



2009-2010 Chapter Operations Manual

US Lacrosse, Inc

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Section 1: Introduction

What is US Lacrosse? US Lacrosse was founded on January 1, 1998, as the national governing body of men's and women's lacrosse. US Lacrosse is the support behind the sport, and exists to serve the sport of lacrosse through resources, promotion, development, and training.

Why have US Lacrosse and a national governing body of lacrosse? The philosophy of US Lacrosse mirrors that of most successful amateur sports governing bodies in the United States and how they got their start. Although lacrosse is growing in popularity, it has not achieved the success of other sports. In order to develop and maintain the needed resources to further develop and support the rapid growth of the game, lacrosse must rely on the support of every individual who benefits from the game. US Lacrosse membership not only provides valuable benefits to members, but it also provides significant long-term benefits for lacrosse.

US Lacrosse now provides a leadership role in virtually every aspect of the game throughout the United States and abroad, and offers a number of programs and information services to its national membership of over 300,000.

US Lacrosse policy is determined by a national board of directors, the officers of which form an Executive Committee who meets to monitor the progress of the corporation. Men's and Women's Divisions under the board address the issues specific to the play of each version of the game; councils within and/or between each division represent each constituency in the game; and committees throughout the organization focus on specific areas of activity.

What is the mission and vision of US Lacrosse?

Mission: US Lacrosse is the national governing body of lacrosse. Through responsive and effective leadership, we provide programs and services to inspire participation while protecting the integrity of the sport.

Vision: We envision a future which offers people everywhere the opportunity to discover, learn, participate in, enjoy and ultimately embrace the shared passion of the lacrosse experience.

Section 2: US Lacrosse Structure

US LACROSSE ORGANIZATIONAL STRUCTURE

This section should help you become more knowledgeable about the board/council/committee structure of US Lacrosse.

Board of Directors.....	Executive Committee
Men’s Division Board of Governors.....	Athletes, Coaches, Officials, Post-Collegiate Clubs, At-Large, Affiliated, Intercollegiate Associates
Men’s Division Councils.....	Officials, Coaches, Athletes, Post-Collegiate Clubs, Intercollegiate Associates
Men’s Division Committees.....	Hall of Fame, International, National Teams, Coach/Official Education
Women’s Division Board of Governors.....	Athletes, Coaches, Officials, Post-Collegiate Clubs, At-Large, Affiliated, Intercollegiate Associates
Women’s Division Councils.....	Officials, Coaches, Athletes, Post-Collegiate Clubs, Intercollegiate Associates
Women’s Division Committees.....	Hall of Fame, Rules, International, National Teams, Coach/Official Education, safety education, competitions
Unified Committees.....	Special Events,

Budget/ Audit, Membership, Marketing, Programs & Services, Strategic Planning,
Facilities, Insurance, Development,
Fundraising, Sports Science & Safety, Communications, Legal Issues

Section 3: Chapter Purpose and Structure

Chapter Definition A chapter of US Lacrosse is an extension of the national organization. A chapter unifies, promotes, and provides programs and services to the many aspects of men's and women's lacrosse in its geographic area. Each chapter serves as a conduit to the national headquarters of US Lacrosse and has the authority to conduct business conforming with the approved requirements outlined in the Chapter Agreement (version, September 2009) and the US Lacrosse Board/Council/Committee member Conflict of Interest Policy.

Each chapter of US Lacrosse is responsible for the following:

- ✓ To serve as a geographic focal point for the education and development of lacrosse. And to bring US Lacrosse programs & services to members in their jurisdiction.
- ✓ Actively and consistently communicate to chapter members.
- ✓ To serve as the unbiased, umbrella support organization for the responsible growth of the sport in their area.
- ✓ To honor players, coaches, and officials whose skill and conduct on the field and in their business and professional lives inspire in the youth of the nation a high regard for the game of lacrosse.
- ✓ To completely understand the purpose and responsibilities of US Lacrosse - to organize all levels of men's and women's lacrosse under one given body, and to regularly and effectively interact with other chapter areas in the areas of lacrosse promotion, expansion, preservation, information, education and networking.

BENEFITS OF HAVING A US LACROSSE CHAPTER

- Rebate dollars from national headquarter for each membership in your chapter's service area
- Tax exempt status under national 501(c) 3 as a subordinate of US Lacrosse, Inc.
- Chapter contact information, events, board list, Web site link, etc. posted on national headquarters web site
- Chapter member list access
- Exclusive opportunity to host US Lacrosse coaching and officials training clinics - potential profit sharing
- Opportunity to host player clinics staffed by US National Team Players
- National office staff support for new and experienced chapters - 2 full-time US Lacrosse staff members designated to provide direct chapter operation assistance.
- Exclusive opportunity to share resources resulting from national partnerships with organizations such as the National Recreation and Park Association (NRPA) and the Positive Coaching Alliance

(PCA)

- Exclusive opportunity to establish chapter Hall of Fame to honor outstanding players, coaches, officials and contributors.
- Exclusive opportunity to take part in US Lacrosse run events such as the U-13 and U-15 National Youth Festivals, Women's Division National Tournament, Intercollegiate Associates Championships, National Senior Showcase and the US Lacrosse National Convention.
- Exclusive opportunity to host a U-19 U.S. Men's Team Exhibition Game and Event.
- Exclusive opportunity to host the Women's Division Stars & Stripes Weekend Tournament

NEW Sound leadership is the base for a successful chapter. Chapter leaders work closely with US Lacrosse, other local lacrosse organizations/groups and their neighboring chapters in order to support and grow the game. Chapter board is at its best when it is programmatically based and geared towards the specific needs of the chapter's local lacrosse participants. The chapter is not required to fill all the positions listed below. Vacancies will occur where the chapter is not administrating a certain program, service or process. US Lacrosse feels very strong about supporting our chapters' needs and will do all that we can to communicate to your members in order to cultivate additional leadership for elections. US Lacrosse also maintains that a chapter should have a productive, vibrant board with everyone pulling their weight to get things done.

Exec Committee (These positions are mandatory at all times)

President

VP

Secretary

Treasurer

(Past and Incoming Presidents ok too)

Board Positions (size of board and positions filled are decided by each individual chapter).

Coaching Education Coordinator

Officials (men's game) Representative

Umpires (women's game) Representative

Events Coordinator

Diversity Representative

Communications & Website Manager

Sportsmanship Coordinator

Youth League Director(s) or Youth Rep(s)

Middle & High School League Director(s) or Rep(s)

Marketing & Membership Representative

Hall of Fame & Special Awards Coordinator

Chapter Grants Coordinator

Chapter Teams Coordinator(s)

Fundraising Coordinator

Additional Optional Positions

IRS Specialist

Legal Counsel

Liaisons

Women's Division National Tournament Sub Regional Selection Chair

Women's all-American/ Academic all-American Chairs

Men's all-American/ Academic all-American Chairmen

Section 4: Chapter Incorporation, EIN and Tax Exemption

CHAPTER INCORPORATION

Requirement

US Lacrosse requires each chapter to incorporate in their state. For legal reasons at both the national and local levels, it is in the best interest of the chapter to maintain an incorporated status.

Why Incorporate?

If some unfortunate incident should happen (such as an injury at a tournament or fund raising event), and the injured party decides to sue, those managing an unincorporated organization are more likely to face personal liability. Incorporation does not guarantee no one will sue chapter leadership, but it does provide a measure of defense. The corporation would be the defendant instead of the individuals.

IRS Information about Incorporation

If you go to this link: <http://www.irs.gov/charities/article/0,,id=167760,00.html> you will find a link and phone number to every state. If you click on your state, please note you will be asked to leave the IRS website to go to an independent state website for information.

Costs

The costs for becoming incorporated will vary from state to state. The costs will include a filing fee and in some states an advertising fee to publish the fact of incorporation. In addition, unless someone does the legal work for free ("pro bono"), there will be the costs of preparing the legal documents - the articles of incorporation ("charter") and bylaws.

NEW Chapters are prohibited chapters from incorporating or setting up an account as "US Lacrosse XXXXXX" or "US Lacrosse XXXXXX a Chapter of US Lacrosse". The individual chapter name must come before 'US Lacrosse'. It needs to be "XXXXXX US Lacrosse" or "XXXXXX Chapter of US Lacrosse".

OBTAINING A FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN)

How to obtain a Federal EIN

Each Chapter of US Lacrosse must obtain its own federal Employer Identification Number (EIN). This is a separate task from becoming incorporated. As a separate incorporated entity, separate from US Lacrosse, with its own EIN, the Chapter will be considered as a tax exempt entity under US Lacrosse's Group Exemption number, so the local chapter is not required to file for its own determination letter from the IRS. See Section 5 for more detailed guidance on non-profit status. The local chapter will conduct all business under its own EIN for any tax exempt activities or business.

Your chapter can obtain an EIN through the IRS at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>.

Here is a link to applicable IRS phone numbers for further guidance:
<http://www.irs.gov/help/article/0,,id=96730,00.html>

***NEW* How to change your chapter information with the IRS**

For a chapter to change its address for IRS purposes only, go to www.irs.gov and search for 8822. Complete section two of form and send to appropriate address noted on page 2. The direct link to IRS Form 8822 is <http://www.irs.gov/pub/irs-pdf/f8822.pdf>. A chapter change of address should occur when the address on file belongs to a past board member who is no longer affiliated with the chapter in any formal capacity as an executive member. As a recommendation, the address on file should belong to either the president of the chapter or the Treasurer. Once a change of address is processed the chapter should immediately contact US Lacrosse with the updated information and provide a copy of the change to the person responsible for filing your tax return.

TAX YEAR FOR ALL CHAPTERS

NEW In 2003, US Lacrosse moved to a December 31st Fiscal year end. In order to have consistency among all chapters, it is now required that all Chapters adopt a December 31st year end for their corporation. Please contact the director of chapter relations with any questions or problems regarding this new mandate.

TAX EXEMPTION

Federal

US Lacrosse chapters have the incredible benefit of being able to fall under the organizations tax exempt umbrella. While chapters must obtain their own EIN, and Incorporate in their own state they still benefit greatly from the 501c3 status under US Lacrosse. A chapter may choose to operate with their own 501c3 if they choose, however; they may have to incur certain responsibilities such as increased IRS filing mandates.

What's a "501(c)(3) organization"?

"501(c)(3)" refers to a section of the Internal Revenue Code, which is the law that governs federal income tax. A non-profit organization is exempt from federal income tax because it meets the requirements of section 501(c)(3).

What's so special about being a 501(c)(3) organization?

People who contribute to 501(c)(3) organizations may take a charitable contribution deduction on their federal income tax return (and often on their state income tax return as well). Contributions to most other kinds of tax-exempt organizations are not deductible. So a 501(c)(3) organization can have a big advantage when it asks for contributions. In addition, most foundations prefer to make grants to 501(c)(3) organizations.

Fund-Raising Event

If a donor receives something of value in return for a contribution, a common occurrence with fund-raising efforts, the donation may not be fully deductible. This may apply to fund-raising activities such as

banquets, auctions, concerts, athletic events, and solicitations for contributions when merchandise or benefits are given in return for payment of a specified minimum contribution.

State

Since there are no federal absolutes when it comes to state exempt policies, the state exemption section of the manual is a Q & A based on the most frequently asked questions. If you do not find the answer to your question below contact US Lacrosse:

Chapters qualify for a sales tax exemption certificate because of their federal tax exempt status. Each chapter must register in their state of business for this benefit. Most states grant sales tax exemption certificates, but check with your local state office for verification. Information regarding the national body (US Lacrosse) is generally required for state registration and is available upon request through US Lacrosse.

Retail Sales Involving Tax Exemption Certificates - What is an exemption certificate?

The exemption certificate bears the holder's respective state exemption number and an expiration date. The certificate entitles the chapter to make specific purchases without paying sales and use taxes. The state comptroller office issues exemption certificates to non-profit organizations. Chapters may apply for an exemption certificate by completing an application either on-line or by calling the state's comptroller/department of revenue office.

What kinds of purchases may be made with an exemption certificate?

A chapter may use its exemption certificate to purchase tangible personal property that will be used in carrying on its work. This includes office supplies, equipment and supplies used in fund-raising activities. But does not include items used to conduct an "unrelated trade or business" (example: for personal use). An exemption certificate is not transferable and applies only to purchases made by the registered chapter.

If a chapter has an exemption certificate, does it have to collect tax on items it sells?

Usually, yes. Any organization making ordinarily taxable sales of tangible personal property, including t-shirts, etc., must obtain a sales and use tax license and collect and remit the tax, even though the organization has an exemption for items it purchases. The organization must collect tax on sales to anyone, including members, students and beneficiaries, even if the item has been donated or sold at or below cost (i.e.: benefit auction).

Which sales by a chapter with an exemption certificate are exempt from sales & use taxes?

Food sales by a non-profit organization are exempt from sales and uses taxes if 1) there are no facilities for food consumption on the premises and 2) the food is not sold within an enclosure for which admission requires a fee.

May an exemption certificate be used to purchase items that will be resold?

Only churches, religious organizations, and government agencies may use an exemption certificate to purchase items for resale without paying sales and use tax. All other organizations must be issued a resale certificate, with their state sales and use tax registration number, to purchase these items tax free. (For additional information on Sales Tax and User Tax: call your state Taxpayer Service)

Chapter Exemption Status and the IRS Determination Letter

At times, you will be asked to supply proof of your chapter's non-profit tax exemption status. This is often requested by a prospective donor or when the chapter is making a purchase or using a vendor, caterer, etc for an event. When this occurs do the following

Please supply your chapter's EIN number (9-digit number given to you by IRS to open bank account) as well as the US Lacrosse, Inc. group exemption number. If written verification of your non-profit status is requested, you may supply them a copy of the US Lacrosse, Inc. group exemption letter. All chapters IRS correspondence is to include the chapter's EIN number as well as the US Lacrosse group exemption number. US Lacrosse can also provide a formal letter documenting the chapter's tax-exempt status under the US Lacrosse umbrella. **The one caveat is that your chapter must be in full compliance with US Lacrosse, in order to have your request fulfilled.**

*Please ask the director of chapter relations if you would like to review the US Lacrosse IRS Determination Exemption letter dated February 23, 2000 to better understand the group ruling granting your chapter exemption status.

IRS Law Regarding Donations/Chapter Contributions or Goods and Services Provided

Each chapter of US Lacrosse is eligible to receive tax-deductible contributions under the 501(c)(3) charitable group exemption of US Lacrosse. It is recommended that all donations be recorded in a ledger or spreadsheet and all checks copied and maintained on file for a minimum of three years.

All gifts of \$250 and above require written acknowledgement from the chapter. A letter with the following details is sufficient: the name of the not-for-profit, the date of receipt of the gift, amount of the transaction, value of any goods or services received in exchange for the transaction. Sample text to be included in a receipt/letter acknowledging donation of \$250 or more:

"Thank you for your contribution of \$250 on [date]. You should retain this receipt/letter in your records for tax purposes. As you may be aware, the IRS will no longer accept a cancelled check as substantiation of a charitable contribution of \$250 or more. [SELECT ONE:] This letter further serves to verify that you did not receive anything of value in exchange for your contribution. Therefore, the entire amount of your donation is tax-deductible. [OR] This letter further serves to verify that you received ___(goods and services)___, which had a fair market value of \$ _____. Therefore, only \$ XX.XX of your donation is tax-deductible. [OR] This letter further serves to verify the items you received in exchange for your donation were insubstantial under IRS guidelines. Therefore, the entire amount of your donation is tax-deductible."

Non-cash gifts

For non-cash contributions valued at \$250 or above, the written acknowledgment must describe the donation(s), with the amount of specific detailing increasing with the value of the gift. "Good faith estimates" or fair market value are acceptable for all non-cash gifts valued at less than \$500. Gifts valued over \$500 require the donor to file an IRS Form 8283. The chapter does not establish a value for the gift but may need to sign the form that it did indeed receive the gift.

Goods and services received

If a donor makes a gift to a chapter and receives benefits with a fair market value of not more than two

percent of the amount of the payment (up to a maximum of \$72 for the year), the benefits received are considered to have insubstantial value and the gift is fully tax-deductible. If a donor makes a payment of \$34.50 or more to a charity and receives only token items in return, the items are considered to be insubstantial if they (1) bear the charity's name or logo, and (2) have an aggregate cost to the charity of \$6.90 or less.

