



Kettle Moraine Lacrosse Club Policy and Procedure Manual

Revised September 2015

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Note: Please read these policies and procedures, as well as the related attachments, carefully. As a participant in a Kettle Moraine Lacrosse Club program, either as a player, coach, and/or parent, you will be required to sign an acknowledgment indicating that you have read, understand, and agree to abide by the policies and procedures of the Club, including the Code of Conduct, Financial Agreement, and Authorization to Publish.

I. MISSION STATEMENT

The mission of the Kettle Moraine Lacrosse Club (“KMLC”) is to develop leadership and team skills in our youth, which will last a lifetime.

II. KETTLE MORAINÉ LACROSSE CLUB PURPOSE STATEMENT

The purpose of KMLC is to organize and promote a youth lacrosse program for children and families residing within the geographic boundaries of the Kettle Moraine School District (“KMSD”), or attending a school within the boundaries of the district, regardless of race, creed, color, nationality or disability. It is also the purpose of KMLC to provide the youth and families residing within the KMLC community with the following:

- A respect for the sport of lacrosse;
- Development and improvement of lacrosse skills;
- Physical, mental and moral development; and
- Promotion of honest game play, good sportsmanship, and fair playing time at all levels.

III. AFFILIATIONS AND REPRESENTATIONS

US Lacrosse (USL)

USL is the national governing body for amateur lacrosse in the United States. KMLC is a member of the Wisconsin Chapter of USL.

Wisconsin Lacrosse Federation (WLF)

The WLF is the State of Wisconsin’s governing body and represents to USL all local associations including Bay Valley, Madison Area Lacrosse Association (“MALA”), Milwaukee Area Youth Lacrosse Association (“MAYLA”), and Southeastern Wisconsin Lacrosse Association (“SEWLAX”). The WLF speaks on behalf of USL on all local lacrosse issues, mandates and recommendations. The WLF will coordinate referees and end of season tournaments for the lacrosse programs.

KMLC has chosen to align its policies with those of the WLF.

Southeastern Wisconsin Lacrosse Association (SEWLAX)

KMLC is a member of SEWLAX, the association in which the KMLC youth programs participate during the spring lacrosse season. SEWLAX is the governing body for the spring season and coordinates games.

Classic Eight Conference

Kettle Moraine High School is a member of the Classic 8 conference. Accordingly, KMLC's high school boys and girls' teams participate in the Classic 8 conference during the spring lacrosse season. The Classic 8 is the governing body for the spring season and coordinates games and referees.

Kettle Moraine High School (KMHS) / Community Education

As a program offered under Community Education, KMLC's policies and guidelines are in alignment with the KMHS Code of Conduct. When a difference exists, the KMHS Code of Conduct will prevail for all high school level programs. Further, as a community education program KMLC will utilize online registration and registrations will be on a first come, first served basis. Once all available slots are full, a wait list will be established.

IV. ADVISORY BOARD OF DIRECTORS FOR 2016 SEASON

The KMLC advisory board of directors is comprised of the following volunteers for the 2016 season.

Position	Name
President	Randy Race
Vice President	Jason Davidowski
Treasurer	Curtis Disrud
Secretary	Cheryl Filo
Director of Operations	Jerry Yakel
SEWLAX Representative	Jay Blazek
High School Boys Director	Michael Stefan
High School Girls Director	Devan Schuneman
Youth Boys Director	Dan Foster/Nancy Haselwood
Youth Girls Director	Kathy Ryan

Refer to the KMLC by-laws for further information regarding advisory board formation and elections.

V. PLAYERS & COACHES POLICIES & PROCEDURES

V.1 Team Definitions

KMLC will follow USL rules for registered players. The KMLC Board of Directors will determine team sizes, with the following general guidelines in mind:

- The ideal team size is between 18 and 22 players;
- Based on registrations and availability of coaches, teams may fall outside the ideal team size parameters;
- Regardless of team size, two coaches are required to field a team.

V.2 Player Eligibility

As a program offered under community education, online registration will be utilized and players will be eligible strictly on a first-come, first-served basis. Once a particular program or session is full, a wait list will be created. All players participating in the KMLC lacrosse program under USL sanction will be eligible by age base for youth programs, with an August 31 cut off date, as follows:

Youth Boys

U9 - for youth boys ages nine and below as of August 31st

U11 - for youth boys ages 10 and 11 as of August 31st

U13 - for youth boys ages 12 and 13 of August 31st,

U15 - for youth boys ages 14 and 15 as of August 31st

Youth Girls

U12 - for youth girls ages 12 and below as of August 31st

U15 - for youth girls ages 13 through 15 as of August 31st

High School Boys and Girls

Try-outs will be held for boys and girls in High School grades 9 through 12 to determine the composition of the freshman, junior varsity and varsity teams.

