

INJURIES & PREVENTION:

Claim forms and information are found on the Bollinger web site:
<http://www.bollingerlax.com/1.08.07-2007/file-claim.asp>

CERTIFICATES OF INSURANCE:

Certificates can be requested automatically on the Bollinger web site:

<http://www.bollingerlax.com/12.04.07NEW/certificateInterim.asp>
Please note that all the players and coaches of your group must be US Lacrosse members to obtain a Certificate of Insurance. You can check your roster to ensure membership by completing the Roster Template with your member data and emailing to the US Lacrosse Group Processing Associate:
http://www.uslacrosse.org/program_admin/forms.phtml
Please do not reformat the template, as this may delay your request.

JS LACROSSE MEMBERSHIP NUMBERS:

Program Administrators now have more access to member information and rosters. You can email your roster information to the Group Processing Associate using the template described to verify which players and coaches are members of US Lacrosse. Or you can request a current roster and this data will be emailed to the Program Administrator's email address on record. Program Administrators who have signed the Data Access Agreement can request database access to check their member's information directly online. Please complete and fax the Data Access Agreement for this:
http://www.uslacrosse.org/program_admin/pdf/dataaccess_agreement.pdf

WEB UPDATES

Updates are posted frequently to the web section specifically for Program Administrators:
http://www.uslacrosse.org/program_admin/index.phtml

If there is additional information that you would like to see posted, please let us know. We are here to serve you in growing our great sport.

JS LACROSSE MEMBERSHIP STAFF:

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PROGRAM ADMINISTRATOR INSTRUCTION

& Important Information



March 2008

Dear Program Administrator:

THANK YOU for your continued support! Your group's membership with US Lacrosse enables us to support many events and tournaments for you, and to grow the great sport of lacrosse across the nation. We have taken many steps this year to reduce your administrative tasks and to deliver more benefits to your members. The registration process was simplified this year with just three member levels: Youth (\$25), High School (\$35) and Adult (\$50). The cross-participant fee was eliminated.

We recently upgraded the electronic methods to register your members, so there are four methods detailed in this document:

- Mail: individual forms and group payment to US Lacrosse
- Individual: members register on the US Lacrosse website and identify your group
- Excel spreadsheet: of all member data sent by email to US Lacrosse, plus payment
- Web Registration vendors: register to your group and to US Lacrosse at the same time

The web section dedicated to Program Administrators is continually updated, and includes all the instructions and forms to register your group. Additional resources for groups include an insurance certificate for the team to attend tournaments. We have recently clarified that the policy will cover indoor lacrosse, as long as field lacrosse rules are enforced. Discounts for the US Lacrosse online coaching clinic are available to each group this year. We have also added the benefit of a rulebook for all coaches. Bollinger has an attractive option for D&O insurance for groups, there are fundraising programs yielding 50% profit, and we have selected a firm that your group can use for background checks on coaches and leaders. US Lacrosse initiated a program for your group to use sportsmanship cards educating players and parents on good conduct. And US Lacrosse puts considerable resources into Sports, Science and Safety that elevates the game and makes it more standard across regions and safer for all players.

US Lacrosse is the national governing body of lacrosse. It is our mission to provide programs and services that inspire participation while protecting the integrity of the sport. Membership provides a full package of benefits, any one of which would be a great value to youth at \$25 annually. In addition to these benefits, your support and involvement for lacrosse, the fastest growing team sport in North America, is a true way to Honor the Game.

Yours in lacrosse,



Kelly Heacock, Group Recruitment Associate

STEPS TO REGISTER YOUR GROUP AND MEMBERS:

- Groups are mailed a starting package:**
Group Set-up Form (identifies group information, sets up number)
PA Instruction Brochure (this document)
Data Access Agreement
Example of Youth Instruction Sheet
Example of Adult Instruction Sheet
Example of League Registration Form
Sportsmanship Card example and explanation
(package also online:http://www.uslacrosse.org/program_admin/forms.phtml)
- Group returns Group Set-up Form and Data Access Agreement; US Lacrosse sets up group number and confirms receipt.**
- US Lacrosse mails the registration forms requested on Group Set-up Form.**
- Group holds registration for its individual members.**
- Group gives US Lacrosse registration data by one of four ways described in the next section to the right; US Lacrosse confirms receipt and alerts Group of missing items.**
- US Lacrosse process memberships and confirms completion to group via email; each individual that provided an email address receives an email confirmation.**
- If Group requested a roster, then US Lacrosse emails a roster sheet.**
- Group resubmits any additional memberships, repeating steps 4-7.**
- Group can request a Certificate of Insurance if all group members have registered.**

WAYS TO SEND THE FORMS:

- **Mail: individual forms and group payment to US Lacrosse**
Each member (and parent if under 18) must sign a US Lacrosse membership agreement (League Registration Form). League/team forms may be used instead if approved by the US Lacrosse Group Processing Associate. Program Administrator collects these and ensures all forms are complete and signed, separates forms by category (youth, high school or adult), counts the forms, tabulates on either the Youth Instruction Sheet or Adult Instruction Sheet and mails to the Group Processing Associate at US Lacrosse with full payment. Please note that forms sent without payment can not be processed and will be returned. A purchase order does not secure insurance or membership. Also, we can not accept fax registration pages, due to the mistakes that commonly occur and the volume of data involved.
- **Individual: members register on US Lacrosse web site and identify group**
Group directs its individual members to register directly on the US Lacrosse web site, identifying the group during that process and supplying their US Lacrosse number to the group. The group does not have to administer any additional paperwork or money to US Lacrosse, and can request a Certificate of Insurance if all group members register.
- **Excel spreadsheet (Recommended): of member data to US Lacrosse**
Group conducts registration with paper forms or web site, and enters this data in our Roster Template:
http://www.uslacrosse.org/program_admin/RosterTemplate.htm
Please do not reformat the template, as this may delay your registration. Email the completed roster spreadsheet electronically to mkamyszek@uslacrosse.org with the subject line: <GroupName> - Electronic Registrations. Please include your payment intent (check or credit card) in the email. You can call Mark Kamyszek with your credit card at x176. The Program Administrator must retain the paper registration forms of each player until they are 24 years of age. Alternatively, you can send these forms to US Lacrosse for storage.
- **Web registration vendor: register to your group and US Lacrosse together**
Group informs US Lacrosse Group Processing Associate that they would prefer to register through a third party web registration vendor. The group can select from a list of approved vendors or US Lacrosse can direct you to one of these vendors. Vendor will then have steps for your group to set up this process.