US LACROSSE, INC. Policy Statement - Participation in TAX EXEMPTION

The purpose of this policy statement is to set forth the position of US Lacrosse as the central organization with responsibility for general supervision over its Chapters and to address issues that may arise at the Chapter level that could affect the overall tax exempt status of the group.

US Lacrosse, Inc. ("US Lacrosse") has qualified as an organization described in Section 501(3)(c) of the Internal Revenue Code of 1986 (the "Code") and the regulations promulgated there under. As a 501(c)(3) organization, US Lacrosse is generally exempt from the payment of state and federal income tax. Also, US Lacrosse applied for and received from the Internal Revenue Service a group exemption letter (the Group Exemption") recognizing that its subordinate organizations ("Chapters") will also be exempt from income tax as organizations described in Section 501(c)(3) of the Code if they initially meet and continue to comply with all requirements for subordinate organizations.

The essence of the Group Exemption is that US Lacrosse, as a central organization, has received recognition of exemption from income tax under Section 501(c)(3) of the Code and has one or more subordinate organizations (Chapters) under its general supervision or control.

More specifically, US Lacrosse has established with the Internal Revenue Service ("IRS") that the Chapters filing under its Group Exemption number are:

1. Affiliated with US Lacrosse.
2. Subject to its general supervision or control.
3. All exempt under the same paragraph of Section 501(c) of the Code.
4. Not private foundations.
5. All on the same accounting period as US Lacrosse.
6. Operating under a uniform governing instrument.

Those Chapters of US Lacrosse that achieve compliance with both the IRS and the US Lacrosse Chapter requirements are permitted to receive tax exempt status under the Group Exemption number obtained by US Lacrosse.

Chapters who participate in the US Lacrosse tax exemption due so under the general supervision or control exercised by US Lacrosse. As such, it is necessary for Chapters to adhere to US Lacrosse requirements in order to maintain and preserve the overall tax exempt status of US Lacrosse.

In order for a Chapter to continue its participation in the Group Exemption, the Chapter must maintain its affiliation with US Lacrosse and must remain subject to the general supervision or control of US Lacrosse. Accordingly, as required in the Chapter Agreement signed by each Chapter, only Chapters in good standing with US Lacrosse are eligible to participate in the Group Exemption.

In addition, the activities carried on by Chapters must remain consistent with the overall purpose of US Lacrosse as the central organization and the sources of receipts and the nature of expenditures made by

each Chapter must be and remain consistent with the US Lacrosse sources of receipts and expenditures. Accordingly, the Chapter agreement that every Chapter is required to sign provides that Chapters shall not carry on any activities which might result in the revocation of their tax exempt status and that Chapters shall take such actions as shall be deemed by US Lacrosse to be necessary or advisable in order to preserve both the National's and the Chapters' tax exempt status.

Specifically, each Chapter is required to continue to perform all of its obligations pursuant to the Chapter agreement with US Lacrosse and to comply with all of the requirements applicable to Chapters that are set forth in the Chapter agreement between US Lacrosse and each Chapter at all times.

Under no circumstances is a Chapter allowed to permit any third party organization, association or individual that does not constitute part of the Chapter to represent that it enjoys the benefit of the Chapter's tax exemption or otherwise take advantage of or benefit from the Chapter's tax exemption. Chapters are expressly prohibited from permitting any third party organization or individual to use, take advantage of or otherwise benefit from the Chapter's participation in the US Lacrosse Group Exemption.

Since the effectiveness of the Group Exemption with respect to each Chapter depends in part upon the sources of receipts and nature of expenditures made by each Chapter, each Chapter must assume overall responsibility for all financial aspects of the Chapter's activities, including all sources of income and all expenditures.

Specifically, if a Chapter sponsors a team, league or any other ongoing activity, all financial aspects of any such team, league or other activity must be carried out using the Employer Identification Number (EIN) assigned to the Chapter by the IRS, and the Chapter must assume overall responsibility for all financial aspects of the Chapter and its activities and operations. It is not permissible for a Chapter to sponsor a team, league or any other ongoing activity and take advantage of the Chapter's tax exempt status unless the Chapter has ultimate financial responsibility for the team, league or other activity.

Section 5: Chapter Compliance

Every year US Lacrosse, Inc. must receive documentation from each chapter as required in the Chapter Agreement (November, 2008). While these requirements may seem cumbersome, the requested information is critical in maintaining our 501(c)(3) status as a non-profit national entity. Compliance documents are also imperative in maintaining accurate files for all chapters. All documents submitted must be appropriately signed by the chapter president or other designated member of the executive board. If a situation arises when these files must be reviewed, it is extremely important that all information is up to date and 100% accurate or the chapter may be held liable and penalized for incorrect information.

Reminder e-mails for the different components are sent by the chapter relations department relative to what documents are due at certain times of the year. Failure by any chapter to fulfill these obligations will result in their immediate inability to host US Lacrosse national events and/or participate in the revenue sharing program (Chapter Rebate Program). The chapter will be sent an impending default letter via email detailing if any of the above deadlines are not met before year's end. If the chapter has not complied by the end of the year they will receive a notice that the chapter is considered in default and will remain so until all documents are received, evaluated and approved. If the Chapter remains in default for a period of 3 months after the end of the year, action will be initiated by the Chapter Relations Department to invoke the requirements detailed in Paragraph 11, Events of Default and Remedies, of the Chapter Agreement.

If there are any changes to chapter compliance documentation all chapters will be made aware via email by the director of chapter relations. Please contact the director of chapter relations if there are any issues with these requirements or for any questions.

Below lists all compliance documents that may be requested from each chapter on an annual basis:

Chapter By-Laws – US Lacrosse must have a current hard copy of every chapter's by-laws on file at US Lacrosse headquarters. If your chapter wishes to make any updates to their Chapters By-Laws, they must use the US Lacrosse, Inc. template by-laws as a reference. Anytime a revision is made to the Chapter's By-Laws a copy of the revised By-Laws must be submitted to US Lacrosse immediately. The By-Laws must have a revision date on the last page of the By-Laws. US Lacrosse retains the right to require that a Chapter's By-Laws be changed if they do not conform substantially to the US Lacrosse By-Law template.

Chapter Financials – *As of 2009 all chapters will be required to transition to a December 31st fiscal year in accordance with US Lacrosse's fiscal year. Therefore, all financial reports will be due to US Lacrosse by January 31st 2010, 11 and so on. In the chapter financials document there is a revenue & expense (or profit & loss) sheet to complete as well as balance sheet. The chapter

treasurer is responsible for completing this part of the compliance requirements with assistance from other chapter board members.

NEWChapter Financials must be kept on record by the chapter for at least 7 (seven) years.

Chapter tax documents are required to be submitted in accordance with the following schedule:

1. If a Chapter meets the initial filing deadline for non-profit tax returns of May 15th, all required documentation per the Chapter Agreement is due at US Lacrosse no later than May 31st. If the initial tax return deadline is not met, a copy of the extension, timely filed with the IRS, is due at US Lacrosse by May 31st.
2. If the Chapter meets the first extended filing deadline of August 15th, all required documentation per the Chapter Agreement is due at US Lacrosse no later than August 31st. If the August 15th extension date is not met, a copy of the second extension, timely filed with the IRS, is due at US Lacrosse by August 31st.
3. The Chapter must meet the second extension deadline of November 15th as no further extensions are available. All required documentation per the Chapter Agreement is due at US Lacrosse by November 30th.

For 2009: If a Chapter's gross receipts are \$25,000 or less, the IRS is requiring all small tax-exempt organizations to file an online or e-Postcard version of the Form 990, called Form 990-N. In 2010 and later the filing limit for Form 990-N increases to \$50,000. For 2008 Chapters with gross receipts greater than \$25,000 but less than \$1,000,000 are required to file Form 990-EZ; if their gross receipts are greater than \$1,000,000 they are required to file Form 990. In 2009 Chapters with gross receipts greater than \$25,000 but less than \$500,000 are required to file Form 990-EZ; if their gross receipts are greater than \$500,000 they are required to file Form 990. In 2010 or later Chapters with gross receipts greater than \$50,000 and less than \$200,000 are required to file Form 990-EZ; if their gross receipts are greater than \$200,000 they must file Form 990.

Chapter Agreement - The current president of the chapter must read & sign the most updated version available of the agreement. When requested by national and then signed either fax, scan or send via U.S. Mail, the signed agreement to US Lacrosse. The director of chapter relations will sign and send a copy back to your chapter upon request.

Conflict of Interest Policy - Must be signed & dated (hand-written) by all new executive board members of the chapter and sent via fax, scanned or U.S. Mail to US Lacrosse. If you elected a chapter president, VP, secretary, treasurer or any other at-large or executive board member within the past 12 months from last years compliance forms then those individuals must read, sign & submit a separate conflict of interest form. A signed conflict of interest policy for ALL chapter board members must be on file with the chapter.

Participation Survey - Due every year by December 31st and now a part of compliance, please complete the participation survey template to the best of your ability. If you have any questions

about the information requested please contact director of communications, Brian Logue. blogue@uslacrosse.org.

D&O Insurance Policy – Required for each chapter as mandated by US Lacrosse board of directors, the director of chapter relations usually has an up to date spreadsheet with the start and end date of every chapter’s policy, but this is a requirement to make sure the chapter knows and has proof of D&O in their possession. If you have questions pertaining to your D&O coverage contact Bollinger Insurance, Inc.

Accounting Expectations

In accordance with the US Lacrosse Chapter Agreement, US Lacrosse chapters must maintain accurate and updated financial records. Chapter financial records should be available for review by its board, its membership, and the National Headquarters at all times. The financial statements should include a balance sheet, income statement (see example at the end of this section), and general ledger; the statements should be clear, complete, and comprehensive. Trade creditors, prospective donors, members, and the Chapter Board must be readily able to satisfy their needs for financial information from a single set of statements produced by the Chapter’s accounts. The financial statements should also be objective. They may be subject to audit through the US Lacrosse National Headquarters and should be completely reliable. Otherwise, their usefulness for financial decision-making will be greatly reduced.

***NEW*Guidelines for financial control within US Lacrosse Chapters**

Because the day-to-day operation of a Chapter involves just a few people who are subject to periodic turnover, the following procedures should be implemented by each Chapter.

1. Ideally, a Chapter treasurer should be a CPA. If this is not possible, then the person chosen should be someone who has great familiarity with financial and tax matters. A treasurer must produce financial statements, including income statements and balance sheets, in a format that accurately reflects the operations of his/her Chapter and which is consistent with the format provided by US Lacrosse. In addition, a treasurer must reconcile the Chapter’s bank account(s) monthly, prepare annually the Chapter’s tax returns (federal and, if needed, state and local), and also provide required information on the operations of the Chapter to US Lacrosse on an annual basis. A treasurer should be familiar with his/her respective state’s rules regarding tax exempt entities and its requirements for filing tax returns and securing sale tax exemption certificates.
2. QuickBooks is the recommended software for maintaining a Chapter’s financial records.
3. Chapter bank account(s) should be set up to provide on-line access. Every signatory on the account(s) should have the user name and password for that account(s) and those signatories, in addition to the treasurer, should log on monthly to review the bank account(s). This will provide an independent review of the bank account(s) by parties other than the treasurer. Passwords should be periodically changed and must be changed when there is a change in signatories.
4. It is imperative that a Chapter’s bank account be reconciled by that Chapter’s treasurer on a monthly basis even if a meeting of the Chapter’s board of directors is not scheduled.
5. When a treasurer presents his/her report, it should include an income statement, balance sheet, and a copy of the Chapter’s most recent bank statement along with a copy of the bank reconciliation. In presenting such report, the treasurer should be fully prepared to answer any and all questions related to the financial statements being presented for the board’s approval.

Chapter financial statements should:

***NEW* Be kept on record for a period no less than 7 years.**

Possess historical comparability with its statements as of earlier dates.

Be comparable, both currently and historically, with statement data generated for other US Lacrosse chapters. Such comparability ensures that differences in financial results arise from differences in circumstance, not merely from differences in accounting methods.

Be timely, since the further financial information is removed in time from the events that produce it, the less useful it is to the chapter leadership who wish to rely on it in making financial decisions.

Reporting to US Lacrosse National Headquarters

In addition to a report of the past year's chapter activities and the upcoming year's plans, an annual financial statement including a copy of the chapter's balance sheet and income statement must be submitted to the US Lacrosse National Headquarters during each request for annual chapter compliance documents.

Budgeting

Chapters are required to formulate an annual budget for internal use. Overall budgeting is a vital part of managing the chapter's operations. A chapter budget for operations and cash flow forces the chapter to direct some of its attention from the present to the future. In budgeting, a chapter must analyze its operations, identify operating activities consistent with the goals and objectives of the chapter, and estimate the costs. Estimating future financial resources and expenditures enables the chapter to avoid operating as a fire fighter; with budgets they can anticipate future financial problems and opportunities and plan positive action in advance.

The following basic steps should be followed in the preparation of a budget that may be used effectively as a guide for action. These five steps should be used for budget preparation and approval:

- List chapter goals and objectives, and programs or activities.
- Estimate the cost of each program or activity.
- Estimate the expected income.
- Compare estimated income with estimated costs and make necessary adjustments.
- Present the final budget for approval by chapter board of directors.

Disbursement of Funds

Chapters are expected to disburse funds in accordance with their by-laws and the by-laws of US Lacrosse. Chapter funds are expected to be used to support, promote, and aid in the growth of lacrosse in the chapter's geographic area.

Conditions for ensuring proper disbursement of funds include: Chapter board support and approval Consistency with goals and objectives of US Lacrosse, Consistency with operating conditions of US Lacrosse, Proper administration of the budget, Some degree of member involvement, Realistic expectations, a clear statement of the assumptions and the underlying estimates.

***NEW* Failure to Submit Compliance Documents**

Notice of 'Pending Default' and 'Default'

Chapters that do not submit compliance documents per applicable compliance deadlines throughout the year may receive a notice of 'Pending Default' via email to the president. This serves as the chapter's official notification that they are delinquent in one or more aspects of compliance. The chapter is required to reply in fifteen (15) days regarding the delinquent paperwork and responsible for submitting the paperwork in an agreed upon timeframe with US Lacrosse.

Failure by the chapter to reply to the 'Pending Default' notification within fifteen (15) days will prompt the delivery of a 2nd 'Pending Default' notification via email and hard copy mail to the president with an additional ten (10) business days after receipt to respond. Failure by the chapter to reply to the 2nd notification will prompt a 'Notice of Default' letter from US Lacrosse via email and hard copy notification to the president and treasurer.

Failure to complete and submit accurate compliance information as well as any failure to respond to a 'Pending Default' notification will result in a 'Notice of Default' via email and hard copy to the president and treasurer. The chapter is required to respond to the 'Notice of Default' within thirty (30) days of receipt with the delinquent compliance paperwork.

Lack of response or failure to comply with basic compliance standards within three (3) months of the first 'Notice of Default' will result in 'official' chapter revocation. On an individual basis the chapter will revert back to a provisional or probationary status until the compliance requirements are met. This period should last for no longer than a period of twelve (12) months or one (1) year. After a period of one (1) year, if the chapter still has not met basic compliance standards, the chapter charter will be revoked permanently by US Lacrosse.

Section 6: Chapter Administration

Policy regarding teams/leagues

US Lacrosse encourages each chapter to use the administrative structure that works best for growing the game in the chapter area, particularly since there are diverse levels of lacrosse development around the country. Any involvement by a chapter in administering teams or leagues must, however, have as its priority concerns for making sure the chapter entity stays the unbiased, umbrella and support organization for any and all players, coaches, officials, parents and fans of the game. Safety and accountability should also be a primary concern. If personal conflicts arise, chapter board members must not let those issues get in the way of chapter support for all members and lacrosse entities in their jurisdiction. US Lacrosse is not responsible for the maintenance of a chapter's league or its personal disputes due to discrepancies in league administration.