Special circumstances may exist for players to be moved up or down one level. Refer to the Level Change Policy below. The KMLC Board of Directors reserves the right to make any adjustments necessary to properly fill each team.

V.3 Team Formation & Composition

It is the intent of KMLC to field teams that are fair and evenly balanced. Accordingly, youth boys and girls will undergo a formal evaluation process, as discussed below, during combined practice sessions prior to the start of the season. Coaches will split the youth boys and girls into evenly balanced teams based on these assessments.

V.4 Level Change Policy

Special circumstances may exist for players to be moved up or down one level. Any moves will be based on the sole discretion of the KMLC Board of Directors. Due to the physical nature of body and stick checking at the youth boys' levels, move-ups at these levels will be made only under rare circumstances. A process has been established for those individuals whom, after the KMLC Board of Directors has made the determination, level changes will be granted, as follows:

- Once player registration is complete and the KMLC Board of Directors has determined that a specific number of players are needed to be moved up to a higher grade level in order to adequately fill a roster, an email will be sent to parents of participants who are one grade lower, or who have shown the ability to play at a higher grade level, inviting them to participate in the evaluation process for the higher grade. All younger players will be evaluated alongside the older players and will be judged based on their skill and physical ability, as described in the evaluation process below.
- Parents may also request a level change by written request to the KMLC Board of Directors with a detailed explanation of the circumstances leading to the level change request.
- The KMLC Board of Director's decision on any request is final for the current season.

V.5 Evaluation Process

The KMLC has an established process for conducting player evaluations based on objectivity and fairness. The goal of the process is to ensure all players are given a fair evaluation and players are placed at the highest level commensurate with their demonstrated abilities. The KMLC Board of Director's Evaluation Committee, made up of the KMLC Level Directors, will oversee the evaluation process and approve all team rosters. The selection process must be completed and the results posted within three days of the final tryout session. Completed evaluation forms and scores are confidential and will not be shared outside the KMLC board of directors and coaches.

Jerseys with names are not to be worn during evaluations.

Evaluation processes have been developed by age level, as follows:

Youth Boys and Girls

Evaluations are conducted in mid-to-late March. The format includes skills assessment and partial-scrimmage. The evaluation process is designed to test individual skills as well as team play. The players are evaluated on their ball control, shooting, passing and catching, game knowledge, and general athletic ability. Desire, attitude and self-control are also determining factors in evaluation and selection. Evaluators are made up of youth and high-school coaches.

Players are given scores throughout the evaluation that are tallied at the conclusion of the process. The scores are reviewed and the teams are determined, with the intent of fielding fair and balanced teams, at the sole discretion of the coaches.

High School Boys and Girls

Freshman, junior varsity and varsity teams will be determined through a try out process determined by the head coaches.

V.6 Inability to Try Out (applicable to High School level only)

Players who are unable to tryout because of health or medical reasons must notify their Level Director in writing at least 48 hours before tryouts begin. If a player is unable to finish tryouts, he/she must contact the Head Varsity Coach immediately. A player must verify his or her medical issue in writing from a medical doctor. The KMLC Board of Directors may request documentation or proof at its sole discretion. The Evaluation Committee will review each case individually and decide on a placement for that player. The Committee's decision will be based on the following:

- Past abilities of the player;
- Interviews with prior coaches;
- Severity of injury or illness, and availability to return to play within 3 weeks of the conclusion of tryouts; and
- The player's ability to play (with medical doctor approval) within six weeks from the conclusion of tryouts at the player's level.

If it is determined from the criteria above that the player will be put on the roster, a position will be left open for a period of three weeks from the end of tryouts at that level. That player, when healthy enough to resume playing, will then join the assigned team.

V.7 [Omitted.]

V.8 Equal Play Policy

KMLC is a developmental youth lacrosse league. Teams are not considered elite or elite traveling teams. Development of skills takes priority over winning games. Therefore, every player from U9 through U15 must be given fair opportunity to develop and improve his or her lacrosse skills. Fair and reasonable time must be afforded to each player. It is the coach's responsibility to assure this by using all of his/her players in all lacrosse games. Specific cases where players display attitude problems, miss practices or games, and tournament play are considered cases where the coach can make appropriate playing time decisions.

V.9 Player Ineligibility

Any person participating in the KMLC program will be ineligible and suspended for the remainder of the playing season without refund of registration fee for any of the following actions:

- Use of an assumed or incorrect name;
- Giving an incorrect age, grade, or address; or
- Inappropriate or unsportsmanlike behavior that results in a serious injury.

