



Sanctioning Manual

US Lacrosse

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POLICIES FOR SANCTIONED COMPETITION

US Lacrosse offers lacrosse competitions the opportunity to be sanctioned annually. A US Lacrosse sanction provides the following benefits:

The Value of US Lacrosse Sanctioning

- I. Credibility – Sanctioned competitions benefit from the support of US Lacrosse, the national governing body of lacrosse, which develops and promotes the sport by providing services to inspire participation while preserving the integrity of the sport.
- II. Safety & Risk Management - US Lacrosse sanctioning indicates to participants and fans that a higher standard of organization and risk management has been followed.
 - o The US Lacrosse Insurance Program Administrator, Bollinger Insurance, provides superior resources and consulting services regarding all aspects of event risk management.
 - o The US Lacrosse Sports Science & Safety Committee provides unprecedented information on the incidence and nature of lacrosse injuries so more effective risk management prevention can occur.
 - o The sanctioned competition provides all participants with the most comprehensive lacrosse insurance available.
 - o US Lacrosse is constantly updating on-line risk management resources available to event organizers at www.uslacrosse.org.
- III. Organizational Resources – Sanctioned events benefit from the significant body of US Lacrosse knowledge and service, including:
 - o Legal Issues – The US Lacrosse Insurance and Risk Management Committee provides insight and guidance on event contract issues.
 - o Sportsmanship and Ethics – Through its partnership with the Positive Coaching Alliance (www.positivecoach.org), US Lacrosse offers a wide range of resources to assist events in establishing a positive and sportsmanlike environment for all participants.
 - o Networking – Experienced event administrators, at all levels, are available to provide the benefit of their expertise in every aspect of event management.
 - o Membership Staff Support – A member of the US Lacrosse membership staff will be assigned to each sanctioned event to assist with membership requirements for the event. Staff will work with each team, to check membership status of players, and event staff, to assure that all participants are US Lacrosse members prior to the event.
- IV. Marketing - US Lacrosse publishes a list of all events that receive a US Lacrosse sanction in Lacrosse Magazine and helps to publicize those competitions with special advertising opportunities.

General Provisions for US Lacrosse Sanctioning

Lacrosse competition coordinators may apply for US Lacrosse sanctioning if the following rules, policies and conditions are met:

- A. The competition is being conducted by a US Lacrosse Chapter, Region, Council or other affiliated organization to promote/develop the game of lacrosse within a specific region of the country in accordance with the mission of US Lacrosse.
- B. Each participant (player, coach and official) in the event is a member in good standing of US Lacrosse at the time of competition. Event coordinators should work with US Lacrosse staff as soon as teams are selected to verify player membership. Event coordinators should apply for web access. Membership is not required for players on international teams, but additional insurance with appropriate limits of coverage must be secured for those teams. Please contact the US Lacrosse Insurance Administrator for details.
- C. The event coordinator follows all rules, policies and conditions listed in the US Lacrosse Risk Management Manual.
- D. A US Lacrosse Event Sanctioning Application must be completed for each event by the event coordinator and submitted to US Lacrosse at least 60 days in advance of the competition. A sanctioning fee of \$250, payable to US Lacrosse, must also be included. There is no fee for competitions run directly by Chapters of US Lacrosse. Chapters must however, complete and submit an application for each event that they hold in order to adhere to the sanctioning protections.
- E. Only US Lacrosse playing rules and age divisions, or those of other approved national or international organizations, may be used.
- F. All collateral materials bearing the US Lacrosse name and/or logo must be approved by US Lacrosse before production and distribution.
- G. Written contracts for facility use specific to areas contacted for, vendors, concessionaires and NATA-certified trainers must be in place. Each contractor must provide certificates of insurance to the event coordinator/director with limits of at least \$1 million and naming US Lacrosse as an additional insured.
- H. Security and evacuation for participants, spectators, officials, volunteers and all who are directly associated with the event will be handled in accordance with the US Lacrosse Risk Management Manual and in conjunction with either the security staff of the facility or by the local law enforcement department.
- I. An emergency medical plan, which includes proper notification to area hospitals, must be developed to prepare for the potential treatment and evacuation of injured participants. US Lacrosse recommends that an ambulance be on site at all times during competition. However, at a minimum, a sufficient number of NATA certified athletic trainers, as well as an appropriate number of accessible automated external defibrillators (AED) units, must be on site at all times during play. Trainers must provide the event coordinator with proof of professional liability insurance. An Incident Report for all injuries requiring care by a medical doctor or trainer during the event must be completed and forwarded to the US Lacrosse Insurance Program Office within ten (10) days of the conclusion of each event. A copy of the Incident Report form is included in the Risk Management Manual.
- J. All competitions must be officiated by at least two US Lacrosse member officials who have received appropriate training for the level of competition they are officiating
- K. A record of competition results may be kept on file by the event coordinator. Results of national or international competitions in which a champion is crowned must be submitted to US Lacrosse within ten (10) days.