Specifically, if a chapter administers a team or a league, the chapter is required to take responsibility for operational and financial oversight of play, and this oversight must be thorough and consistent with the risk management and events sanctioning guidelines and group tax exemption policy statement published by US Lacrosse (the "US Lacrosse Requirements"). Please refer to these documents for specific details with respect to the US Lacrosse Requirements.

If a chapter does not have the capacity or is otherwise not in a position to comply fully with the US Lacrosse Requirements in connection with the proposed administration of teams or a league, US Lacrosse will recommend the chapter not sponsor or administer a team or a league. Instead, any teams or leagues within the chapter's geographic area must have a separate, independent structure with its own board, responsible for its own activities and operations, and this independent structure must be completely separate and distinct from the chapter. This will establish complete separation between the chapter and teams or leagues within the chapter's geographic area that are not sponsored by the chapter.

As set forth above, administration of teams or leagues by a chapter requires strict compliance by the chapter with the US Lacrosse Requirements, while administration of teams or leagues by an organization that is independent and separate and distinct from the chapter does not involve the chapter and therefore the chapter does not have responsibility for any such teams or leagues. Administration results in responsibilities and responsibilities require compliance with the US Lacrosse Requirements.

Section 7: Recruiting & Managing Volunteers

Definition of volunteer A “volunteer” is anyone who, without compensation or expectations of compensation beyond reimbursement of expenses incurred in the course of his or her volunteer duties, performs a task at the direction of and on behalf of US Lacrosse and the chapter.

Position Descriptions

It is important to have a clear, complete, and current description of the duties and responsibilities of each volunteer position which the chapter expects to fill. Prior to a volunteer assignment or recruitment effort, a position description should be developed for each volunteer post. The description should be issued and explained to each accepted volunteer and used in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated whenever the work involved in the position changes substantially (see example at the end of this section).

Recruitment

Volunteers should be recruited by the chapter on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. The sole qualification for volunteer recruitment should be suitability to perform a task on behalf of the chapter and its participants. Volunteers could be recruited through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

Acceptance and appointment

Service as a volunteer with the chapter should begin with a notice of acceptance or appointment to a volunteer position. Notice should only be given by an authorized representative of your chapter, who will normally be the Chair or Vice Chair.

CONFLICT OF INTEREST Persons who have conflict of interest with an activity or program or the chapter, whether personal, philosophical, or financial should not be accepted to serve as a volunteer

Representation of the organization

Prior to any action or statement which might significantly affect or obligate US Lacrosse or the chapter, volunteers should seek prior consultation and approval from appropriate chapter personnel. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, collaborations or joint initiatives, or any agreement’s involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as specifically indicated within their position descriptions and only to the extent of such written specification.

Maintenance of records

The chapter should maintain a system of records on each volunteer, including dates of service, positions held, duties performed, evaluation of work, and awards received.

Professional services

Volunteers should not perform professional services for which certification, license, or insurance is required unless currently certified or licensed to do so. A copy of such certification, license, or insurance should be maintained by the chapter president.

Reimbursement of expenses

The chapter should set a policy for reimbursement of expenses. Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the chapter. Volunteers should be invited to claim expenses as a tax-deductible contribution in lieu of reimbursement. It is suggested that prior approval be sought for any major expenditure.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member or business of the organization.

Retention

Volunteers should be recognized for their contributions. Holding an appreciation dinner and/or offering gifts of thanks such as lacrosse paraphernalia or personalized certificates/plaques are just some of the ways volunteers can be reminded of their importance to the chapter. Volunteers whose assistance has been acknowledged are more likely to continue contributing their time and effort.

Section 8: Legal Concerns – Duty of Care /Duty of Loyalty

Duties of Directors of Non-Profit Corporations

Directors are subject to two primary obligations are:

- a duty of care
- a duty of loyalty

The duty of care and the duty of loyalty are the common terms for the standards that guide all actions that a director of a non-profit corporation takes. The standards are not dissimilar from those applied to directors of business corporations.

The Duty of Care:

The duty of care requires a director to act in a reasonable and informed manner when participating in the Board's decisions and in its oversight of management. The duty of care requires that a director act in good faith. Elements of the duty of care:

- attend meetings/participate
- be informed
- exercise independent judgment
- rely on others only when appropriate

The Duty of Loyalty:

The duty of loyalty requires a director to act in the best interests of the corporation, rather than in the director's own interest or the interest of another organization or person. A director should not use a corporate position for individual advantage. Elements of the duty of loyalty:

- avoid conflicts of interest
- do not seize corporate opportunities
- maintain confidentiality

The Duty of Loyalty:

Federal and state law provides significant protections from liability, but such protection does not mean directors may act with total immunity.

Appendix A: Compliance Documents

A, 1: (Uniform) Chapter By-Laws

[NOTE: THIS IS A SUGGESTED FORM FOR USE BY AN INCORPORATED CHAPTER OF US LACROSSE, INC. THE ACTUAL TEXT SHOULD BE MODIFIED, IF NECESSARY, TO CONFORM TO THE NONPROFIT CORPORATION LAW OF THE STATE IN WHICH THE CHAPTER IS INCORPORATED.]

B Y L A W S
OF
[NAME OF CHAPTER]
(a _____ Nonprofit Corporation)

ARTICLE I

Office; Fiscal Year and [Corporate Members]

Section 1.01. Registered Office. The registered office of the corporation shall be [_____].

Section 1.02. Fiscal Year. The fiscal year of the corporation shall begin on the first day of January in each year.

(Section 1.03. Corporate Members. For all purposes of these bylaws and the [Nonprofit Corporation Law], the members of the corporation shall consist of those directors in office from time to time who are active members of U.S. Lacrosse, Inc., a Maryland nonprofit corporation.)*

- This provision is needed only if the Chapter is a "Membership" corporation under state law.

ARTICLE II

Board of Directors

Section 2.01. Powers. The board of directors shall have full power to conduct, manage, and direct the business and affairs of the corporation; and all powers of the corporation, are hereby granted to and vested in the board of directors.

Section 2.02. Qualification and Selection. The directors shall be elected by [specify]. Nominees for directors shall be limited to those persons nominated by the Nominating Committee and such additional nominees as may be nominated in writing by at least five Members of US Lacrosse, Inc. who reside within the region of the Chapter at least 10 days prior to the date when directors are to be elected. When selecting nominees the Nominating Committee shall seek to identify and nominate persons who will help achieve or maintain balance on the board of directors with respect to various lacrosse constituencies (including, but not limited to, youth groups, high schools, colleges, clubs and officials/referees). [add divisional balance statement]

Section 2.03. Number and Term of Office. The board of directors shall consist of such number of directors not less than [five or more than 25], as may be determined from time to time by resolution of the board of directors. Each director shall hold office for three years and until a successor shall have been elected and qualified, except in the event of death, resignation or removal. Notwithstanding the foregoing, by

resolution of the board of directors, the directors in office when these bylaws are adopted shall be divided as evenly as possible into three groups, one group to serve for one year, one group to serve for two years, and one group to serve for three years, in each case until a successor shall have been elected and qualified.

Section 2.04. Vacancies. (a) The board of directors may declare vacant the office of a director if such director is declared of unsound mind by an order of court, or convicted of felony, or for any other proper cause, or if within 60 days after notice of selection, the director does not accept such office either in writing or by attending a meeting of the board of directors.

(b) Any vacancy or vacancies in the board of directors because of death, resignation, removal in any manner, disqualification, an increase in the number of directors, or any other cause, may be filled by a majority of the remaining members of the board of directors though less than a quorum, at any regular or special meeting; and each person so elected shall be a director to serve for the balance of the unexpired term.

Section 2.05. Place of Meeting. Meetings of the board of directors may be held at such place as the board of directors may from time to time appoint, or as may be designated in the notice of the meeting.

Section 2.06. Regular Meetings. Regular meetings of the board of directors shall be held [every other month from September through June] at such time and place as shall be designated from time to time by resolution of the board of directors. At such meetings, the directors shall transact such business as may properly be brought before the meeting. Notice of regular meetings need not be given unless otherwise required by law or these bylaws.

Section 2.07. Special Meetings. Special meetings of the board of directors shall be held whenever called by the president or by two or more of the directors. Notice of each such meeting shall be given to each director by telephone or in writing at least 24 hours (in the case of notice by telephone) or 48 hours (in the case of notice by telegram) or five days (in the case of notice by mail) before the time at which the meeting is to be held. Every such notice shall state the time and place of the meeting.

Section 2.08. Quorum, Manner of Acting, and Adjournment. A majority of the directors in office shall be present at each meeting in order to constitute a quorum for the transaction of business. Every director shall be entitled to one vote. Except as otherwise specified in the articles or these bylaws or provided by statute, the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the board of directors. In the absence of a quorum, a majority of the directors present and voting may adjourn the meeting from time to time until a quorum is present. The directors shall act only as a board and the individual directors shall have no power as such, except that any action which may be taken at a meeting of the directors may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the directors in office and shall be filed with the secretary of the corporation.

Section 2.09. Executive and Other Committees.

(a) The board of directors may, by resolution adopted by a majority of the directors in office, establish the following committees:

- (1) Finance/Fundraising, and
- (2) Programs.

The board of directors may also establish such other committees as the board of directors may deem appropriate from time to time. Each committee shall consist of two or more directors of the corporation.

(b) The board of directors may have an Executive Committee consisting of those directors who also serve as the president, vice president, treasurer, and secretary, together with the director, if any, who served as the immediate past president. The Executive Committee shall have and exercise all of the powers and authority of the board of directors in the management of the business and affairs of the corporation, except that the Executive Committee shall not have any power or authority as to the following:

(1) The filling of vacancies in the board of directors.

(2) The adoption, amendment or repeal of the bylaws.

(3) The amendment or repeal of any resolution of the board.

(c) The board of directors shall have a Nominating Committee which shall be formed in advance of each annual election of directors. The board of directors shall, by resolution adopted by a majority of the directors in office, designate at least three directors to serve on such committee.

(d) No committee of the board of directors, other than the Executive Committee, shall, pursuant to resolution of the board of directors or otherwise, exercise any of the powers or authority vested by these bylaws or the Nonprofit Corporation Law of 1988 in the board of directors as such, but any other committee of the board of directors may make recommendations to the board of directors or Executive Committee concerning the exercise of such powers and authority.

(e) The establishment of any committee of the board of directors and the delegation thereto of power and authority shall not alone relieve any director of the fiduciary duty of such director to the corporation.

(f) A majority of the directors in office designated to a committee shall be present at each meeting to constitute a quorum for the transaction of business and the acts of a majority of the directors in office designated to a committee shall be the acts of the committee.

Section 2.10. Interested Directors or Officers; Quorum. No contract or transaction between the corporation and one or more of its directors or officers, or between the corporation and any other corporation, partnership, association, or other organization in which one or more of its directors or officers are directors or officers, or have a financial interest, shall be void or voidable solely for such reason, or solely because the director or officer is present at or participates in the meeting of the board of directors which authorizes the contract or transaction, or solely because his, her or their votes are counted for such purpose, if:

(1) The material facts as to such relationship or interest and as to the contract or transaction are disclosed or are known to the board of directors and the board in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested directors, even though the disinterested directors are less than a quorum; or

(2) The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified, by the board of directors. Common or interested directors may be counted in determining the presence of a quorum at a meeting of the board of directors which authorizes a contract or transaction specified in this section.

ARTICLE III

Notice - Waivers - Meetings

Section 3.01. Notice, What Constitutes. Whenever written notice is required to be given to any person under the provisions of the articles, these bylaws, or the [Nonprofit Corporation Law], it may be given to the person, either personally or by sending a copy thereof by first class or express mail, postage prepaid, or courier services, charges prepaid, or by facsimile or electronic transmission to his or her address (or to his or her facsimile number) supplied by the person to the corporation for the purpose of notice. If the notice is sent by mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or with a courier service for delivery to that person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by law or these bylaws.

Section 3.02. Waivers of Notice.

(a) Whenever any written notice is required to be given under the provisions of the articles, these bylaws, or the [Nonprofit Corporation Law], a waiver thereof in writing, signed by the person or persons entitled to the notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of the notice. Except as otherwise required by Section 6.05, neither the business to be transacted at nor the purpose of a meeting need be specified in the waiver of notice of such meeting.

(b) Attendance of a person at any meeting shall constitute a waiver of notice of the meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

Section 3.03. Modification of Proposal Contained in Notice. Whenever the language of a proposed resolution is included in a written notice of a meeting required to be given under the articles or these bylaws or the [Nonprofit Corporation Law], the meeting considering the resolution may without further notice adopt it with such clarifying or other amendments as do not enlarge its original purpose.

Section 3.04. Exception to Requirement of Notice. Wherever any notice or communication is required to be given to any person under the provisions of the articles or these bylaws, or the [Nonprofit Corporation Law] or by the terms of any agreement or other instrument or as a condition precedent to taking any corporate action, and communication with that person is then unlawful, the giving of the notice or communication to such person shall not be required and there shall be no duty to apply for a license or other permission to do so.

Section 3.05. Conference Telephone Meetings. One or more persons may participate in a meeting of the board or a committee of the board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.

ARTICLE IV

Officers

Section 4.01. Number, Qualifications and Designation.

(a) The officers of the corporation shall be a president, a vice president, a secretary, a treasurer, and such other officers as may be designated by the board of directors. Any number of offices may be held by the same person. Only directors of the corporation shall be eligible to serve as officers. The board of directors may elect from among the members of the board a chairman of the board who shall also be an officer of the corporation.

(b) In lieu of the standards of conduct otherwise provided by law, officers of the corporation shall be subject to the same standards of conduct, including standards of care and loyalty and rights of justifiable reliance, as shall at the time be applicable to directors of the corporation. An officer of the corporation shall not be personally liable, as such, to the corporation for monetary damages for any action taken, or any failure to take any action, unless the officer has breached or failed to perform the duties of his or her office under the articles of incorporation, these bylaws, or the applicable provisions of law and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of this subsection shall not apply to the responsibility or liability of an officer pursuant to any criminal statute or for the payment of taxes pursuant to local, state or federal law.

Section 4.02. Election and Term of Office. The officers of the corporation shall be elected every other year by the board of directors, and each such officer shall hold office until the second annual organization meeting of directors following such election and until a successor shall have been elected and qualified, or until death, resignation, or removal.

Section 4.03. Removal. Any officer, committee, employee or other agent of the corporation may be removed, either for or without cause, by the board of directors or other authority which elected, retained or appointed such officer, committee or other agent whenever in the judgment of such authority the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

Section 4.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled by the board of directors, and if the office is one for which these bylaws prescribe a term, shall be filled for the unexpired portion of the term.

Section 4.05. General Powers. All officers of the corporation, as between themselves and the corporation, shall have such authority and perform such duties in the management of the corporation as may be determined by resolutions or orders of the board of directors, or, in the absence of controlling provisions in resolutions or orders of the board of directors, as may be provided in these bylaws.

Section 4.06. The President. The president shall be the chief executive officer of the corporation and shall have general supervision over the activities and operations of the corporation, subject, however, to the control of the board of directors and the chairman. The president shall sign, execute, and acknowledge, in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments, authorized by the board of directors, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors, or by these bylaws, to some other officer or agent of the corporation; and, in general, shall perform all duties incident to the office of president, and such other duties as from time to time may be assigned by the board of directors or the chairman. The president shall not serve consecutive terms in office.

Section 4.07. The Vice President. The vice president shall perform the duties of the president in the absence of the president and such other duties as may from time to time be assigned to him or her by the board of directors, the chairman or the president.

Section 4.08. The Secretary. The secretary shall record all the votes of the directors and the minutes of the meetings of the board of directors and of committees of the board in a book or books to be kept for that purpose; shall see that notices are given and records and reports properly kept and filed by the corporation as required by law; shall be the custodian of the seal of the corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of secretary, and such other duties as may from time to time be assigned by the board of directors, the chairman or the president.

Section 4.09. The Treasurer. The treasurer shall have or provide for the custody of the funds or other property of the corporation; shall collect and receive or provide for the collection and receipt of moneys earned by or in any manner due to or received by the corporation; shall deposit all funds in his or her custody as treasurer in such banks or other places of deposit as the board of directors may from time to time designate; shall, whenever so required by the board of directors, render an account showing all transactions as treasurer, and the financial condition of the corporation; and, in general, shall discharge such other duties as may from time to time be assigned by the board of directors, the chairman or the president.