V.10 Player Participation Guidelines

As is the case with any team sport, participation at practices and games is necessary for the development of everyone on the team. When players miss practices and games, it negatively impacts the entire team. Accordingly, all KMLC players and parents should:

- Be respectful of other players, coaches, parents and managers' time by attending all practices and games;
- Understand that by not participating in practices or games, players are negatively affecting their teammates and coaches, and hindering development of the team;
- Communicate via email, text or phone call to the coach and/or manager PRIOR to the game or practice that you will not be attending (24 hours notice for practices, 48 hours notice for games);

Note that if a player has missed a significant number of practices where certain team plays and strategies have been developed, that player's game time may be impacted depending on the player's development and needs of the team upon the player's return.

V.11 Team Tournament or Training Activity

KMLC will fund and coordinate all regular season and pre-approved tournament and other club activities outside of the regular season. Any team activities outside of the regular season that are not pre-approved by the KMLC are not considered club activities and as such the players and teams participating in these activities cannot represent themselves as KMLC nor wear their KMLC uniforms.

V.12 Coaches

A coach is responsible for the operation and conduct of his or her team. The coach is responsible for teaching lacrosse skills and developing players socially, morally, psychologically and physically. All coaches report directly to the KMLC Board of Directors. Coaches' responsibilities include:

- Selection of a team manager, informing the manager of his or her responsibilities and ensuring that these duties are carried out throughout the season.
- Communicating regularly with parents and players. A parent-coach meeting is to be held no later than two (2) weeks after the team has been formed. Have written team rules and discuss them with the parents at the meeting.
- Review with parents and players the KMLC Code of Conduct pledge. Also cover the proposed budget and tournament schedule along with any other pertinent information.
- Enforcement of common rules regarding the care of equipment and facilities, which include the following: 1) restraining players from damaging the fields and property; 2) cleaning fields of all debris such as water bottles, pop bottles, etc.; 3) safeguard all facilities and equipment utilized; and 4) return any KMLC equipment and jerseys in good condition to the Equipment Director immediately following the season.
- The coach must establish and maintain a team discipline policy.
- Coaches should first try to resolve disciplinary issues themselves. If the coach is unable to resolve an issue, the following meetings should occur: 1) parent and coach; 2) parent, coach, and the appropriate Level Director; and 3) a meeting before the KMLC Board of Directors.
- When a player is disciplined, the coach should fairly inform the player of the reasons for the consequence before leaving the field. Matters of discipline should be discussed privately between the player and the coaches and be kept confidential.
- Team coaches will maintain a minimal medical supplies inventory. If no emergency medical personnel are available, the coach or his/her assistant should call 911 for further medical support. In the event a parent is not present, attempts will be made to contact a parent, who will have the final determination regarding medical care.
- Coaches will refrain from the use of all tobacco products and controlled substances during game and practice situations. Coaches will also refrain from the use of alcoholic beverages prior to and during games and practice situations.
- A coach who continually violates the KMLC guidelines shall: 1) first meet with the appropriate Level Director; 2) if there are no improvements, the coach personally meets with the Level Director and the KMLC Board of Directors.

V.13 Coaching Certifications

All coaches are REQUIRED to have the following prior to their first practice:

- KMSD background check;
- US Lacrosse membership number;
- All contact information, including phone and email, on file with KMLC's registration website;
- A KMLC equipment/net key; and
- US Lacrosse Certification – youth coaches Level 1 and HS coaches Level 2.

V.14 Team Managers

The team manager is the liaison between the team's coaches and parents. The manager will support the coaching philosophy of the team in order to foster good communications among all participants and will generally manage the business of the team along with any responsibilities the coach may assign.

V.15 Uniform

Each player will purchase an official uniform including jerseys and shorts. The official uniform must be worn at all games, scrimmages and tournaments. Navy helmets with gold visors are recommended at the youth boys level and are mandatory at the high school level.

V.16 Required Equipment

Equipment requirements are set by USL and WLF, as described below.

Required Equipment – Boys

- Lacrosse helmet;
- Colored mouth guard;
- Arm guard and shoulder pads;
- Supporter with cup is highly recommended;
- Lacrosse gloves; and
- Boys' lacrosse stick.
- Goalies are required to have a throat guard and chest protector, which will be provided by KMLC.

Required Equipment – Girls

- Eye guard / goggles;
- Colored mouth guard; and
- Girls' lacrosse stick.
- Goalies are required to have a lacrosse helmet, gloves, throat guard, chest protector, and a goalie jersey.

At the beginning and end of each lacrosse season, the Equipment Director will conduct an inventory on the following items: ball bags, goalie equipment, cones, stop watch, scoreboard, and any and all equipment issued to a coach.

KMLC will supply goalie equipment consisting of a throat guard, stick, shin guards and chest protector. Other equipment may be provided to teams as determined by the KMLC Board of Directors. Minor repairs of KMLC owned equipment is the responsibility of KMLC. The Equipment Director should be contacted if major repairs or replacements become necessary.

