Optional Equipment	
1. Team jackets _____ @ \$ _____/per	
GRAND TOTAL \$	

Sample Flier

Smith College Women's Lacrosse

Ready to try something new and exciting?

Ready to play the fastest sport on two feet?

Yes?

Then come to the informational meeting for the
Smith College Women's Lacrosse Club at the Student Union on
August 12 to learn more.

Everyone is invited; especially new players.



WHO: All Athletes

WHAT: Smith College Women' Lacrosse Club

WHERE: Student Union, Room 100

WHEN: Saturday, August 12; 5:00pm

QUESTIONS: Email smithwlax@yahoo.com

Refreshments will be served

Student Union – Room 100
Saturday, August 12
5:00 p.m.

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Saturday, August 12
5:00 p.m.

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Any questions about this document may be directed to US Lacrosse at:

US Lacrosse

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One for all.