ARTICLE V

Indemnification of Directors, Officers and Other Authorized Representatives

Section 5.01. Indemnification of Directors, Officers, etc. To the extent that a director, officer, or agent of the corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding in which such person was a party as the result of servicing as a director, officer or agent of the corporation (or in defense of any claim, issue or matter therein), such person shall be indemnified against expenses actually and reasonably incurred by such person in connection therewith. In addition the corporation may provide indemnification in other circumstances to the extent permitted by [the Nonprofit Corporation Law].

ARTICLE VI

Miscellaneous

Section 6.01. Chapter Affiliation. The corporation shall at all times conduct its activities and programs in a manner consistent with the purposes of US Lacrosse, Inc. and maintain its status as a recognized chapter of such organization.

Section 6.02. Checks. All checks and notes shall be signed by such one or more officers or employees of the corporation as the board of directors may from time to time designate. No expenditure of \$500 or more and no commitment to expend such amount shall be made without the prior approval of the board of directors.

Section 6.03. Contracts. Except as otherwise provided in these bylaws, the board of directors may authorize any officer or officers, agent or agents, to enter into any contract or to execute or deliver any instrument on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 6.04. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may approve or designate, and all such funds shall be withdrawn only upon checks signed by such one or more officers or employees of the corporation as the board of directors shall from time to time designate.

Section 6.05. Amendment of Bylaws. These bylaws may be amended or repealed, or new bylaws may be adopted, by vote of a majority of the board of directors of the corporation in office at any regular or special meeting of directors. Such proposed amendment, repeal or new bylaws, or a summary thereof, shall be set forth in any notice of such meeting, whether regular or special.

Appendix A, 2: Chapter Meeting and Board Report: Reporting Format



US Lacrosse Annual Chapter Board Report - September 2009

Chapter Name: _____

***Part 1 – State of the Chapter.**

A1) Please provide a synopsis on what programs & services the chapter has planned for the upcoming year:

_____.

A2) Board Meeting/Call Schedule (please note dates for each monthly meeting below)

September: _____	March: _____
October: _____	April: _____
November: _____	May: _____
December: _____	June: _____
January: _____	July: _____
February: _____	August: _____

B) Please provide a synopsis on what difficulties the chapter has experienced in the past year or seasons:

_____.

C) Please provide input as to how national can support the chapter better with goals and initiatives:

_____.

***Part 2 – Executive Board Name and Contact Information**

President: (First) _____ (Last) _____
Address: _____ City: _____ State: _____
Zip _____
Phone: (_____) _____ - _____
Email: _____ USL Member #: _____

Vice President: (First) _____ (Last) _____
Address: _____ City: _____ State: _____
Zip _____
Phone: (_____) _____ - _____

Email: _____ USL Member #: _____

Secretary: (First) _____ (Last) _____

Address: _____ City: _____ State: _____

Zip _____

Phone: (_____) _____ - _____

Email: _____ USL Member #: _____

Treasurer: (First) _____ (Last) _____

Address: _____ City: _____ State: _____

Zip _____

Phone: (_____) _____ - _____

Email: _____ USL Member #: _____

Past and/or Incoming President: (First) _____ (Last) _____

Address: _____ City: _____ State: _____

Zip _____

Phone: (_____) _____ - _____

Email: _____ USL Member #: _____

*Part 3 – Board Member Names, Emails & Phone Numbers (*if the chapter is not participating in any of the below represented programs and therefore does not need to fill the position please fill in ‘NOT THIS YEAR’).

Coaching Education Coordinator: (First) _____ (Last) _____

Phone: (_____) _____ - _____

Email: _____

Officials (men’s game) Representative: (First) _____ (Last) _____

Phone: () -

Email:

Umpires (women's game) Representative: (First) (Last)

Phone: () -

Email:

Events Coordinator: (First) (Last)

Phone: () -

Email:

Diversity Representative: (First) (Last)

Phone: () -

Email:

Communications & Website Manager: (First) (Last)

Phone: () -

Email:

Sportsmanship Coordinator: (First) (Last)

Phone: () -

Email:

Youth League Director(s) or Youth Rep(s): (First 1) (Last

1)

Phone 1: () -

Email 1:

(First 2) (Last 2)

Phone 2: () -

Email 2:

Middle School & HS League Director(s) or Rep(s) (First 1) (Last 1)

Phone 1: () -

Email 1: _____

(First 2) _____ (Last 2) _____

Phone 2: () -

Email 2: _____

Chapter Teams Coordinators (2): (First 1) _____ (Last 1) _____

Phone 1: () -

Email 1: _____

(First 2) _____ (Last 2) _____

Phone 2: () -

Email 2: _____

Hall of Fame & Special Awards Coordinator: (First) _____ (Last) _____

Phone: () -

Email: _____

Chapter Grants Coordinator: (First) _____ (Last) _____

Phone: () -

Email: _____

Fundraising Coordinator: (First) _____ (Last) _____

Phone: () -

Email: _____

Membership & Marketing Representative: (First) _____ (Last) _____

Phone: () -

Email: _____

IRS Specialist or (CPA): (First) _____ (Last) _____

Phone: () -

Email: _____

Business: _____

Chapter Legal Counsel/Advisor: (First) _____ (Last) _____

Phone: () -

Email: _____

Business: _____

***Part 4 - Chapter Liaisons (board affiliated and/or voting board member)**

Women's Division all-American and academic all-American Chair(s):

AA (First) _____ (Last) _____

Phone: () -

Email: _____

AAA (First) _____ (Last) _____

Phone: () -

Email: _____

Women's Division National Tournament Sub Regional Selection Chair:

(First) _____ (Last) _____

Phone: () -

Email: _____

Men's Division all-American and academic all-American area Chairmen:

AA (First) _____ (Last) _____

Phone: () -

Email: _____

AAA (First) _____ (Last) _____

Phone: () -

Email: _____

***Part 5 - Additional Chapter Board Positions (List any unique positions of your chapter)**

(1) _____ : (First) _____ (Last)

Phone: (_____) _____ - _____

Email: _____

(2) _____ : (First) _____ (Last)

Phone: (_____) _____ - _____

Email: _____

(3) _____ : (First) _____ (Last)

Phone: (_____) _____ - _____

Email: _____

(4) _____ : (First) _____ (Last)

Phone: (_____) _____ - _____

Email: _____

(5) _____ : (First) _____ (Last)

Phone: (_____) _____ - _____

Email: _____

***Part 6 – Marketing & Branding Items**

A) Check the items below your chapter would like to have as giveaways for your events, subject to availability:

____ Membership Forms (300 per pack) Qty: _____ * 3'x5' Banners are made

____ Chapter/USL branded eye blacks Qty: _____ available to chapters as well...

___ Sunscreen key chains Qty: _____

___ Water Bottles Qty: _____

___ USL At-a-Glance Cards Qty: _____

___ Membership Brochures Qty: _____

___ USL Info Kits Qty: _____

___ Stickers Qty: _____

___ Lanyards Qty: _____

___ Magazines (approx 50 per box) Qty: _____

***Part 7 – Additional Comments**

Please add any additional comments on behalf of the chapter in the space allotted below

_____.

***Part 8 – Signature Page**

Name of person who submitted report (First & Last)

Signature

Date

Appendix A, 3: Annual Chapter Financial Reporting Format

US Lacrosse Chapter: _____
Chapter representative name: _____
Chapter representative board position: _____
Signature of Representative: _____

Statement of Income January 1, 2009 to December 31, 2009

REVENUES (Sample Categories)	ACTUAL	BUDGET
Dues Rebate		
Festival Revenue		
Donations/Patrons		
Hall of Fame		
Golf Outing		
Coaches Association		
Interest		
Total Revenues		
EXPENSES (Sample Categories)		
Administrative		
Member "premiums"		
Member Mailings		
Web Site		
Bank Charges		
Supplies/Postage		
Golf Outing		
Youth Festival		
Hall of Fame		
Miscellaneous		
Total Expenses		
Net/Profit/(Loss)		

US Lacrosse Chapter: _____
Chapter representative name: _____
Chapter representative board position: _____
Signature of Representative: _____

BALANCE SHEET
As of December 31, 2009

CURRENT ASSETS	
Cash	
Accounts Receivable	
Prepaid Expenses/Deposits	
Total Current Assets	\$
PROPERTY/EQUIPMENT	
Office Equipment	
Accumulated Depreciation	
Total Property/Equipment	\$
TOTAL ASSETS	\$
CURRENT LIABILITIES	
Accounts Payable	
Accrued Expenses	
Total Current Liabilities	\$
NET ASSETS	
Beginning Net Assets	
Transfers	
TOTAL NET ASSETS	\$
TOTAL LIABILITIES AND NET ASSETS	\$

Appendix A, 4: Participation Survey

CHAPTER NAME

YOUTH PARTICIPATION

Example

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players
<i>City League</i>	<i>Anytown USA</i>	<i>10</i>	<i>200</i>	<i>10</i>	<i>200</i>

Age Breakdown of Boys Teams: *Grade 6-8 (6), Grade 4-5 (2), Grade 2-3 (2)*

Age Breakdown of Girls Teams: *Grade 6-8 (6), Grade 4-5 (2), Grade 2-3 (2)*

Please add additional youth leagues at the bottom of this form if you need more room.

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players

Age Breakdown of Boys Teams:

Age Breakdown of Girls Teams:

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players

Age Breakdown of Boys Teams:

Age Breakdown of Girls Teams:

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players

Age Breakdown of Boys Teams:

Age Breakdown of Girls Teams:

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players

--	--	--	--	--	--

Age Breakdown of Boys Teams:

Age Breakdown of Girls Teams:

League Name	Location	Boys Teams	Boys Players	Girls Teams	Girls Players

Age Breakdown of Boys Teams:

Age Breakdown of Girls Teams:

HIGH SCHOOL PARTICIPATION

Type of program	# of Programs	Avg. # of players
Boys varsity		
Boys jv		
Boys freshmen		
Boys club		
Girls varsity		
Girls jv		
Girls freshman		
Girls Club		

POST-COLLEGIATE CLUB PARTICIPATION

Type of program	# of Programs	Avg. # of players
Men's		
Women's		

Appendix A, 5: Conflict of Interest Policy

Conflict of Interest Policy for Chapter Board and Committee Members

The Board of Directors of US Lacrosse has adopted a Conflict of Interest Policy setting forth certain standards of conduct expected of those involved with US Lacrosse. The policy has been extended to include chapter leadership. It requires that chapter board members disclose all interests that could result in a conflict with the interests of the chapter and US Lacrosse councils by completing a Conflict of Interest Questionnaire. Chapter presidents must submit their questionnaires to the US Lacrosse headquarters board and staff through the chapter director. All current and potential chapter board members must complete and submit a questionnaire to the chapter president. *This policy relates specifically to Chapter 23, Conflict of Interest and Ethical Practices, of the US Lacrosse Bylaws.*

When any such Conflict of Interest is relevant to a matter requiring action by US Lacrosse national headquarters and/or the chapter, the interested person shall call it to the attention of the national headquarters and/or chapter. If a chapter president, board or committee member is uncertain as to whether or not a conflict exists, he/she should bring it to the attention of the chapter director who, in consultation with US Lacrosse staff and counsel, will make the determination (in the case of general chapter board members and other chapter volunteers, the chapter leadership will serve as the initial review committee).

A Conflict of Interest can be considered to exist in any instance where the actions or activities of an individual acting on behalf of US Lacrosse will result in a personal gain or advantage to the individual, or have an adverse effect on the interests of US Lacrosse. Conflicts of interest can also arise in other instances. Although it is impossible to list every circumstance giving rise to a possible Conflict of Interest, the following serves as a guide to the types of activities that might cause conflicts and that should be fully reported to US Lacrosse.

A. Outside Interests

1. To hold, directly or indirectly, a position or financial interest in any outside concern from which the individual has reason to believe that US Lacrosse secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive to US Lacrosse.
2. To compete, directly or indirectly, with US Lacrosse in the purchase or sale of property or property rights, interests or services.

B. Outside Activities

1. To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of US Lacrosse, or to render other services in competition with US Lacrosse.

Gifts, Gratuities and Entertainment

1. To accept gifts, entertainment or other favors from any outside concern that does, or is seeking to do business with, or is a competitor of US Lacrosse.

C. Inside Information

1. To disclose or use information relating to the business of US Lacrosse for the personal profit or advantage of the individual or his/her immediate family.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself but also to your immediate family.

US LACROSSE

Conflict of Interest Policy for Chapter Volunteers
DISLCOSURE STATEMENT

I HAVE CAREFULLY READ THE Conflict of Interest Policy for US Lacrosse and, in signing this disclosure, I have considered not only the literal expression of the policy, but also its intent. I hereby state that, except as hereinafter stated, I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests and concerns of US Lacrosse, nor does any member of my immediate family or any party, group or organization to which my immediate family has or I have an allegiance, have such a competing interest or concern. (*Note: "immediate family" is defined as spouse/partner, as well as children, parents and siblings of each spouse/partner.*)

If any situation should arise in the future which I think may involve me in a Conflict of Interest, I will promptly and fully disclose the circumstances to the chapter director (for chapter presidents) or the chapter president (for board members and other volunteers).

Date

Signature

US LACROSSE

Conflict of Interest Policy for Volunteers and Staff
QUESTIONNAIRE

Pursuant to the purposes and intent of US Lacrosse Conflict of Interest Policy requiring disclosure of certain interests, I hereby state that I or members of my immediate family have the following affiliations or interests and/or have taken part in the following transactions that, when considered in conjunction with my position with or relation to US Lacrosse, may possibly constitute a Conflict of Interest.

A. Outside Interests

1. Identify any interests or investments, of yourself or your immediate family, that may be deemed “a position or financial interest in any outside concern” as described in Paragraph A.1. of the US Lacrosse Conflict of Interest Policy.

None ()

2. Identify any purchase or sale of property or property rights, interests or services, by yourself or your immediate family, that may be deemed to have been made in competition with US Lacrosse, as described in Paragraph A.2 of the US Lacrosse Conflict of Interest Policy.

None ()

B. Outside Activities

1. Identify any instances in which you or any members of your immediate family have rendered directive, managerial or consultative services to any outside concern that does business with or competes with the services of US Lacrosse, or have rendered other services in competition with US Lacrosse, as described in Paragraph B.1 of the US Lacrosse Conflict of Interest Policy.

None ()

C. Gifts, Gratuities and Entertainment

1. I hereby certify that neither I nor any member of my immediate family have accepted gifts, gratuities or entertainment from any outside concern that does, or is seeking to do business with or is a competitor of, US Lacrosse, except as listed below.

None ()

D. Inside Information

- 1. I hereby certify that neither I nor any member of my family have disclosed or used information relating to US Lacrosse for the personal profit or advantage of myself or my immediate family, except as listed below.

None ()

E. Other

- 1. List any other activities in which you or your immediate family are engaged that may be regarded as constituting a Conflict of Interest.

None ()

I hereby agree to report to the Executive Director of US Lacrosse any further transaction that may develop before the completion of my involvement with US Lacrosse.

Name

Position with US Lacrosse

Date

Note: A copy of the US Lacrosse Conflict of Interest Policy is available on request.

Appendix A, 6: Chapter Agreement

US LACROSSE, INC CHAPTER AGREEMENT

Revised
September 9, 2009

AGREEMENT made and entered into this _____ day of _____ in the year _____, by and between US Lacrosse, Inc., a Maryland corporation having its principal offices at 113 West University Parkway, Baltimore, Maryland, 21210 ('US Lacrosse') and _____ (the 'Chapter'), a corporation.

PRELIMINARY STATEMENT

A. US Lacrosse is the national governing body of lacrosse. Through responsive and effective leadership, we provide programs and services to inspire participation while protecting the integrity of the sport.

B. In furtherance of its mission, US Lacrosse fosters men's and women's lacrosse as amateur sports in the United States through a single organization that consolidates the various lacrosse constituencies engaged in the sports; improves the quality of service provided to the game of lacrosse by each such constituency; provides activities that will promote lacrosse nationwide; insures that all decisions concerning the game are made on a fiscally sound basis; and promotes and preserves the values of the game of lacrosse throughout the United States and abroad.