VI. HEALTH & SAFETY POLICIES AND PROCEDURES

VI.1 Substance Abuse

(Note that this Substance Abuse Policy mirrors that of the Wisconsin Interscholastic Athletic Association and is included within the Kettle Moraine High School Code of Conduct. This policy will apply to all youth, middle school, and high school lacrosse programs. The club reserves the right to assess additional penalties on top of the Athletic Director if deemed necessary.)

Any student found to be possessing, attempting to possess, using, manufacturing, distributing, dispensing, or being under the influence of illegal drugs, abusive use of inhalants, legal drugs, other controlled substances, lookalike drugs, drug paraphernalia, alcohol, and/or tobacco products shall be suspended from participation in any co-curricular activity and interscholastic activities.

VI.2 Sexual Harassment

The KMLC is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. The KMLC prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of KMLC to sexually harass, through conduct or communication of a sexual nature, any child or member of KMLC. It shall be a violation of this policy for any player or member of KMLC to sexually abuse any child or member of KMLC.

The Board of Directors of KMLC will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and will discipline any member or player who sexually harasses or sexually abuses a child or other member of this organization.

The following, although not an all-inclusive list, will constitute sexual harassment and/or abuse:

- Any sexual physical contact with a minor;
- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the

case of minors, any sexual advances or sexual conduct will be considered harassment and/or abuse;

- Written contact, which includes but is not limited to sexually suggestive or obscene notes, drawings or letters;
- Verbal contact, which includes but is not limited to sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics;
- Physical contact, which includes but is not limited to any intentional pats, squeezes, touches, pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts;
- Sexual blackmail, which includes but is not limited to sexual behavior to control another member's placement on a team or to a coaching position.

VI.3 Physical Abuse

Physical abuse is any physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a lacrosse skill. Permitted physical conduct may include, but is not necessarily limited to, shooting balls at a goalie, demonstrating checking and other lacrosse skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

VI.4 General Harassment, Verbal Abuse, and Bullying

Harassment can take many forms and can occur at any KMLC activity or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the KMLC at other locations. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, disability, athletic ability or other characteristics.

VI.5 Reporting Procedures for Victims of Sexual Abuse, Physical Abuse, General Harassment, Verbal Abuse or Bullying

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse, or any other form of harassment or bullying by any member of KMLC, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of KMLC or any other board member.

The KMLC Board of Directors shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of KMLC pending the completion of an investigation of an alleged sexual, physical or verbal abuse. Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately

authorize an investigation of the incident. KMLC Board members or a third party designated by the KMLC Board of Directors may conduct the investigation. A third party may include Law Enforcement or Social Services Personnel. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of KMLC. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all KMLC programs.

VI.6 Injuries and Medical Conditions

Injuries and medical conditions are not to be taken lightly. If there is any question as to the seriousness of an injury or medical condition, immediate arrangements for medical attention must be made by the team representatives or the parents.

When a KMLC player has been injured or has been diagnosed with a medical condition, it is the responsibility of the parents to inform the team manager or coach. When the injury or medical condition prevents the player from participating in team practices or a game, a medical notice with a doctor's signature will be required prior to the player returning to active participation.

In the case where an injury or medical condition requires admittance to the hospital, the coaches should be notified immediately.

If there is a question about whether an occurrence should be reported, the Director can and should help with the decision. The appropriate forms must be filed. The team manager should contact the parents and give them information about claiming the incident to Bollinger Insurance- US Lacrosse membership benefit.

VI.7 Concussions

A concussion is a serious head injury with potential long-term ramifications and side effects if not treated accordingly. There is a lot of information on concussions readily available, including the Wisconsin Interscholastic Athletic Association's Concussions web site at <http://www.wiaawi.org/Health/Concussions.aspx>.

The KMLC takes concussions very seriously and will follow the guidelines set forth by the Wisconsin Department of Public Instruction (http://sped.dpi.wi.gov/sped_tbi-conc-guidelines) Section 118.293 of the Wisconsin Legislative Statutes.

All KMLC coaches are required to be familiar with this information and will follow these guidelines. The KMLC, at all levels, will adhere to precautionary judgment regarding concussions and utilize the general guideline of "When in doubt, sit them out".

VI.8 Infectious Diseases

A player who is bleeding, has an open wound or has any blood on his/her uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After the bleeding is under control (clean and covered as appropriate) and after all blood on the

uniform is treated appropriately, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

VI.9 Weapons

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) {weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten} will result in immediate suspension from all team activities. The suspension must be immediately reported to the KMLC Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the KMLC program.