The US Lacrosse Sanctioning Committee will review each request on a case by case basis. Applications for US Lacrosse Sanctioning must be accompanied by a letter of support from a local US Lacrosse chapter or affiliate organization. Please see the attached "Sanctioning Check List" for further details.

The US Lacrosse Sanctioning Committee consists of one member of the US Lacrosse Executive Committee, one member from the US Lacrosse Executive staff, and one or more members of the US Lacrosse Insurance Committee.

Event Title

Permission to use a tournament title that would imply that there is a "United States" or "National" championship or team involved can only be granted by US Lacrosse. Permission to use a tournament title that would imply that there is an "International" or "World" championship involved can only be granted by the appropriate international governing body (either the International Lacrosse Federation (men) or the International Federation of Women's Lacrosse Associations (women)).

International Competition

In an effort to effectively monitor competition involving international teams and comply with the requests of the ILF and IFWLA, a US Lacrosse sanction is required for any game or event which includes the participation of international competition as detailed below.

- A. Competition within the US involving domestic and international teams: The Event Coordinator must receive a US Lacrosse sanction for any competition that features international team(s). Any competing international team must submit a sanction from its lacrosse governing body to US Lacrosse at least three months in advance of the competition. Note: It is the responsibility of the Event Coordinator to purchase insurance for all non-members through the US Lacrosse Insurance Administrator.
- B. Competition within the US involving international teams only: The Event Coordinator must receive a US Lacrosse sanction for any competition that features international team(s). Any competing international team must submit a sanction from its lacrosse governing body to US Lacrosse at least three months in advance of the competition. Note: It is the responsibility of the Event Coordinator to purchase insurance for all non-members through the US Lacrosse Insurance Administrator.
- C. Competition outside of the US involving US teams: Any participating US team must obtain a sanction to compete from US Lacrosse and the lacrosse governing body of the country in which the competition is planned at least six months in advance of the competition. Note: It is the responsibility of the Event Coordinator to contact the US Lacrosse Insurance Administrator and have 24-hour extended coverage in place for all US team members before international travel/competition is initiated. World Wide Assistance information will also be expected to be available through the Event Coordinator.
- D. Competition within the US involving US National Team(s): The Event Coordinator must receive a US Lacrosse sanction for any competition that features a US National Team. Domestic events wishing to host a US National Team exhibition, or include a US National Team in an event, must submit a detailed request to the US Lacrosse International Committee at least three months in advance.
- E. Competition outside of the US involving US National Team(s): Other nations wishing to host a US National Team exhibition, or include a US National Team in an event, must submit a detailed request from that nation's lacrosse governing body to the appropriate US Lacrosse International Committee at least eight months in advance. This requirement does not pertain to ILF and/or IFWLA-sanctioned events.

Conflict of Interest

US Lacrosse will not sanction an event in which a conflict of interest exists or appears to exist, between the event coordinator(s) and any other entity, which would damage the integrity of US Lacrosse or conflict with US Lacrosse policy. US Lacrosse will determine whether or not a conflict of interest exists.

APPLICATION FOR US LACROSSE SANCTION

US Lacrosse Chapter _____ Date Received _____
Region _____ Sanction Fee _____
Credit Card # _____
Exp. Date _____
Fee Enclosed _____
Sanction # _____

Is this a first-year event? _____ If not, what was the first year of the event? _____

Has this event ever received US Lacrosse sanction? _____ If so, what years? _____

Have there been any substantial changes to the event since it was sanctioned? _____
(If yes, please explain on an accompanying sheet)

Type of Event

_____ Local _____ State _____ Regional _____ National _____ International

Name of Event _____

Date(s) of Event _____

Site and Address of Event _____

Description of Event (number of teams, level(s) of competition, etc.; attach a separate description, if possible):

Projected Participation Profile (please provide number of participants)

Youth Players (under 19)	_____ women's lacrosse	_____ men's lacrosse
Adult Players (19 and over)	_____ women's lacrosse	_____ men's lacrosse
Coaches	_____ women's lacrosse	_____ men's lacrosse
Officials	_____ women's lacrosse	_____ men's lacrosse
Domestic Teams	_____ women's lacrosse	_____ men's lacrosse
International Teams	_____ women's lacrosse	_____ men's lacrosse

Name of Event Coordinator _____

Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ e-mail _____

I am a US Lacrosse member in good standing. I agree that the above event will be conducted according to the document, US Lacrosse Rules and Policies for Sanctioning. I assume responsibility for this event and agree to be held accountable for any irregularities that might occur. IT IS MY RESPONSIBILITY TO VERIFY THAT ALL PARTICIPANTS, COACHES AND OFFICIALS ARE REGISTERED US LACROSSE MEMBERS.

Signature of Event Coordinator Date US Lacrosse member number Exp.