C. US Lacrosse is the sole and exclusive owner of all proprietary and other property rights and interests in and to the name US Lacrosse, the Lacrosse Museum and National Hall of Fame, or any part thereof, the US Women's National Teams and the US Men's National Teams.

D. The establishment of Chapters is designed to unite lacrosse enthusiasts within a given geographic region in order to advance the objectives of US Lacrosse.

E. The Chapter desires to become affiliated with US Lacrosse as one of its accredited regional Chapters and to acquire the right to use US Lacrosse's name and trademarks in connection therewith.

F. The Chapter is willing to adopt and agree to adhere to the purposes of US Lacrosse, upon the terms and conditions hereinafter set forth, and the Chapter understands and is willing to comply fully and perform in accordance with all policies, practices, and procedures of US Lacrosse, as hereinafter described.

In furtherance of the foregoing and in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. GRANT OF RIGHT

Subject to the terms, conditions, and limitations set forth herein, US Lacrosse hereby grants to the Chapter and the Chapter hereby accepts the right to represent to the public that the Chapter is a chapter of US Lacrosse.

The Chapter shall be known as the _____, a regional Chapter of US Lacrosse, said name to be used only in connection with the Chapter's operations provided for hereunder. Notwithstanding anything to the contrary contained herein, the parties agree that in the event the Chapter or any person, firm or entity acting on behalf of the Chapter takes any action, which in the sole and absolute discretion of US Lacrosse could adversely affect or bring public disgrace or disrepute to US Lacrosse (a "Termination Event"), US Lacrosse shall have the right to immediately cancel and terminate this Agreement and all rights granted to the Chapter hereunder.

2. SERVICES AND BENEFITS RENDERED BY US LACROSSE, INC.

A. Assistance from US Lacrosse. US Lacrosse shall advise and consult with the Chapter in connection with the Chapter's operations and activities. US Lacrosse will endeavor to provide such reasonable assistance as may be requested by the Chapter.

B. Services and Benefits to Chapters. US Lacrosse shall provide specific services and benefits to the Chapter by:

1. Taking all action reasonably necessary to include the Chapter under US Lacrosse's group tax exemption letter.
2. Making available to the Chapter working knowledge and experience of US Lacrosse and its full-time staff in the promotion, development and preservation of the game of lacrosse.
3. Providing support, guidance, and promotion of events and activities.
4. Providing a means to participate in national Hall of Fame nominations.
5. Providing opportunities for individuals to participate as members of the US Lacrosse Board of Directors, US Lacrosse Councils and/or US Lacrosse committees.
6. Providing financial support to the Chapter, as described in Paragraph 3, below.
7. Providing such additional services and benefits to Chapters as US Lacrosse may determine to provide from time to time during the term of this Agreement.

C. Services and Benefits to Members. US Lacrosse shall make the following benefits and services available to its members:

1. All publications published by US Lacrosse, including *Lacrosse Magazine*, relevant to the membership category;

2. Discount on gift shop merchandise, including books, manuals, videos and apparel;
3. Membership card and sticker;
4. Access to exclusive programs and information services offered by US Lacrosse;
5. Membership in a single regional Chapter;
6. Unlimited free admission to the Lacrosse Museum and National Hall of Fame;
7. Participation in the National Insurance Program of US Lacrosse, as described on Schedule A, which is attached hereto and made a part hereof; and
8. Such other benefits and services as may be in effect from time to time.

Notwithstanding anything contained herein to the contrary, US Lacrosse expressly reserves the right to modify, change or discontinue any or all of the benefits and services that US Lacrosse makes available to its Chapters and/or members at any time, for any reason, as determined by US Lacrosse in its sole and absolute discretion, and the Chapter acknowledges and agrees that US Lacrosse shall have the right at all times to modify, change or discontinue any or all such benefits and services to Chapters and/or members of US Lacrosse.

3. MEMBERSHIP DUES

US Lacrosse, by its Board of Directors, shall fix, and may amend at its discretion, the categories of US Lacrosse membership available, and the amount and method of collection of membership dues. A fixed amount of the dues from each member within the geographic borders of the Chapter, as determined by zip code and as authorized by US Lacrosse, will be paid to the Chapter, for its own proper uses and purposes (the "Chapter Membership Payment"). The amount of the Chapter Membership Payment to be paid to the Chapter will be determined from time to time by the Board of Directors of US Lacrosse. Such payments shall be made quarterly. Both Official and Provisional Chapters, as more particularly described on Schedules B and C, which are attached hereto and made a part hereof, shall be entitled to receive Chapter Membership Payments.

All members of US Lacrosse that reside in the region of the Chapter will automatically be members of that Chapter, unless they choose otherwise.

US Lacrosse will handle all membership dues solicitation and membership renewal solicitation in coordination with the Chapters. In the event that the Chapter receives any membership payments, it shall promptly forward such payments to US Lacrosse. The Chapter agrees that it shall not at any time during the term of this Agreement require the payment by its members of any "local" membership dues or otherwise require any payments to the Chapter by its members as a condition to membership in the Chapter, and the sole payment requirement applicable to members of the Chapter shall be the payment of membership dues to US Lacrosse.

All administration of membership will be the responsibility of US Lacrosse.

4. ANNUAL FUND CAMPAIGN AND CAPITAL/ENDOWMENT CAMPAIGN

The Chapter acknowledges that US Lacrosse may solicit and collect contributions from Chapter members as part of the Annual Fund, as well as any other national fundraising program.

The Chapter may solicit, collect, and retain for its own proper uses and purposes contributions above and beyond the Annual Fund and/or Capital/Endowment Campaign of US Lacrosse, provided that such fund raising efforts shall not interfere with the fund raising efforts of US Lacrosse. The Chapter shall cooperate in good faith with the fundraising activities and goals of US Lacrosse.

5. SPECIFIC DUTIES AND OBLIGATIONS OF CHAPTERS

Without limiting the generality of anything contained in this Agreement, the Chapter specifically acknowledges and agrees as follows:

A. Compliance with Requirements of Schedules B and C. The Chapter acknowledges and agrees that Schedules B and C set forth specific requirements applicable to each Chapter attaining "Provisional" and "Official" status. The Chapter agrees that Schedules B and C constitute part of this Agreement, and the Chapter agrees to comply with the applicable Schedule at all times during the term of this Agreement and that any failure to do so shall constitute an Event of Default pursuant to Paragraph 11A below and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies more particularly described in Paragraph 11B below.

B. Submission of Chapter Report. The Chapter shall submit to US Lacrosse annually, as required by The Chapter Operations Manual, a projection of activities and initiatives to be undertaken by the Chapter during the calendar year via the Annual Chapter Board Report, Chapter Agreement and Conflict of Interest Forms. Additionally a financial report, consisting of an income and expense statement and balance sheet for the Chapter as of the end of the fiscal year as well as the 'Participation Survey' documenting lacrosse participation in the chapters' jurisdiction annually as well as proof of proper filing with the Internal Revenue Service ('IRS'). Together with such additional information as US Lacrosse may request from time to time (collectively, the "Chapter Compliance Report"). The Chapter Compliance Report shall be verified as true and complete by the President of the Chapter. The Chapter acknowledges that if either: i) the Chapter fails to submit any Chapter Report to US Lacrosse within the time period as required hereby or ii) any Chapter report (including Chapter Reports, if any, that the Chapter has submitted prior to the signing of this Agreement) contains any untrue statement of a material fact or omits to state a fact necessary to make any statements made, in light of the circumstances under which they were made, not misleading, such an occurrence shall constitute an Event of Default pursuant to Paragraph 11A below and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies more particularly described in Paragraph 11B below.

C. Proprietary Rights of US Lacrosse. The Chapter acknowledges that all of the photographs, images, likenesses and video that may appear at any time during the term of this Agreement in Lacrosse Magazine, on the US Lacrosse website or upon or in any other form of media that may be produced, distributed or otherwise made available by US Lacrosse to its Chapters, its members or the public generally (collectively, the "Proprietary Images") are owned either by third parties who grant to US

Lacrosse the limited right to use the Proprietary Images or are owned by US Lacrosse (the “Proprietary Rights”). The Chapter acknowledges and agrees that the Proprietary Rights are personal to US Lacrosse and neither the Chapter nor its members shall have any right to use for any purpose whatsoever the Proprietary Images or any other Proprietary Rights in or to the Proprietary Images without the express written consent of the holder of the Proprietary Rights, which may be the third party that owns the Proprietary Images. The Chapter therefore agrees that any use by the Chapter of any Proprietary Images shall be subject to the prior written consent of US Lacrosse, and any such use by the Chapter shall be upon terms and conditions as US Lacrosse may establish, in its sole and absolute discretion, pursuant to a fully revocable, nonexclusive license by US Lacrosse to the Chapter. The Chapter agrees that it shall not make any use whatsoever of any Proprietary Images without first obtaining from US Lacrosse its written approval and the grant by US Lacrosse to the Chapter of a fully revocable, nonexclusive license to use any such Proprietary Image. The Chapter agrees that the use by the Chapter of any such Proprietary Image pursuant to a license granted by US Lacrosse to the Chapter as provided herein shall not create or result in the acquisition by the Chapter of any rights in or to any such Proprietary Image except the limited license rights granted by US Lacrosse to the Chapter. Any determination by US Lacrosse to grant a license as provided herein shall be made by US Lacrosse in its sole and exclusive discretion. The Chapter further acknowledges that US Lacrosse shall not have any obligation whatsoever to attempt to obtain the consent of any third party owner of the Proprietary Images and/or any third party holder of any Proprietary Rights in the event that the Chapter requests the grant by US Lacrosse of a fully revocable, nonexclusive license to use any Proprietary Images that are owned or controlled by any such third party owner or holder of the Proprietary Rights. Any use by the Chapter of any Proprietary Image that is not strictly in accordance with the requirements of this Paragraph 5D shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise any of the remedies described in Paragraph 11B below.

D. Membership Information. The Chapter acknowledges that during the term of this Agreement US Lacrosse may furnish to the Chapter certain membership information with respect to the members of US Lacrosse that reside in the geographic area covered by the Chapter (the “Membership Information”). The Chapter acknowledges and agrees that any determination by US Lacrosse to provide any Membership Information to the Chapter shall be made by US Lacrosse in its sole and exclusive discretion. The Chapter further acknowledges and agrees that Membership Information shall only be furnished by US Lacrosse to the president of the Chapter or at the request or approval of the president of the Chapter to a Chapter executive other than the president. The Chapter agrees that all Membership Information is proprietary to US Lacrosse, and the provision by US Lacrosse of Membership Information to the Chapter shall not create or otherwise result in the acquisition by the Chapter of any right, title or interest in or to the Membership Information. The Chapter agrees that all Membership Information is strictly confidential. The Chapter shall not provide any Membership Information to any third party, and the Chapter shall maintain at all times the confidentiality of any Membership Information. The Chapter specifically agrees that any proposed use of any Membership Information shall be subject to the prior written approval of US Lacrosse, and US Lacrosse shall be entitled to impose such conditions upon any such proposed use of the Membership Information as US Lacrosse may deem necessary or appropriate to maintain at all times the confidentiality of the Membership Information. The Chapter agrees that any failure by the Chapter to comply fully and completely with the requirements of this Paragraph 5E relating to Membership Information shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11B below.

E. Chapter Operations Manual. The Chapter acknowledges that US Lacrosse has furnished to the Chapter a Chapter Operations Manual (the “Manual”) that sets forth a wide range of requirements and policies that are applicable to the organization and operation of the Chapter. The Chapter agrees to comply fully and completely with all of the requirements set forth in the Manual, including without limitation all US Lacrosse policies or policy statements that are included in the Manual, as the Manual may be revised by US Lacrosse from time to time during the term of this Agreement. The Chapter acknowledges and agrees that any failure by the Chapter to comply fully and completely with all of the requirements applicable to the Chapter that are set forth in the Manual shall constitute an Event of Default pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11B below.

6. COMPLIANCE WITH LAW

The Chapter shall comply with any and all laws, rules and regulations that apply to the facilities and activities of the Chapter. Without limiting the generality of the foregoing, the Chapter shall comply with all fundraising and solicitation laws and shall timely pay and discharge any taxes and governmental charges or levies that may be imposed upon it.

7. INSPECTION

The Chapter shall keep proper books of records and accounts of which full, true and correct entries will be made of all business transactions in accordance with generally accepted accounting principles. The premises, operations, accounts, books, records and all federal, state, and local tax returns and other filings of the Chapter shall be open to inspection, examination and/or audit by US Lacrosse and its authorized representatives at all reasonable times and with reasonable notice. Any such inspection, examination and/or audit shall be at the cost and expense of US Lacrosse.

8. CHAPTERS REPRESENTATIONS

The Chapter represents and warrants that no license, consent or approval of any governmental authority is required in connection with the execution, delivery or performance, by the Chapter, of this Agreement. The Chapter holds all franchises, licenses, consents, approvals, or authorizations of any public or governmental authority required or advisable in connection with the conduct and operation of the Chapter.

9. TAX-EXEMPT STATUS

US Lacrosse represents that it is presently qualified, and will endeavor to remain qualified, as an organization described in Section 501(c) (3) of the Internal Revenue Code of 1986, as amended. It is the intention of the parties that the Chapter shall be included within said tax-exempt status, as long as it remains an ‘official’ chapter. Accordingly, the Chapter shall not carry on any activities, which might result in that revocation of that tax exempt status. From time to time, as and when required by US Lacrosse, the Chapter shall execute and deliver such documents and instruments, required by Schedule B or the Manual and shall take such action as shall be deemed by US Lacrosse to be necessary or advisable to have the Chapter preserve such tax-exempt status. In particular, the Chapter agrees to comply fully and completely with the US Lacrosse policy statement that sets forth requirements applicable to participation in the US Lacrosse group tax exemption, as modified from time to time by US Lacrosse. The Chapter agrees that any failure by the Chapter to comply fully and completely with such policy statement and the requirements of this Paragraph 9 shall constitute an Event of Default

pursuant to Paragraph 11A below, and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies set forth in Paragraph 11B below. The Chapter hereby irrevocably appoints US Lacrosse as its agent and attorney-in-fact to execute and deliver all such documents and instruments and to take, or cause to be taken, such acts as may be necessary or advisable to preserve the tax-exempt status of US Lacrosse. Failure on the part of the Chapter to comply with the requirements of Schedule B and the Manual may result in the Chapter being removed from the group exemption by US Lacrosse, in addition to any and all other remedies of US Lacrosse as a result of the occurrence of any such Event of Default.

10. DISCLAIMER OF LIABILITY AND INDEMNIFICATION

A. The Chapter. The Chapter shall be solely responsible for the conduct of its affairs, and shall conduct such affairs subject to the restrictions and limitations contained herein. Without the express written consent of the Board of Directors of US Lacrosse, the Chapter is not authorized to bind or obligate US Lacrosse in any way, whether by contract, agreement or otherwise. The Chapter shall pay all of its own expenses. The Chapter agrees to indemnify and hold US Lacrosse harmless from and against any and all liabilities, losses and costs of any nature whatsoever (including reasonable attorney's fees) arising out of any claim or demand asserted against US Lacrosse based on any acts or omissions of the Chapter or any of its officers, agents, employees, or members

B. US Lacrosse. US Lacrosse agrees to indemnify and hold the Chapter harmless from and against any and all liabilities, losses and costs of any nature whatsoever (including reasonable attorney's fees) arising out of any claim or demand asserted against the Chapter based on any acts or omissions of US Lacrosse or any of its officers, agents or employees.