VII. OPERATIONAL POLICIES AND PROCEDURES

VII.1 Criminal Background Checks

All adults involved with KMLC activities shall authorize the KMSD or USL to perform a criminal history background check every two years to determine whether the signer is the subject of any reported criminal conviction.

VII.2 Enforcement

As elected members of the KMLC Board of Directors, we as a Board will uphold and enforce all of the policies, procedures and guidelines that are contained in this document. If a situation occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the KMLC Policy and Procedure Manual, and in accordance with the USL Handbook. As elected board members, we are obligated to report any type of situation, good or bad, which has occurred within our Association. Each month that a regular board meeting is held, each Director is required to provide a report to the members of the Board.

VII.3 Registration

All players must be registered with USL prior to participation in any KMLC activity. Any player that participates must complete a KMLC online registration, concussion waiver, financial waiver, website authorization and parent/player Code of Conduct.

Upon completion of registration, the registrar shall immediately give the Level Director a completed list of each player's team designation. This is so that the Level Director may determine how many teams can be fielded for the season.

VII.4 Fundraising

KMLC has the option of initiating mandatory fundraisers. Any team wishing to conduct its own fundraising efforts must receive prior approval from the KMLC Board of Directors BEFORE the fundraiser is promoted or held.

Should the Board approve fundraising opportunities, the Board may request that a percentage of the fundraising profits be donated to KMLC itself or allow proceeds to be directly used to cover the costs of team or individual fees.

VII.5 Equal Opportunity

The KMLC seeks to provide an equal competitive opportunity taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, administrators and officials consistent with the requirements of the Amateur Sports Act of 1978. KMLC does not discriminate on the basis of race, color, religion, sex, age or national origin.

VII.6 “Culture Keeper”

The Positive Coaching Alliance stresses the importance of “honoring the game” and good sportsmanship and recommends the appointment of a “Culture Keeper” to help reinforce those attributes. Each KMLC team will designate a parent to be the team’s unofficial “Culture Keeper”. The role of the Culture Keeper is described in Exhibit A to this manual. The Culture Keeper will help the coaches and players “honor the game” of lacrosse and will maintain positive sportsmanship among players, coaches, and all spectators. Further, all parents and other spectators at games are expected to abide the requests of the team’s Culture Keeper or may be asked to exit the field or premises.

VII.7 Discipline

KMLC will follow USL, WLF, and KMSD guidelines regarding mood altering chemicals and misconduct. Any player, parent, or member of the coaching staff, who during the season engages in fighting, violence or any form of intimidation or abusive language or who receives a major or misconduct penalty for fighting or two unsportsmanlike penalties in one game, will be assessed penalties as follows:

- *First Violation Penalty* - The player or person in violation shall lose eligibility for the remainder of the game in which expelled and the next scheduled league or exhibition game;
- *Second Violation Penalty* - The player or person in violation shall lose eligibility for the remainder of the game in which expelled and the next two scheduled league or exhibition games; and
- *Third Violation Penalty* - The player or person in violation shall be expelled from attending the remainder of the season’s practices, games, tournaments, and scrimmages as well as any other KMLC sponsored events.

If a coach, player, parent or other spectator is suspended, an appeal may be made to the KMLC Board of Directors and if the circumstances are warranted, the KMLC Board may reinstate the individual. All appeal decisions are made by the KMLC Board and are final.

The coach and director are the individuals responsible for informing the player of the violation and penalty. The Level Director is responsible for informing the coach of the violation or penalty. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or coaches, the penalties can be compounded. If an incident is determined by the meeting of the coach and director to be too severe, the incident will be brought directly to the KMLC Board and more severe penalties may be administered up to and possibly including removal from KMLC.

VII.8 Grievance Procedures

Players and Parents

In the event a player or parent has a complaint regarding an incident or possible infringement of KMLC and/or USL policies, the parent or player may file a formal grievance. The grievance should be filed 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, the following guidelines will be utilized:

- Any individual with a grievance not previously resolved in a personal conversation with the Head Coach shall present a signed and dated letter, detailing the incident to the Head Coach. The Head Coach shall respond within 2 days of receipt of the grievance. The Head Coach will schedule a meeting, which will include the individual that submitted the grievance and a KMLC Board member or high school athletic director, at a time convenient for all parties. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The KMLC Board Member shall keep and submit a copy of the original grievance and notes from the meeting to the appropriate Level Director.
- In the event a resolution is not achieved at the meeting indicated in Step 1, the KMLC board member will forward the grievance to the entire Board of Directors. Minutes detailing the outstanding issues will be sent within 2 days of the meeting. The Board of Directors shall schedule a meeting with the Head Coach, the individual’s parents, and the individual that filed the original grievance within 1 week of receipt of the grievance. The secretary shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issue letter and notes from this meeting.
- Resolutions reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. Every effort will be made to process a grievance within 15 days.