Please return a signed original copy of this form, along with all accompanying documentation, to: **US Lacrosse Sanctioning Committee**, c/o US Lacrosse National Headquarters, 113 W. University Parkway, Baltimore, MD 21210

I. REQUIRED SUPPLEMENTAL INFORMATION (to be included with Application).

- 1. Total number of teams: _____
- 2. Total number of fields used: _____
- 3. Total number of games to be played: _____
- 4. US Lacrosse-member officials per game: _____
- 5. Total number of US Lacrosse member officials: Men _____ Women _____
- 6. Total number of NATA certified trainers: _____
- 7. Number of NATA trainers per field: _____
- 8. Number of ambulances on site: _____
- 9. Number of AED's on site: _____
- 10. Number of vendors and concessionaires: _____
- 11. Attach a separate list of vendors and concessionaires, including name, business address, type of business and product to be sold. In addition, each vendor must submit a certificate of insurance naming US Lacrosse and the event to be sanctioned as an Additional Insured. Each vendor must carry a general liability policy with a minimum limit of liability of \$1 million per occurrence/\$2 million aggregate, and a \$1 million Products/Completed Operations limit of liability. These certificates must be sent to US Lacrosse no more than 30 days prior to the event.

RISK MANAGEMENT

- 1. Emergency Planning: Please complete and include with this application a copy of the US Lacrosse Emergency Plan for Teams & Leagues (See Appendix E and F of the Risk Management Manual). If your event is held in multiple locations, you will need to complete one Emergency Plan for each location used.
- 2. Please review the following the US Lacrosse Risk Management Manual and ensure that your event is in compliance with the guidelines.
- 3. Transportation:
 - a) If you are contracting out transportation services to a third party operator, please provide a copy of operator's certificate of insurance naming US Lacrosse and the sponsored event as an additional insured.
 - b) If you will be handling the transportation of participants, please describe steps taken to ensure that all drivers are licensed adults, carrying appropriate limits of automobile liability insurance (minimum limit of liability \$100,000).

- c) If you will be transporting passengers in 15-passenger vans, please ensure that all drivers are experienced in handling such vehicles and are aware of the risks involved. Please see attached "US Lacrosse Vehicle Safety" article.

4. Housing: Please describe housing arrangements, if handled by the event director on behalf of the participants. Describe facility(ies), contractual arrangement with facility, and scope of arrangement (limited to rooms only, includes meals, access to recreational facilities, access to swimming pools, etc.).

5. Auxiliary events: If your competition will include any auxiliary events (parade, awards ceremony, fireworks, halftime contests, etc.) please describe, including any additional security measures taken for such events.

II. CHECK LIST

For US Lacrosse Sanctioning, the following steps are required:	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Obtain and review the Sanctioning Definition, Risk Management Manual and other accompanying resources at least three (3) months prior to the event deadline.	_____	_____	_____
2. Obtain a letter of support from your local chapter or regional affiliate of US Lacrosse and include this letter with your application.	_____	_____	_____
3. Complete the US Lacrosse Application for Sanctioning and Supplemental Application. Submit applications to US Lacrosse with the sanctioning fee of \$250. Deadlines are as follows: two months in advance of the date for standard domestic competitions; three months in advance for domestic competitions in the US involving domestic and international teams, or international teams only; three months in advance for domestic competitions involving the US National Team(s); six months in advance for competitions outside the US with the US National Team(s); and eight months in advance for international countries sponsoring an event involving the US National Team(s).	_____	_____	_____
4. For international players participating in domestic events, insurance coverage must be purchased through the US Lacrosse Insurance Plan.	_____	_____	_____
5. For events held outside the US, supplemental 24-hour accident and sickness coverage must be purchased on behalf of US Lacrosse member participants.	_____	_____	_____
6. All players, coaches and officials participating in the competition are current members of US Lacrosse.	_____	_____	_____
7. Contact the US Lacrosse membership department for pre-event membership assistance including web access.	_____	_____	_____
8. All players must wear and use proper equipment as endorsed and recognized by the US Lacrosse Rules of Play which would include NCAA, NFHA and US Lacrosse Women's and Youth rulebooks.	_____	_____	_____
9. The application must include a completed Emergency Plan for each location used for your event.	_____	_____	_____
10. Perform facility safety evaluation, as described in US Lacrosse Risk Management Manual.	_____	_____	_____
11. Written contracts must be in place for facility use (defining specific areas to be used and covered by the agreement) as well as for vendors and concessionaires. For any services contracted out to a third party (transportation, concessions, sale of alcohol, etc.) the service provider must submit a certificate of insurance showing minimum limits of \$1 million and naming US Lacrosse and the event as additional insured under their policy.	_____	_____	_____
12. Obtain proof of liability insurance from all NATA-certified Trainers.	_____	_____	_____

13. Submit copies or samples of all advertising or promotional materials that will use the US Lacrosse name or logo for approval by US Lacrosse prior to printing and distribution.
14. Contact "Positive Coaching Alliance" for information on holding a positive, sportsmanlike event for all participants.
15. Post-event responsibilities:
 - a. If a champion is crowned, please report results to US Lacrosse within 10 days of event.
 - b. For any claims or incidents that may potentially result in a future claim, please complete a "US Lacrosse Incident Report" and send to Bollinger.
 - c. If you have any comments or suggestions regarding the sanctioning process, please send them to the US Lacrosse Sanctioning Committee.