11. EVENTS OF DEFAULT AND REMEDIES

A. Events of Default. The occurrence of any of the following events (an "Event of Default") shall constitute an Event of Default by the Chapter pursuant to this Agreement:

1. If the Chapter shall be adjudicated bankrupt or become insolvent, or if the Chapter shall make a general assignment for the benefit of creditors;
2. If any judgment against the Chapter remains unsatisfied or unbonded of record for thirty (30) days or longer unless proceedings to set aside the judgment have been commenced during such period and have been duly prosecuted diligently;
3. If procedures for reorganization or rearrangement of the Chapter's affairs are instituted by, for, or against the Chapter; and such proceedings have not been discontinued during a period of 30 days; nor have proceedings been commenced to set aside such procedures within such period and have been prosecuted diligently;
4. If the Chapter fails to perform any obligation of the Chapter pursuant to this Agreement or otherwise breaches any other provision of this Agreement and such failure or breach continues for a period of fifteen (15) days after the delivery of written notice thereof by US Lacrosse to the Chapter, except as otherwise provided in Paragraph 11A5 below, with respect to which no written notice and opportunity to cure shall be required; or

5. If the Chapter takes any action or omits to take any action that constitutes a Termination Event described in Paragraph 1 above, as determined by US Lacrosse in its sole discretion, which shall constitute an immediate Event of Default without any written notice or opportunity to cure.

B. Remedies. Upon the occurrence of any Event of Default as described in Paragraph 11A above, US Lacrosse shall be entitled to: i) terminate this Agreement by delivering written notice of termination to the Chapter or ii) remove any or all of the officers and/or directors of the Chapter and to replace any such removed officers and/or directors with persons to serve the unexpired terms of the removed officers and/or directors, in addition to any and all other rights and remedies that US Lacrosse may have as a result of the occurrence of any such Event of Default. Additionally, upon the occurrence of any Event of Default relating to any breach by the Chapter of the requirements of Paragraph 5E above relating to Proprietary Images or the requirements of Paragraph 5E above relating to the Membership Information, the Chapter acknowledges and agrees that US Lacrosse does not have an adequate remedy at law as a result of the occurrence of any such Event of Default and US Lacrosse shall therefore be entitled to the entry of a temporary, preliminary and permanent injunction ordering the Chapter to comply fully and completely with the applicable requirements of Paragraph 5 above.

C. Actions Upon Termination. Upon termination of this Agreement, the Chapter shall comply with all of the following:

1. The Chapter shall not make use or avail itself of any lists of the members of US Lacrosse or disclose or reveal any such information or any portion thereof to others provided, however, that in the event of termination, US Lacrosse may consent to the continued use by the Chapter of Membership Information, as determined by US Lacrosse in its sole discretion as of the date of the termination with respect to the Chapter area so long as the former Chapter continues to operate as an advocacy group or promoter of lacrosse in the area served by the Chapter;

2. The Chapter shall discontinue the use of the name and logo of US Lacrosse or the use of any and all signs, printed material, audiovisual or any other material bearing said name or any reference thereto;

3. The Chapter shall promptly inform its members that it no longer constitutes a chapter of US Lacrosse;

4. The Chapter shall not operate or conduct any business under any name or in any manner that might tend to give to the general public the impression that this Agreement is still in force or that the former Chapter is in any way connected or affiliated with US Lacrosse or any longer has any right to the use of the name and trademarks of US Lacrosse; and

5. The Chapter shall turn over to US Lacrosse all funds in their possession, together with all books and records of the Chapter; those funds will be put in escrow pending the revitalization of a chapter in that region and/or expended in that region in a manner to be determined by the board of directors of US Lacrosse; provided, however, that the Chapter shall not be obligated to turn over to US Lacrosse any general purpose funds or endowment

monies raised by the Chapter and restricted for the specific purpose of benefiting lacrosse in the area served by the Chapter.

12. TERM

This Agreement and the rights granted hereunder, unless sooner terminated in accordance with the provisions of Paragraphs 1 or 12, shall be and remain in full force and effect until canceled by either party upon three (3) months' written notice to the other.

13. MISCELLANEOUS

A. Partial Invalidity. Any provision of this Agreement which is invalid or illegal shall be of no effect, and in such case all remaining terms and provisions of this Agreement shall remain and continue in full force and effect.

B. Submission to Jurisdiction. The Chapter hereby submits to the jurisdiction of the courts of the State of Maryland with respect to any action arising out of or in connection with this Agreement, or the transactions contemplated herein.

C. No Partnership. Nothing in this Agreement shall be construed to make any party hereto an agent or partner of, or joint venture with, the other; no party hereto shall become liable by or because of any representation, act, or omission of the other contrary to the provisions hereof.

D. No Waiver. No failure on the part of US Lacrosse to exercise, and no delay in exercising, any right under this Agreement, shall operate as a waiver thereof.

E. Mutual Cooperation. The parties agree to cooperate in every way appropriate in order to carry out the provisions of this Agreement.

F. Bind and Inure. This Agreement and the rights granted hereunder shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns. The Chapter shall neither sell, assign, transfer, encumber, or convey any right or interest granted to it under this Agreement or suffer or permit any such assignment, transfer, conveyance, or encumbrance to occur by operation of law, without the prior written consent of US Lacrosse

G. No Oral Modification. No modification, amendment, waiver, consent, or discharge in connection with this Agreement shall be binding upon either party hereto unless in writing and signed by the party sought to be charged with the same.

H. Notices. Any notice or other communication required or permitted hereunder shall be sufficiently given or served if in writing and personally delivered or mailed, postpaid, by registered or certified mail, return receipt requested, to the other party at its address set forth on the signature page(s), or to such other address as it shall designate by notice pursuant to this subparagraph.

I. Captions. The captions of the various sections of this Agreement are solely for convenience, and shall not be deemed in any way to modify, explain, enlarge, or restrict any of the provisions hereof.

J. Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall be considered one and the same instrument.

K. Schedules. The Schedules to this Agreement are incorporated by reference in this Agreement and shall be part of this Agreement for all purposes. Any failure by the Chapter to comply with the requirements set forth in the Schedules shall constitute an Event of Default pursuant to Paragraph 11(a) above and upon the occurrence of any such Event of Default US Lacrosse shall be entitled to exercise the remedies described in Paragraph 11(B) above.

L. Replacement of Prior Agreement. This Agreement replaces and supersedes in its entirety any prior Chapter Agreement between US Lacrosse and the Chapter.

M. Governing Law. This Agreement and all matters or issues collateral thereto shall be governed by the laws of the State of Maryland applicable to contracts made and performed entirely therein.

END OF AGREEMENT EXCEPT FOR SIGNATURE PAGE AND SCHEDULES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

(CHAPTER)

BY: _____

TITLE: _____

CHAPTER: _____

ADDRESS (ON DATE OF SIGNATURE)

DATE: _____

US LACROSSE, INC.

BY: _____

TITLE: _____

DATE _____

US Lacrosse, Inc.
National Headquarters
113 West University Parkway
Baltimore, MD 21210-3300
410-235-6882

SCHEDULE A - INSURANCE

US Lacrosse Chapter events and lacrosse participants will have access, through membership, to the National Insurance Program of US Lacrosse. This program includes General Liability/Participant Legal Liability, Excess Accident Medical, and Catastrophic Medical Insurance.

The purchase of additional insurance will not be needed for Chapter-sponsored sport events if all of the participants (players, coaches and officials) are members of US Lacrosse. Individual insurance coverage is in place during the year of membership for players, coaches and officials.

Chapters are required to purchase Directors and Officers Insurance covering chapter board members while they serve in Chapter roles. This insurance does not cover them out of chapter events or positions.

Certificates for proof of insurance may be obtained by calling the insurance program administrator (see below) directly; or by completing the application for a certificate of insurance that appears as 'Schedule D- Insurance.' Coverage for special Chapter sponsored sport events in which all the participants are not US Lacrosse members is available through the insurance program administrator.

It is strongly recommended that each Chapter purchase the Directors and Officers Professional Liability Insurance available through the US Lacrosse National Insurance Program. This coverage provides protection for the directors, officers, volunteers, and employees of the Chapter, in the discharge of their duties.

US Lacrosse National Insurance Program Administrator

Bollinger
830 Morris Turnpike
Short Hills, New Jersey 07078
800-350-8005
FAX 973-467-0759

Certificates available from Bollinger

SCHEDULE B - CONDITIONS FOR NEW AREA TO BECOME A PROVISIONAL CHAPTER.

CHAPTER STATUS AND OBLIGATIONS

Chapters may either be in 'provisional' status or 'official' status. New areas (identified after January 1, 2002) that request 'official' status must first become 'provisional.' 'Provisional' status will be in place for at least six months and no longer than one year from the start of 'provisional' status. To become 'provisional', a chapter must fulfill the obligations outlined in the Provisional Chapter Application and Guidelines Checklist.

Provisional Chapter: A new area can become a provisional Chapter after the following conditions are met. To become a provisional Chapter, a new area must be invited by US Lacrosse to apply to become a provisional Chapter of US Lacrosse, and once invited a new area must complete all steps in the Chapter Application process, which consists of the following:

STAGE 1

1. ___ Formal letter of request for provisional chapter status to the director of chapter relations and the Chapters Advisory Council at national headquarters. Within the letter please describe the following: Needs for a USL chapter in your area. Why a USL chapter and not just an organization or league? Why do you think chapter status will benefit the members in your proposed jurisdiction?
2. ___ Document listing the geographic area the chapter will serve in the form of zip codes/zip code range. The zip codes must be pre-approved and must be complete and in numeric order in spreadsheet form.
3. ___ Document stating the existing chapters approval of the of zip codes/zip code range (see #2).
4. ___ Spreadsheet of the names, addresses and US Lacrosse membership numbers of all steering committee members (aka potential chapter board members).
5. ___ A plan that includes a projected budget and proposed schedule of events and activities to be accomplished during the provisional 1 year status, plus a 3 year projection of chapter goals.
6. ___ A Participation Survey/Current State of Lacrosse in your geographic area including both men's and women's game on each of the following levels: youth, high school, college & post collegiate (*There will be a minimum # of lacrosse participants verses overall population/geography of the area for a provisional chapter to be approved).
7. ___ Documentation listing the head of the steering committee/leader's background including past and current employment and personal interest in development of the chapter.
8. ___ 2 letters of support for the head of the steering committee and his/her efforts. The letters must be from members of the lacrosse community, a non-family member and preferably one representative from the men's and women's game.
9. ___ Completed Conflict of Interest policy statements for each proposed executive leader.

10. ___ Signed Statement of Board Member Responsibilities for each proposed executive leader.

11. ___ Read and sign the US Lacrosse, Inc Chapter Agreement (version November 11, 2008).

12. ___ Prepare for incorporation but do **NOT** file unless otherwise notified by US Lacrosse. (Your steering committee may not file for incorporation as a US Lacrosse chapter until approved by US Lacrosse at its September Board Meeting).

ADDITIONAL

1. ___ **File for Incorporation:** US Lacrosse mandates all chapters become separately incorporated. For info on incorporation visit <http://www.irs.gov/businesses/small/article/0,,id=99021,00.html>. This site lists all the state web sites for individual requirements for incorporation. It may take some searching to find what you really need for your state but when it doubt call the help/information line provided for you on your states web site (side note: all chapters must adhere to a calendar/Dec 31 fiscal year).

2. ___ After completing your respective state's incorporation process, your committee has until **October 1** to obtain an EIN from the IRS. When you have obtained your EIN send a copy of the IRS notice with the EIN on it to US Lacrosse. This ensures inclusion on US Lacrosse's 501c3 group exemption list for the following year. You can obtain an EIN or learn how at the following web address for the IRS <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>. You can also apply for an EIN over the phone with the IRS. It takes 10-15 minutes. Appropriate phone numbers for the IRS assistance will be found on the web site above.

3. ___ By **December 31st** the steering committee must hold a minimum of 1 organizational meeting with at least 1 representative from each major constituent group within the designated chapter area to review the chapter's strategic plan and goals for the next 1-3 years and also communicate what US Lacrosse programs and services are available to bring to the area members via the support of the chapter.

4. ___ Establish a **chapter bank account**. The chapter bank account should be separate and distinct from any other group/club/league/team, etc bank account. Neither income nor expenses from any other entities should be comingled with the chapter bank account. This will make life easier for the chapter when tax filing time comes around. Only chapter administered programs & services should be filtered through the chapters bank account.

SCHEDULE C - OFFICIAL CHAPTER OBLIGATIONS

CHAPTER STATUS AND OBLIGATIONS

Chapters may either be in 'provisional' status or 'official' status. New areas that request 'official' status must first become 'provisional.' 'Provisional' status will be in place for at least six months and no longer than one year from the start of 'provisional' status. To become 'provisional', a chapter must fulfill the obligations outlined in Schedule B.

Official Chapter: An Official Chapter will be established after its 'provisional' status and the completion of the following requirements. Official Chapters MUST:

1. Submit bylaws. *Existing chapters must submit a new set of by-laws based on a template that is provided by the national office. This set of by-laws must follow the model, to the best of the ability of the chapter, of the national by-laws.*
2. To the maximum extent reasonably possible, and for the most efficient chapter board, have its board comprised of some or all of the following positions:

Exec Committee (These positions are mandatory at all times)

President

VP

Secretary

Treasurer

(Past and Incoming Presidents ok too)

Board Positions (size of board and positions filled are decided by each individual chapter).

Coaching Education Coordinator

Officials (men's game) Representative

Umpires (women's game) Representative

Events Coordinator

Diversity Representative

Communications & Website Manager

Sportsmanship Coordinator

Youth League Director(s) or Youth Rep(s)

Middle & High School League Director(s) or Rep(s)

Marketing & Membership Representative

Hall of Fame & Special Awards Coordinator

Chapter Grants Coordinator

Chapter Teams Coordinator(s)

Fundraising Coordinator

Additional Optional Positions

IRS Specialist

Legal Counsel

Liaisons

Women's Division National Tournament Sub Regional Selection Chair

Women's all-American/Academic all-American Chairs

Men's all-American/Academic all-American Chairmen

3. The Chapter shall submit to US Lacrosse annually, as required by The Chapter Operations Manual, a projection of activities and initiatives to be undertaken by the Chapter during the calendar year via the Annual Chapter Board Report, Chapter Agreement and Conflict of Interest Forms. Additionally a financial report, consisting of an income and expense statement and balance sheet for the Chapter as of the end of the fiscal year as well as the 'Participation Survey' documenting lacrosse participation in the chapters' jurisdiction annually as well as proof of proper filing with the Internal Revenue Service ('IRS'). Together with such additional information as US Lacrosse may request from time to time (collectively, the "Chapter Compliance Report").
4. Adhere to minimum Chapter insurance requirements (D&O and general liability).
5. Conduct an annual meeting of its membership. *Proper notification of this meeting should take place well in advance.*
6. Have a minimum of two events per year to promote lacrosse. *That could include but is not limited to: Tournaments, youth festival teams, golf events, play days, clinics, camps, Hall of Fame ceremonies, awards events, coaching education or national team clinics, etc.*
7. Administer a minimum of one chapter grant or outreach program annually which provides funding, equipment and/or other support to a local entity in the chapter's jurisdiction.
8. Integrate and/or consider Sportsmanship, Participation and Diversity into all applicable chapter programs and services.
9. Work to establish and maintain the Chapter's own webpage, which shall be linked to the national web site. *Chapters who have web sites should work with US Lacrosse staff to link them with the US Lacrosse site. The Chapter acknowledges that valuable good will is attached to the name and trademarks in which the Chapter has been granted rights hereunder and the Chapter agrees to use such name and trademarks only in the manner and to the extent prescribed and permitted by US Lacrosse.*
10. Assist US Lacrosse in maintaining annually an accurate census of lacrosse participants and entities in Chapter area by submitting an annual Participation Survey as part of chapter compliance.
11. Comply with US Lacrosse's guidelines for the use of its logo and name. *Chapters of US Lacrosse must identify themselves as 'a regional chapter of US Lacrosse and use the national logo or a Chapter logo supplied or approved by US Lacrosse on all publications, video, websites and any and all other means of communication and at all events is required.*
12. Not endorse any commercial product, service or enterprise or permit its name or the name or logo of US Lacrosse to be used in any marketing or promotional material of any third party without the prior consent of US Lacrosse.

13. Acknowledge that any membership list constitutes the property and a valuable trade secret of US Lacrosse and that no right is given to or acquired by the Chapter to disclose or reveal any portion thereof, to any individual or organization without the approval of US Lacrosse. Accordingly, the Chapter hereby covenants and agrees to keep and respect the confidence of its membership lists.