Coaches

In the event a coach has a complaint regarding an incident or possible infringement of KMLC and/or USL policies, the coach may file a formal grievance. The grievance should be filed 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, the following guidelines will be utilized:

- Any Coach with a grievance not previously resolved in a personal conversation with the individuals shall present a signed and dated letter, detailing the incident to the Player and their Legal Guardian. The Player and their Legal Guardian should respond within 2 days of receipt of the grievance. The Head Coach will schedule a meeting, which will include the Player, their Legal Guardian and a Board Member within 2 days of the response. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The board member shall keep and submit a copy of the original grievance and notes from the meeting the Board of Directors.
- In the event a resolution is not achieved at the meeting indicated in Step 1, the grievance will be forwarded to the Board of Directors along with minutes detailing the outstanding issues. The Board of Directors shall schedule a meeting with the Head Coach, the Player, their Legal Guardian and the high school Athletic Director (HS only) within 2 days of receipt of the grievance. The secretary shall keep detailed notes of this meeting and submit a copy of the original grievance letter, outstanding issues and notes from this meeting to the KMLC Board of Directors and KMSD Athletic Director (HS only).
- Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. In no event shall the grievance process exceed 15 days. It is within a coach’s rights to pursue disciplinary action on any incident the coach believes breeches the Code of Conduct Policy. Action may be taken on-site to remove the offending party from the viewing and/or game area with a follow up written report submitted to the KMLC Directors explaining the incident. If merited, disciplinary action will be taken as detailed in the discipline policies in this manual. The decision of the Board is final and cannot be appealed.

VIII. FINANCIAL POLICIES AND PROCEDURES

The following financial policies and procedures will be utilized by KMLC:

1. KMLC will maintain individual accounts for each family through the KMLC League Athletics Website.
2. Bill payment and reimbursement expense requests will require receipts before the KMSD will make payment.

3. Any team wishing to conduct its own fundraising efforts must receive prior approval from the KMLC Board of Directors BEFORE the fundraiser is promoted or held. Should the Board approve fundraising opportunities, the Board may request that a percentage of the fundraising profits be donated to KMLC itself or allow proceeds to be directly used to cover the costs of team or individual fees.
4. At the time of registration for any KMLC program, all outstanding balances in family accounts must be paid in full before any player in that family will be accepted. Fees for registration are set each year according to the KMLC budget. Fees may increase or decrease as deemed necessary by the Board to maintain a financially sound association.
5. KMLC will assess a late fee, as set by the Board each year, for any registrations filed after the last day of published registrations. Exceptions will be made only for players who have moved into the Kettle Moraine area more recently than one month prior to the last registration or for players waived in from another association. Mail in registrations must be postmarked by the last day of published registration.
6. Members who are not current with their KMLC account will not be allowed to participate in any KMLC activities until their account is made current. The team coach and the family will be notified of the suspension. Any players suspended due to behavior or violation of KMLC policies will still be responsible for payments accrued during the suspension.
7. Charges can and will be assessed to teams or individuals for damaged equipment, equipment not returned, or damage to any KMLC property, buses, or the property of another association. KMLC assumes no financial responsibility for property damage incurred by any player, parent, or coach.
8. Refunds or partial refunds will be granted after the registration deadline and up to the first practice/tryout. After the first practice or tryout, no refunds will be given. All refunds are subject to the following conditions:
 - ALL KMLC equipment has been returned to KMLC in good condition;
 - Any outstanding amounts due to KMLC will be subtracted from the refund; and
 - Any fund-raising monies previously received and not submitted will be subtracted from the refund.

NO refunds, after registration, of any type will be given to ANY family until the KMLC Board of Directors has approved it.

IX. ACKNOWLEDGEMENTS

In addition to the policies and procedures prescribed in this manual, all coaches, players, and parents are expected to abide by the following KMLC policies, and by signing the acknowledgement below, you are indicating your acceptance of these policies:

1. KMLC Code of Conduct, which is attached as Exhibit B;
2. KMLC Youth and/or High School Financial Agreement, which are attached as Exhibits C and D; and
3. KMLC Authorization to Publish Information, which is attached as Exhibit E.

Exhibit A – Role of the Culture Keeper

Many PCA partner organizations and coaches appoint official “Culture Keepers” to help reinforce Honoring the Game as a paramount value in their organizations and teams. However, any parent can serve as an unofficial Culture Keeper. This document describes the role of a Culture Keeper.

A *Culture Keeper* helps shape the culture of a youth sports team and/or organization. Culture is simply “the way we do things here.” The bedrock of a positive youth sports culture is Honoring the Game.

A *Positive Youth Sports Culture* involves not only the coaches and athletes, but also parents and fans. That’s where you come in. The Culture Keeper’s job is to spread the word about Positive Coaching to parents and fans on the sidelines. Here’s how:

- Become familiar with the three principles of Positive Coaching (*Honoring the Game*, *Redefining Winner*, and *Filling the Emotional Tank*).
- Read PCA material and check out the PCA web site www.positivecoach.org for more information.
- Ask the coach about anything you don’t understand. In particular, memorize the elements of Honoring the Game (ROOTS) which includes respect for:
 - ❖ **R**ules
 - ❖ **O**pponents
 - ❖ **O**fficials
 - ❖ **T**eammates
 - ❖ **S**elf
- Get to know other parents on the team at the beginning of the season. Talk with them about your role early on and ask for their support on the sidelines during games. Make sure they have seen the PCA Parent Letter and ask if they have any questions about it. If they haven’t, give them a copy.
- Model the Behavior You Want to See. Parents pick up on each other’s behavior. If you harp at officials, others will be more likely to do the same. If you are calm and focused, it will be easier for them to act like you.
- As the season progresses, continue to keep the idea of Honoring the Game alive with all the parents.
- Welcome new families to the program and let them know up front “How we do things here.”
- Give occasional pre-game talks to the fans on the sidelines. Remind everyone to “Honor the Game”, support all the athletes and to have FUN!

- Be visible on the sidelines. Wear an “Honor the game” button to games and carry Honoring the Game cards and stickers with you to give to parents (Available from PCA’s on-line store at www.positivecoach.org or call toll free 866-725-0024).
- Take the lead and demonstrate to others how to Honor the Game. Acknowledge those participants “doing it right.” People tend to do what gets rewarded – so thank those who Honor the Game.

How to intervene when parents fail to Honor the Game

In spite of your work to help establish a Positive Coaching culture on the sidelines for your league or team, parents will occasionally step over the line because none of us is totally rational about our own children.

If parents get upset about calls made by officials or act in any way that doesn’t Honor the Game, you can help reinforce a Positive Coaching culture by how you interact with them. Here are some guidelines for intervening with other parents on your team who dishonor the game (Note: we don’t recommend that you intervene with parents from the opposing team as this can quickly lead to an escalation which is the opposite of what you are trying to do as Culture Keeper).

Step 1 - Non-verbal Approach: When an adult first misbehaves, hand him an Honoring the Game card or sticker. Nothing need be said at this point. You simply hand a card or sticker to the person. Many times this is all that is needed.

Step 2 - Gentle Approach: Sometimes a non-verbal approach doesn't do the job. Then address the misbehaving adult in a gentle way. You might say, “You seem pretty upset.” This will often get them talking to you rather than screaming at the official. You can then remind them that we respect the official even if we disagree with a call. Continuing in a gentle vein: “You may be right about that call being incorrect, but in this organization/on this team, we Honor the Game and show respect to officials even if they are wrong.”

Step 3 – Calm and Assertive Approach: Sometimes a person will not respond to gentle interventions. In these cases you need to be clear about how you feel about this person's bad behavior and what is expected. Yet stay calm. To paraphrase Rudyard Kipling: “If you can keep your head while all around you others are losing theirs...you’ll get better results”. Getting upset at parents who are already upset may only add fuel to the fire. Be firm but calm. And if you can’t be calm, then be as calm as you can be.

Here are some things you can say if Step 1 and 2 haven’t worked:

- “Remember we want to set a good example for our kids and Honor the Game.”
- “That’s not the way we do things here in this organization/on this team!” Yelling at the official is not Honoring the Game.”
- “It’s not okay to act like that here.”
- “That kind of behavior has no place here.”

Stand back from the person so that you don't threaten them by invading their personal space. You want to let them know their behavior is not acceptable, but not escalate this into something even worse. Do not put yourself at physical risk. If the person becomes abusive or continues to act inappropriately, do not retaliate physically or verbally. Simply withdraw and contact an official (either a board member or administrator of the organization, or the on-field referee) and tell him or her what is happening so appropriate action can be taken.

Final Word: Don't forget to enjoy the season. It's going to be a great one!!

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Exhibit B – KMLC Code of Conduct for Players, Coaches, and Parents

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and the following six core principles:

- 1) Trustworthiness;
- 2) Respect;
- 3) Responsibility;
- 4) Fairness;
- 5) Caring; and
- 6) Good citizenship.

The highest potential of sports is achieved when competition reflects these "six pillars of character." Accordingly, all coaches and parents must agree to abide by the following KMLC Code of Conduct and acknowledge such agreement in writing.

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team. I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action as outlined in the KMLC Policy and Procedure Manual.
18. I agree to abide by the requests of the teams' Culture Keeper and understand that by not following the request of the Culture Keeper I may be asked to leave the field or premises.