14. Refer frequently to the Chapter Operations Manual for guidance and answers regarding Chapter governance, structure and policy as well as the obligations above.

End except signature page.

IN WITNESS WHEREOF, the parties hereto have executed these Schedules as of the day and year first above written.

(CHAPTER)

BY: _____

TITLE: _____

CHAPTER: _____

ADDRESS (ON DATE OF SIGNATURE)

DATE: _____

US LACROSSE, INC.

BY: _____

TITLE: _____

DATE _____

US Lacrosse, Inc.
National Headquarters
113 West University Parkway
Baltimore, MD 21210-3300
410-235-6882

Appendix B: US Lacrosse Programs & Services

This section lists an ever growing number of programs and services, and benefits US Lacrosse creates for chapters to bring to their members. One of the main functions of a chapter is to make sure all US Lacrosse programs are available to their members. All national events also give the chapter recognition and potential revenue sharing benefits.

Participation in Events

Become eligible to participate in any US Lacrosse National Hosted Event

The Coaches Education Program (Level 2 Courses now available)

In accordance with the US Lacrosse Strategic Plan, the US Lacrosse Coaches Education Program has been established to create a multi-level, national, standardized education curriculum and additional resources that are accessible to all coaches at every level. The Coaches Education Program is developed and implemented by the Coaches Education Committee and the US Lacrosse Sport Development department.

Officials' Training Programs

US Lacrosse offers comprehensive training for both new and advancing men's and women's lacrosse officials in many locations throughout the country. Contact officials@uslacrosse.org to find out more about men's lacrosse officials' training in your area. If you want to get more information on getting certified for women's lacrosse in your area please contact your local board of the Women's Division Official Council (WDOC).

Physical Education Curriculum for Schools

Have more fun in PE class by teaching lacrosse with our comprehensive, easy-to-use, student centered physical education curriculum! Lacrosse is a fast paced activity that keeps students moving and helps encourage higher fitness levels. This is currently the only lacrosse-specific school curriculum available. We've made it easy to implement this curriculum into your current physical education programs.

New Start Kit – A comprehensive guide with grass roots information on how to build a team/program/league.

Lacrosse Magazine

Receive up to 12 action-packed issues of *Lacrosse* magazine, the sport's premier feature magazine loaded with news, features, game highlights, photographs and lacrosse information from coast to coast and abroad.

Discounts

Earn back your membership dues quickly! Get 10% off books, videos and merchandise from the Lacrosse Museum gift shop.

Insurance Coverage

Players, coaches and officials have the protection of a comprehensive lacrosse insurance program for a full year. Detailed insurance information can be found on the website, including claim forms, optional insurance and risk management information.

Partnership with the Positive Coaching Alliance - US Lacrosse proudly celebrates its collaboration with Positive Coaching Alliance (PCA), based out of the Stanford University Athletic Department (California). US Lacrosse and PCA have partnered in a nationwide endeavor to make lacrosse a positive, character-building experience for every athlete and to make the experience a more successful one for coaches, parents, fans and officials.

Men's and Women's National Team Player Clinics - US Lacrosse coordinates all aspects of the men's and women's national teams that represent the United States in sanctioned international lacrosse tournaments. Presently US Lacrosse supports senior level teams and Under-19 teams in both men's and women's lacrosse. Each of these teams conduct inexpensive player clinics throughout certain times of the year, facilitated through our National Headquarters and the local chapter! Chapters must apply in order to be chosen as a host site for a clinic.

US Lacrosse Equipment Grants - The US Lacrosse Equipment Grant Program! Grants include a full team's worth of

equipment (sticks and protective gear) and are awarded to programs within their first year of operation. Applicant programs must be comprised of players under age 19 and demonstrate financial need. Priority is given to those residing in a state or region where lacrosse opportunities are currently limited or absent. This grant program also includes some special grants for new and developing US Lacrosse BRIDGE affiliate programs in underserved communities.

Sportsmanship Card Program Officials and Youth Council Team Up to Honor the Game.

<http://www.uslacrosse.org/official/pdf/sportsmanshipcard.pdf> The US Lacrosse Youth Council and the men's and women's division officials' councils have taken pro-active steps to help insure a positive culture for the sport at the youth lacrosse level. The MDOC/WDOC Sideline Manager and Sportsmanship Card concepts have been designed to be preventative tools at youth games. Sideline Managers help to maintain a positive environment and issue the Sportsmanship Card as a warning to an individual coach, athlete, fan, or group of fans. Most often, the Sportsmanship Card Program will correct the unacceptable, unsportsmanlike behavior that threatens to ruin the game, but is also available to support the unfortunate circumstance of game termination as a consequence of an initial incident of or continued unsportsmanlike behavior.

Participation at Chapter Events - As a US Lacrosse Chapter member, you are eligible to attend chapter hall of fame banquets, national team exhibition games, chapter fundraisers and events such as golf outings and US Lacrosse chapter hosted events facilitated from National.

Chapter Membership Growth & Marketing through events

The more members a chapter has the greater the rebate dollars back to that chapter!

Events are a great way for chapters to be seen, recruit volunteers, inform members and non-members about chapter and national events and earn more membership dollars. Marketing materials are available by contacting the Member Service Center at 410-235-6882 ext. 102 or membership@uslacrosse.org.

Below are examples to help the Chapter become more visible to constituents at events:

1. Contact the office of the Major League Lacrosse (MLL) or National Lacrosse League (NLL) team near the chapter. Set up a table on the concourse.
2. Working with MLL and/or NLL to create a partnership between the league and the Chapter.
3. Contact a local college about setting up a table during a college game.
4. Contact the local high school about setting up a table during a high school game including the local, regional or state championships.
5. Ask local sporting good stores to display membership and chapter material.
6. Work in conjunction with the local parks and recreation about setting up a table or distributing membership brochures during lacrosse registration.

Appendix C: Chapters by Region

REGIONS (16)	STATES (40)	No. of Chapters (63)	CHAPTERS
Upper New England	Maine, Vermont, New Hampshire	3	Maine, Vermont, New Hampshire
Lower New England	Massachusetts, Connecticut, Rhode Island	4	Connecticut, Eastern Mass, Western Mass, Rhode Island
New York Region	New York	6	Adirondack, Hudson Valley, Long Island Metro NYC, Greater Rochester, Upstate NY, Western NY
Upper Atlantic	Pennsylvania, New Jersey, Delaware	6	Philadelphia-Eastern PA, Central PA, Pittsburgh, Delaware, New Jersey North & South
Middle Atlantic	Maryland, West Virginia, Virginia, District of Columbia	10	Greater Baltimore, Chesapeake, DelMarVa, Potomac, VA-Charlottesville, VA-Richmond, Roanoke, MD-Western MD, VA Hampton Roads, West Virginia
Lower Atlantic	North Carolina, South Carolina	2	North Carolina, South Carolina
Southeast	Tennessee, Alabama, Georgia, Florida	5 1/2	South Florida, Georgia, Orlando-Central Florida, Gulf Coast-FL, Tennessee, Alabama (Ala- Miss)
Deep South	Arkansas, Mississippi, Louisiana	1 1/2	Louisiana, Mississippi (Ala-Miss)
Great Lakes	Wisconsin, Michigan, Illinois, Indiana, Ohio, Kentucky	7	Michigan, Indiana, Kentucky, Chicago-Illinois, Northern Ohio, Southern Ohio, Greater Cincinnati
North Central	North Dakota, South Dakota, Minnesota	1	Minnesota
Central	Iowa, Nebraska, Kansas, Missouri	2	Kansas City KS-MO, St. Louis-Missouri
South Central	Oklahoma, Texas	3	Houston Texas, North Texas, South Central Texas
Southwest	New Mexico, Arizona	1	Arizona
Mountain	Colorado, Utah, Wyoming	2	Colorado, Utah
Northwest	Montana, Idaho, Washington, Oregon, Alaska	4	Alaska, Idaho, Washington, Oregon,
Pacific	California, Nevada, Hawaii	5	CA-Northern, CA-San Diego, CA-Greater Los Angeles, CA-Orange County, HI - Hawaii

Appendix D: Membership Categories & Benefits

MEMBERSHIP CATEGORIES AND BENEFITS

Membership in US Lacrosse offers a number of valuable benefits. Chapters should be well versed in the benefits and communicate them to current and potential members. All printed membership materials have the benefits listed on them and can be found on the US Lacrosse Web site. Here is a sampling:

Current Membership Categories are the following:

Youth - \$25

High School - \$35

Adult - \$50

Youth Member Upgrade is \$10

Lacrosse Magazine: The sport's premier publication. All members (except youth, they receive 6 issues) receive 12 issues.

Lacrosse Magazine Online: <http://laxmagazine.cstv.com/>. THE place to go for up to the day online lacrosse information!

Comprehensive lacrosse insurance coverage: Each youth, high school and adult member receives comprehensive lacrosse insurance for the year of their membership in the category they are registered. Detailed information regarding the insurance program can be found on www.bollingerlax.com.

Chapter Rebate: Each member has a portion of their dues, rebated to their local chapter to assist in the regional development of the sport.

Membership Card: Each member receives a membership card and sticker. Encourage members to display their sticker prominently.

Discounts: Members receive a 10% discount on books, videos and resources as well as US Lacrosse and National Team merchandise. Items can be purchased through our Web site or at the museum gift shop <http://www.uslacrosse.org/store/>.

Museum and Hall of Fame: Members receive free admission to the National Museum and Hall of Fame, located at National Headquarters.

Programs and Services: Access to programs and information services via the Sport Development Department. Too many to mention here!

Crosse Connection Email Newsletter: Monthly e-mail, which details the activities of US Lacrosse and the lacrosse world each month.

Special Benefits: Such as rulebooks for coaches, patches and other officiating benefits

Appendix E: Chapter Events

Special events are a great opportunity to bring members of the lacrosse community together and generate new fans. Events can be a great opportunity to generate new members and to raise money to invest back into the game in your community. Everything from a lacrosse festival to an instructional clinic to an awards banquet can be successful and enjoyable. The events outlined in this section are just starting points - be creative and try new ideas! The following is a general checklist to consider for successful event planning.

Keep in mind that special events require substantial volunteer participation and organization and can represent significant risk. Chapters are encouraged to review the US Lacrosse "Risk Management Manual" (available through the web site) and seek counsel through US Lacrosse before hosting a special event.

You can post all chapter run events on the US Lacrosse National On-line Calendar via www.uslacrosse.org and on the Chapter Events section of the web site <http://www.uslacrosse.org/chapters/events.phtml>.

SPECIAL EVENTS TEMPLATE CHECKLIST

1. Location Selection
 - A. Cost
 - B. Capacity
 - C. Availability
 - D. Limitations
2. Staff
 - A. Event chairperson
 - B. Event coordinator
 - C. Volunteer committees: Sponsorship; Finance; Publicity and Promotion; Logistics - break down according to event
3. Sponsorship
 - A. Develop sponsorship packages
 1. Solicit money
 2. Solicit donations
 3. Make trades (i.e. ads/television, etc.)
 - B. Solicit sponsors - meet in-person to convey the excitement of the event
 - C. Work with sponsors to ensure event's success
4. Publicity
 - A. Web sites (chapter and sponsors)
 - B. Invitations
 - C. Advertisements
 - D. Posters/Flyers
 - E. Brochures
 - F. Press releases
 - G. Banners
 - H. Tickets
5. Logistics
 - A. Parking
 - B. Equipment needed, e.g., PA system, lighting, tables and chairs, linens, portable toilets, tents, fencing, coolers, water, food and drink, concessions, alcohol id bands/wrist bands, rain rooms, trash cans, game essentials (goals, horns, nets, etc.)
 - C. On-site staff, such as: ticket brokers, security, information desk, trainers/first aid

- D. Contracts - read thoroughly and signed
- E. Insurance
- F. Accident and Liability
- G. Property
- H. Event - weather condition guidelines
- I. Licenses and permits - such as alcohol, fire, etc...
- J. Vendors
 - 1. Food
 - 2. Specialty
- K. Decorations
- L. Event program
 - 1. Include sponsors' ads and sell ads to local businesses (such as restaurants and bars).
 - 2. Include information on your chapter and US Lacrosse.
- M. Event/staff tee shirts
- N. Name badges
- O. Sponsor recognition
- P. Clean up crew (including trash removal)
- Q. Follow up
 - 1. Return borrowed items
 - 2. Thank you notes to sponsors and volunteers
 - 3. Wrap-up meeting and feedback

EVENT IDEAS

Chapter Hall of Fame Induction Ceremony

Induction to a chapter Hall of Fame is quite an honor. The event should reflect the importance and dignity of the honor. The process that the national Hall of Fame Induction Celebration follows should serve as a guideline for the presentation of your chapter Hall of Fame. See Examples A and B at the end of this section for ideas.

Announcement Once the nominees are elected, send or Federal Express an official notification letter to the electees letting them know of their selection. Many people like to retain this notification as a memento.

Develop a brief biography of each inductee and include with their announcement letter. Ask the electee to call you to confirm receipt of the letter. Have the inductee make any corrections or additions over the phone, or return it to you by a set date.

Write and distribute a press release announcing the electees, date, time, place and contact name and phone number for the event. Include brief biographies of each electee on the press release.

Notify the US Lacrosse national office of the induction venue, event details, and each inductee's address and biographical information so that the he or she may be commended with a letter from the national office.

Event Preparation

Find a location for the event (hotel, conference center or hall). Things to consider: food quality (important), food expenses, liquor expenses, room set-up times, room layout, podium with microphones, open bar or cash bar, food tasting, registration/ticket tables, free or paid parking, condition of the linens/silverware/dishes, ambience of the site, group discount on room rates, free banquet room rental because of non-profit status, number of staff needed for event, coatroom, centerpieces.

Letters

This should provide them with the basic information about the event (place, date, time, atmosphere) and requesting the following by a specified date:

- A photograph for the program and/or plaque
- Choice of a coordinator to help develop a mailing list, arrange seating list, etc.
- Choice of a presenter to introduce the electee for induction to the Hall of Fame
- List of local papers for press releases
- Word limit on speech: Important! Moving the night along will enhance everyone's experience and keep the night from dragging. US Lacrosse National Hall of Fame Induction Ceremony has a word limit of word 200-500 words.

Once selected, send a letter to the coordinator outlining responsibilities. This is usually the spouse of the inductee but can be any other designated individual.

Once selected, send a letter to the presenter outlining responsibilities.

Additional next steps

- Print invitations, envelopes, response cards, response card envelopes, tickets and program.
- Mail invitations at least six weeks before the event.
- Send third letter to the electees going over the details of the event and requesting their speeches.
- Get a photographer.
- Choose a master of ceremonies.
- Choose a florist for the following: Centerpieces, Boutonnieres for the inductees, Boutonnieres for the presenters, Boutonniere for the master of ceremonies

Suggested format for event

- Cocktail hour
- Welcome of guests, presentation of former inductees (current members) and introduction of new inductees
- Dinner
- Presentation of new inductees: Master of Ceremonies introduces the presenter who speaks briefly about the inductee, then presenter introduces the inductee. (At the national Hall of Fame Induction Celebration, US Lacrosse presents the inductees alphabetically.)
- Dessert

Follow-up

- Send a thank you letter to inductees with copies of photographs taken of their induction ceremony.
- Send a thank you note to all the volunteers who helped to make the event a success.

For all chapters who currently induct members into their Chapter Halls of Fame:

- Prior to the induction ceremony, please submit copies of the induction ceremony invitation, ceremony program and inductees' mailing addresses/phone numbers to US Lacrosse Director of Chapter Relations. This is essential for national headquarters congratulatory correspondence and maintenance of accurate chapter hall of fame files and Web site lists.
- Please use the official National Lacrosse Hall of Fame Nomination Questionnaire as the nomination questionnaire for Chapter Lacrosse Halls of Fame (available in Chapter Operations Manual). Not only is it a complete/thorough questionnaire, it will streamline the process for those submitted for nomination to the National Lacrosse Hall of Fame.

Successful Chapter Hall of Fame Selection and Nomination Procedures

A Chapter Hall of Fame can be a great way to gain chapter and lacrosse exposure as well as honor those in your community for their outstanding commitments to the game of lacrosse. While it is recognized that each chapter will have a variety of ideas when it comes to hall of fame nomination procedures, the following criteria, guidelines, and policies have been successful for the National Hall of Fame.