Exhibit C – KMLC Youth Financial Agreement

KM Lacrosse Club Youth Financial Agreement

The Kettle Moraine Lacrosse Club will receive no money from tax dollars or any funds from the school, the player's fee must cover any and all expenses incurred by the Lacrosse team.

Registration fees will cover the following expenses: game referees, goals, balls, field marking equipment, coach expenses, and transportation costs and operating costs.

Further anticipated costs that will be the responsibility of each player may include, but may not be limited to, all personal equipment required to play lacrosse, uniform, spirit wear, equipment bag, and hotel and transportation costs for any possible overnight trips and/or the State Tournament.

Expenses for the 2016 season have been estimated and the cost per player has been set at \$ 230 (U11-U15 boys) and \$ 180 (U9) & (youth girls). If any unforeseen expenses are incurred, fundraising efforts will be made to cover them before assessing an extra fee to each player. However, if you choose not to participate in these efforts, you may be assessed your portion of the expenses.

If a player withdraws from the team prior to the first practice he/she will be reimbursed the registration fees (less any uniform costs and administrative costs). For a withdrawal after the first practice the following guidelines will apply:

1. If a player quits the team by his/her own choosing or is removed for disciplinary or other reasons, he will not qualify for any reimbursements.
2. If a player has incurred a "season-ending" injury or illness, as determined by a physician, he/she will be reimbursed the prorated fees for the number of weeks missed based on the length of lacrosse season. It is the parents or guardians responsibility to notify in writing an injury to the coach and trainer, with documentation from licensed medical personnel.

We understand and acknowledge our responsibility and agree to pay the fees as determined by the Kettle Moraine Lacrosse Club.

Exhibit D – KMLC High School Financial Agreement

KM Lacrosse Club H.S. Financial Agreement

The Kettle Moraine Lacrosse Club will receive no money from tax dollars or any funds from the school, the player's fee must cover any and all expenses incurred by the Lacrosse team.

Registration fees will cover the following expenses: game referees, goals, balls, field marking equipment, coach expenses, transportation costs and operating costs.

Further anticipated costs that will be the responsibility of each player may include, but may not be limited to, all personal equipment required to play lacrosse, uniform, spirit wear, equipment bag, and hotel and transportation costs for any possible overnight trips and/or the State Tournament.

Expenses for the 2016 season have been estimated and the cost per player has been set at \$385. If any unforeseen expenses are incurred, District approved fundraising efforts will be made to cover them before assessing an extra fee to each player. However, if you choose not to participate in these efforts, you may be assessed your portion of the expenses.

If a player withdraws from the team prior to the first practice or tryout she/ he will be reimbursed the registration fees (less any uniform costs and administrative expenses). For a withdrawal after the first practice or tryout, the following guidelines will apply:

1. If a player quits the team by his/her own choosing or is removed for disciplinary or other reasons, he will not qualify for any reimbursements.
2. If a player has incurred a "season-ending" injury or illness, as determined by a physician, he/she will be reimbursed the prorated fees for the number of weeks missed based on the length of lacrosse season. It is the parents or guardians responsibility to notify in writing an injury to the coach and trainer, with documentation from licensed medical personnel.

We understand and acknowledge our responsibility and agree to pay the fees as determined by the Kettle Moraine Lacrosse Club.

Exhibit E – Authorization to Publish Information

Kettle Moraine Lacrosse Club Website

PLAYER AND PARENT/GUARDIAN AUTHORIZATION TO PUBLISH INFORMATION

Unless indicated otherwise in writing, I authorize the Kettle Moraine Lacrosse Club to publish materials, including names, scores, images and other similar documentation, regarding my son and/or daughter on the Kettle Moraine Lacrosse Club website and in other written publications.

The KM Lacrosse website is not sponsored by the Kettle Moraine School District.

I understand that such publication will give unknown persons unlimited access to this information, and that the KM Lacrosse Club will not control who has access to the information being used. The KM Lacrosse Club shall be authorized to publish this information on its website until I provide the Registrar of KM Lacrosse with written notice revoking this authorization.

.....
Cut along dotted line and return signed form to your coach

Kettle Moraine Lacrosse Club Policy and Procedures Acknowledgment

I have read the Kettle Moraine Lacrosse Club's Policies and Procedures Manual, along with the related policies (Code of Conduct, Financial Agreements, and Authorization to Publish Information), understand the terms and conditions therein, and understand and agree to abide by my duties and obligations as a coach, player, or parent representing the Kettle Moraine Lacrosse Club.

Division: _____ Team Name: _____

Name (Print): _____

Signature: _____ Date: _____

Coach's Name (print): _____

Signature: _____ Date: _____