Recognition of US Lacrosse Chapter HOF Members at the Lacrosse Museum and National Hall of Fame

As a service of US Lacrosse to its chapters, all chapter Hall of Fame inductees will be archived for access at the Lacrosse Museum and National Hall of Fame. In an effort to maintain current membership displays, archive files and information sources, US Lacrosse requests that chapters submit a program and list of current chapter hall of fame inductees as soon as possible post their induction ceremonies. This will enable the National Headquarters to immediately update any current chapter hall of fame displays and archive listings and best prepare staff members to answer any questions from museum visitors.

The Golf Classic

Most golf courses have golf outing packages from which to choose. The golf pro or some other designated person at the course should handle most, if not all, of the details of the day. The process that US Lacrosse follows should serve as a guideline for the presentation of the chapter's golf outing.

Locate a golf course

- Maximum number of golfers
 - Golf outing package - what does it include?
 - Rain policy
 - Details which will be handled by the pro and details which you have to handle yourself.
 - Select a golf chairperson.
 - Secure a title sponsor. A retailer or manufacturer might be able to contribute to the tournament gift pack at no cost to the chapter. Try to build this into the sponsorship package; but, also ask for money, too. Look beyond just lacrosse-related companies in your sponsorship acquisition efforts.
 - Establish a committee responsible for recruiting golfers.
 - Establish a committee responsible for selling tee signs/hole sponsors.
 - Design a brochure or flyer and distribute with a cover letter from the golf chairperson.
 - Solicit sponsors for money, prizes and gifts.
-
- Call National Hole-In-One Insurance at 1-800-527-6944 to order a prize package for hole-in-ones. US Lacrosse purchases a package for about \$300 and receives a \$10,000 prize on a hole, as well as two other minor gifts. Try to get a sponsor for this; National Hole-in-One will create the tee sign.
 - Produce a program book that includes a list of sponsors, advertisements, foursome roster, chapter information, etc. The US Lacrosse Golf Classic program actually plots out each tee with a golf pro tip on how to play each tee, and sells hole sponsorships for each page.

Event Preparation

- At registration, sell mulligans!
- Distribute tournament gift packs as the golfers register.
- Have a shotgun start, where all golfers are pre-assigned a tee in which to start. Shotgun starts usually allow for no more than 144 golfers, though this slows down play considerably. The ideal number of golfers is about 120.
- Have closest-to-the-pin prizes on par threes and longest drives/straightest drives on the longest fairways. The pro can help you organize these. US Lacrosse also has a closest to the goal prize that is awarded to the golfer who can get the ball near or in the goal on the green.
- US Lacrosse includes a photograph of each foursome, placed in a Lucite frame sponsored by a company. US Lacrosse places photographers on holes #1 and #10 and ask them to take two photographs of each foursome. After they have taken the photograph of their last foursome (half the field), their film is collected and taken it to a one-hour photo place nearby. The photographs can be made available to the players at the cocktail hour following play.
- Be sure that there are plenty of drinks and snacks on the course.

Suggested Golf Classic format

12:00 noon - lunch and registration

1:00 p.m. - shotgun start

5:00 p.m. - cocktail hour and dinner

6:00 p.m. - award prizes

Additional Chapter Event Ideas

Chapter Night at a local MLL or NLL game. Have a chapter table. Hand out US Lacrosse membership forms, chapter volunteer sign-up information, local league information, recruit officials & coaches. Hand out magazines, stickers and lanyards.

Chapter Board Dinner/Holiday Party – Invite all your board volunteers to a night of food and fun!

Bull/Oyster Roast – Fundraising Event that works for just about anyone. Conduct a silent auction and games at the event to raise funds for the chapter and/or a specific chapter initiative.

Chapter Open House – A simple event where the general membership is invited to come meet with members of the local chapter and talk about needs and interests. Cultivate membership and at the same time offer a night of fun without a board room.

Chapter booth and local high school and youth games – chapter board member attendance at these games could really help produce some grass roots support of the chapter.

Hold a coach's clinic - Have a price for members and an increased price for non-members, which would include a membership. Contact local college and high school coaches to conduct sessions.

Hold a player's clinic - Have a price for members and an increased price for non-members, which would include a membership. Chapters should have representation from coaches in the area. Ask them to help out.

College player's home on break would also be good contacts.

When hosting or sponsoring a tournament or try-out, require membership. Chapters can not receive a certificate of insurance if all participants are not US Lacrosse members.

*Besides membership and marketing materials, each chapter should try to capture names and addresses of prospective members. Look for members of the chapter who would be willing to donate items for a raffle – dinner for two, gift certificate at a sporting goods store, 1 on 1 tennis/golf/lacrosse lessons, car wash, etc. Also, contact our office for items we might have

Appendix F: Additional Resources

The following list includes descriptions and links to selected web sites of interest to people involved with nonprofit organizations. For easier browsing, they are arranged by subject:

BOARDS OF DIRECTORS

National Center for Nonprofit Boards www.ncnb.org/main.html

Nonprofit organization dedicated to building stronger nonprofit boards and stronger nonprofit organizations. Educational programs, consulting services, and publications on all aspects of nonprofit governance

Robert's Rules of Order www.robertsrules.com

By Henry M. Robert, Sarah Corbin Robert, and William J. Evans; explains the language and procedures for running an official board meeting.

Carverguide Series on Effective Board Governance

John Carver and Miriam Mayhew Carver, (A variety of guides offering helpful information on operating a board of directors)

GENERAL

The NonProfit Times www.nptimes.com (Web site of the popular monthly newspaper covering all aspects of nonprofit work, including volunteers)

The Chronicle of Philanthropy www.philanthropy.com

The Chronicle, published every other week, is a prime news source for people involved in the philanthropic enterprise. The web site offers a summary of the contents of the current issue of The Chronicle, a list of forthcoming conferences and workshops, job opportunities in the non-profit world, and other information.

Philanthropy Journal Online www.pnnonline.org

The Philanthropy Journal Online provides the latest news on the nonprofit sector, including an entire section dedicated to volunteerism.

Learning Institute for Nonprofit Organizations www.uwex.edu/li

This collaboration between the Society for Nonprofit Organizations, the University of Wisconsin Extension, and Wisconsin Educational Television has many components, including a Web site. Among other things, you can learn more about LINO's distance learning plans to use video broadcasts for teaching management skills.

National Center for Nonprofit Boards www.ncnb.org

If you want to learn more about working with boards of directors, that special category of volunteers--then this site will be very useful to you.

Non-Profit Nuts & Bolts www.nutsbolts.com

Provides practical tips from its monthly printed newsletter to help non-profit executives better manage their organization. Articles cover topics such as fundraising, volunteer management, public relations, special events, committees, board relations.

NEW Best Practices for Non-profits <http://www.wcnwebsite.org/practices/financial.htm>

VOLUNTEERISM

Points of Light Foundation www.pointsoflight.org

Volunteer Today www.volunteertoday.com

GOVERNMENT RESOURCES

Attorneys General Internet Web Sites www.naag.org

US Nonprofit Gateway www.nonprofit.gov

Internal Revenue Service www.irs.gov

FOUNDATIONS AND CORPORATIONS

Council on Foundations www.cof.org

The Council on Foundations is an association of foundations and corporations that serves the public good by promoting and enhancing responsible and effective philanthropy. Their web site includes a great deal of helpful information about foundations, including a directory of community foundations, FAQs about foundations, finding foundation grants, and starting a foundation.

Philanthropy Links www.pnnonline.org

Hoover's Online www.hoovers.com

Gifts in Kind www.giftsinkind.org

NAEIR www.freegoods.com

Sponsorship Sourcebook www.sponsorship.com

CompuMentor (good source of discounted hardware/software for non-profits) www.compumentor.org

GRANT PROPOSALS

Proposal Writing www.fdncenter.org

The Grantsmanship Center (TGCI) www.silcom.com/~paladin/promaster.html

OFFICE ADMINISTRATION

National Address Server www.cedar.buffalo.edu/adserv.html

Switchboard www.switchboard.com

US Postal Service/Zip Code Look-ups www.usps.gov/ncsc

UPS www.ups.com

***Please note that much of the preceding materials and supporting documents have been furnished by the IRS and other supporting agencies. Web sites/contact information may be subject to change at any time. In the event a site listed above has changed or no longer exists please contact the Chapter Relations Department at US Lacrosse. This information should not be considered legal advice but shall only serve as a guide. Questions may be directed to your local/ state or governmental agencies or you may seek further assistance from the US Lacrosse development office.**

Appendix H: Appropriate Use of Banners, Logos, and Marks

US Lacrosse Logo Usage Guidelines

The US Lacrosse logo is a registered trademark of US Lacrosse, the national governing body of lacrosse. Careless misuse can result in the loss of the trademark. The following guidelines have been provided to assist in ensuring trademark protection and consistent application.

All rights to the logo are reserved by US Lacrosse. Accordingly, the logo cannot be reproduced in any form, or by any means, without the permission and written approval of US Lacrosse.

Appropriate utilization of the logo is sanctioned for US Lacrosse divisions, councils, committees and regional chapters. **Any other use is prohibited without the permission and written approval of US Lacrosse.**

Colors

US Lacrosse utilizes the following colors for its logos:

Blue	Pantone 281 C	C: 100 M: 72 Y: 0 K: 32	R: 0 G: 61 B: 126
Red	Pantone 186 C	C: 0 M: 100 Y: 81 K: 4	R: 227 G: 24 B: 34

Logos

Primary Mark



The US Lacrosse logos may be reproduced only from art supplied exclusively by US Lacrosse. The logo may not be redrawn, reproportioned, distorted or altered in any way. To achieve maximum impact, it is important to display the logo with adequate surrounding space. It should never appear to be confined or cluttered by distracting visual elements.

The symbol and letters "USLacrosse" must appear together at all times. For large-scale applications, a grid may be requested through US Lacrosse. The minimum size at which the logo may be reproduced is 3/8" in height. The registration mark must accompany the logo in all applications and uses.

The US Lacrosse primary mark in full color on a white background is the preferred mark for most US Lacrosse applications. When placed on a dark background, the entire mark is reversed out in white. Single-color primary marks are available for use when full color is not a possibility. Black is the preferred color in these instances.

Chapter Logos

A sample of the US Lacrosse chapter logos are shown below. Whenever possible, these logos should be used in full color. One color versions of the logos are available from US Lacrosse.



THE CHARLOTTESVILLE
LACROSSE FOUNDATION

Incorrect Usage

- DO NOT create or use images similar to the logo.
- DO NOT position the logo over graphic elements that interfere with its impact and legibility.
- DO NOT use the logo to create repetitive patterns.
- DO NOT animate any parts of the logo for the web.
- DO NOT screen or apply textures to the logo.
- DO NOT use the symbol and initials independently.
- DO NOT separate "USLacrosse" from the symbol.
- DO NOT tightly confine the logo within another shape.
- DO NOT distort or create other visual interpretations of the logo.
- DO NOT outline the logo.
- DO NOT modify the proportions of the logo.

Control Procedures

Usage authorization and questions not addressed in this brochure should be directed to:

US Lacrosse

Brian Logue

Director of Communications

113 West University Pkwy

Baltimore, MD 21210

Ph: 410.235.6882 x106

blogue@uslacrosse.org

Appendix I: Code of Ethics

Final Draft - September 2, 2008

The mission of US Lacrosse is to ensure a unified and responsive organization that develops and promotes the sport by providing services to its members and programs to inspire participation, while preserving the integrity of the game. US Lacrosse grants the privilege of membership to individuals (players, coaches, officials and leadership) and organizations committed to the tenets of its mission.

Inherent within all professional organizations is the potential for conflicts of interest, harassment, abuse of power, and other forms of unethical practice. Through the establishment of an organizational Code of Ethics, US Lacrosse has defined a set of guidelines to promote and protect the spirit of the game, safeguard the best interest of the participants, and establish and maintain standards of behavior. The Code is not intended to serve as a set of rules, but rather, to outline general principles and guidelines of aspirational virtues and proper ethical behavior for all members, volunteers, staff and any other individuals and organizations that chose to affiliate with US Lacrosse.

The definition of ethical behavior is having an understanding of the difference between right and wrong and at all times choosing to do what is right. This definition should be applied at the *individual* level to those within the US Lacrosse umbrella: employees, volunteers or individuals who represent US Lacrosse within the community at large, as well as the *corporate* level pertaining to the actions of US Lacrosse, as an organization. Ethical considerations are **integral**, not optional, elements of all sports activities and apply to all levels of participation. US Lacrosse encourages all members to acknowledge and follow ethical guidelines and demonstrate integrity by voluntarily agreeing to adhere to a moral or ethical code.

Participation in the sport of lacrosse provides a powerful vehicle for a participant's personal growth and development, teaching the value of respect, fairness, teamwork, communication, responsibility, truthfulness, non-discrimination, honesty and integrity. These values serve as the core ideals for the US Lacrosse Code of Ethics.

Respect

A key component of ethical behavior is **respect**, which is defined at the individual, team and corporate levels. Individuals should value the opinions, views and roles of others who work to further the mission of the organization. All should safeguard the dignity, privacy and freedom of individuals regardless of their race, color, creed, socio-economic status, age, gender, religion, sexual orientation, disability or nationality. Respect defines the value that US Lacrosse, as an organization, places on honoring the history of the sport, and demonstrates the regard it shows to the various and disparate constituencies that have come together to form US Lacrosse to further the growth and development of the sport.

Fairness

Fairness is making decisions without favoritism or prejudice. US Lacrosse firmly believes that the concept of fairness is fundamental to sport. Anything that creates an unfair advantage violates the spirit, as well as the integrity, of the sport of lacrosse.

Teamwork

Teamwork is defined as a cooperative or coordinated effort on the part of a group of individuals who work collectively in the interest of a common goal. US Lacrosse believes there is significant value in promoting teamwork, both on and off the field, in every segment of the sport. All members of US Lacrosse, its staff, and volunteers should adopt and promote the philosophy that greater success can be achieved when individuals sacrifice their desire for personal accomplishment in favor of the benefits of their team.

Communication

Communication is an attempt by individuals to create shared understanding. Communication is an active 'two way street,' requiring a balance of articulating, listening, writing, reading, observing, questioning, analyzing, and evaluating. Communication is verbal, nonverbal, or written, sent through various media, and transmits a thought provoking idea, gesture, or action. US Lacrosse members, employees and those individuals or groups representing US Lacrosse, should communicate with clarity, honesty, timeliness, and openness. Communication should include all pertinent information

shared transparently with all appropriate recipients. Clear, honest, timely communication allows collaboration and cooperation to occur, building a stronger game and community for sport.

Conflict of Interest

A conflict of interest is present in any instance in which the actions or activities of an individual representing or acting on behalf of US Lacrosse could result in actual or perceived personal gain or advantage, and/or have an adverse effect on the interests, mission or integrity of US Lacrosse. Individuals who represent and serve US Lacrosse, at the local, regional or national levels have a duty to disclose any financial interest or personal obligation that may, actually or perceptually, affect the independence of their judgment.

Legality

All members of US Lacrosse, its staff, and volunteers are obligated to comply with all applicable laws. Violation of the law is not tolerated. US Lacrosse reserves the right to review such violations, which may result in revocation of organizational and/or member status.

Representing the fastest growing national sport, as an emerging force in sports organizations and leadership, US Lacrosse has a duty to provide positive influence over athletic administrators, programs, officials, coaches, and players. The goal of US Lacrosse, in creating the Code of Ethics is to promote sportsmanship and character by teaching, advocating, modeling and enforcing ethical principles, while preserving the integrity of the game.

By affiliating with US Lacrosse, individuals and organizations agree to comply with the aspirational guidelines set forth in the Code of Ethics. Failure to adhere to this Code of Ethics may result in revocation of membership or affiliation. US Lacrosse encourages others involved with the sport of lacrosse to adopt and follow these important guidelines.

Ethics Advisory Committee

[Jeanne DelSignore](#) (*chair*)

Jenn Eames

Kendra Basner

Paul Harkin

Steve Hinchey

Steve Stenersen

Tom Keigler