

Guide to starting and running a youth lacrosse organization

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Introduction

This document is a guide on how to establish and run a lacrosse organization.

It contains numerous links to websites as well as documents in MS Word, Excel and PDF formats.

For a PDF reader, [click here](#)

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1. Finding Lacrosse Players

Establishing an organization for boys and girls clearly starts with finding boys and girls that might be interested in playing lacrosse and there's probably no better way to get them interested than by getting a stick in their hands and introducing them to the basics in a clinic.

When

Clinics are held in the off season (June-January) but probably the best time for a start up organization to have a clinic is in September just after school starts. This gives the organization time to introduce the sport, perhaps follow up with a fall ball camp and have a pre-registration meeting with the players and parents in late September/early October which coincides with most leagues' spring registration period.

In our experience a clinic is best held during the weekend. In cities where soccer may be big, a Sunday afternoon generally is when there are fewer conflicts with soccer.

Where

Once a date and time has been established secure a field for the clinic ideally one the size of a football or soccer field. There are various sources of play fields in a community – City/community fields, school fields (public and private) and other (churches, private organizations). Plan to secure the field for about 2.5 hours.

Equipment

At a minimum one needs sticks and balls for a clinic and ideally lacrosse goals. If your club decides to hold a **free** clinic, plan to borrow sticks and goals from nearby lacrosse clubs or contact your local chapter of US Lacrosse (In northern California – [The NorCal Chapter of US Lacrosse, Inc.](http://www.norcalchapterusl.org) or president@norcalchapterusl.org) or Lacrosse league (www.ncjla.org). US Lacrosse also offers equipment grants (<http://www.uslacrosse.org/TopNav2Right/ProgramsGrants/EquipmentGrants.aspx>)

Alternatively some clubs charge a nominal fee for the clinic and give each player a stick and a ball to keep. Sticks, balls, goals and other equipment can be purchased from local suppliers such as Lacrosse Fanatic (<http://www.lacrossefanatic.com>), Sling It! Lacrosse (<http://www.slingitlax.com>) as well as online suppliers such as Lacrosse Monkey (<http://www.lacrossemonkey.com>), Lacrosse Unlimited (<http://www.lacrosseunlimited.com>), Lax.com (<http://www.lax.com>), Stickhead lacrosse (<http://store.stickheadlacrosse.com>), LaxWorld (<http://www.laxworld.com>), Dick's Sporting Goods (<http://www.dickssportinggoods.com/category/index.jsp?categoryId=711658>) Sports Stop (<http://www.sportstop.com>) and Girls Lacrosse Gear (<http://www.girlslacrossegear.com>)

Coaches

If your organization does not have someone who has played and/or coached lacrosse, contact your local chapter of US Lacrosse (In northern California – [The NorCal Chapter of US Lacrosse, Inc.](#) or president@norcalchapterusl.org) or find [nearby clubs/lacrosse programs](#) that could assist. Also contact your local high schools, university/college and post-collegiate lacrosse clubs/teams.

Clinic Budget

Prepare a budget for the clinic and determine how to finance it. Items to consider – field rental; purchase of balls, goals, sticks; clinic T-shirts; shipping/transportation expense for loaner sticks and goals; clinic insurance; flyer printing.

Advertise the clinic

Prepare and distribute flyers through schools, religious organizations, youth organizations, e.g., boy and girl scouts, boys and girls clubs, youth sports practices and games, and sports shops. Note some schools require pre-approval of announcements. Some local newspapers will put in announcements for no charge.

In the flyer, note the date, start time, end time, location, how to register (online/walk in), fees, if any, contact name with phone number and/or email address and what the participant should wear (athletic clothing) and bring (water).

Registration information, medical release and clinic insurance

Before each clinic it is important that your club takes reasonable precautions to protect itself should a player get accidentally hurt. Regardless of the type of registration (online or paper) organizations should require a parent to provide medical contact information and sign a release for each participant (Example – [Clinic registration and medical information and release form](#))

Clinic insurance is available through Bollinger at <http://www.bollingerlax.com/CartV1/LAXOneDayClinics.aspx>.

Collecting and collating participant contact information is critical to being able to follow up with the participants and their parents at a later date. For clubs just starting out, putting the information on a spreadsheet is a good place to start. However if there is time and funds available establishing online registration through an existing web based platform will save time in the long run. See [Chapter 7](#) for website options.

Demo teams

If there are local high schools, college/university and post-collegiate teams in your geography, contact them to determine if they might be able to participate in the clinic as coaches but also hold a short demonstration scrimmage so prospective players and parents can see what the game looks like at higher levels.

The day of the clinic

Plan to set up at least a half an hour before the start of the clinic. Bring first aid kit, water, ice, name tags, markers, sticks, goals, balls, check in list(s), extra contact/release forms, number of local police, ambulance and printed directions to the nearest hospital.

Plan to review the day's operations with your coaches and volunteers with an emphasis on SAFETY and fun – [Example](#)

Plan the clinic's activities and bring materials; Most clinics divide kids into small groups by sex and age and have them rotate through stations where skills are demonstrated, taught and then practiced – [Example](#).

While the kids are having fun with the coaches your president or key organizer should talk to the parents about the lacrosse and your program – [Example](#).

Post clinic

Plan to have a follow up/organizational meeting with the parents of the players who attended the clinic to get their support and involvement in building the club.

Ask parents to review the [Parent's Guide](#) prior to the meeting so they can get better understanding of the sport. Encourage them to read the [Youth Rules & Best Practices Guidebook for Boys](#) and [Youth Rules & Best Practices Guidebook for Girls](#).

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2. Finding and developing coaches

Finding and developing excellent lacrosse coaches is one of the keys to a successful program.

a. Finding lacrosse coaches

Experienced lacrosse coaches on the west coast are not always easily found. Your club may have to find experienced lacrosse players interested in becoming a lacrosse coach or educating current coaches of other sports to transition to coaching lacrosse or in some cases working with interested parents who have neither played lacrosse nor coached a sport.

A good place to start is with lacrosse coaches in the area who might know other coaches that might be interested in coaching a team. Check with local post collegiate clubs, universities, colleges and high schools. LAX Power is a good starting point to find out if there are nearby lacrosse programs in your geography - <http://www.laxpower.com>. Many of the [Chapters of US Lacrosse](#) have local league and club listing.

A search of **resumes** on [Craig's list](#) for your or a nearby city using "lacrosse" as a key word.

One can advertise for open positions ([Advertising for lacrosse coaches](#)).

Contact other sports organizations in your city such as football, basketball and soccer to see if they will send out an informational notice that your club is looking for coaches who might be interested in coaching another sport.

Letters to local brokerage houses may turn up ex-players who would have time to coach.

b. Interview questions for a lacrosse coach

The following document has a list of suggested questions for interviewing an experienced lacrosse coach – [Interview questions for a lacrosse coach](#).

c. Training & Resources

Every youth lacrosse club should aspire to have [Certified lacrosse coaches](#). This means that a coach has completed the following – Level 1 (or 2) online course, Level 1 (or Level 2) lacrosse clinic, PCA training and a background check.

US Lacrosse is the best place to start since they offer classes and materials to the novice as well as experienced lacrosse coach.

i. Lacrosse specific training & materials

US Lacrosse provides a wealth of information and training on how to become a lacrosse coach. Start with the [Coaches Page](#) on the US LAX website.

US Lacrosse offers [Level 1 and Level 2 online courses](#) as well as [Instructional clinics](#). One of the benefits of completing these courses is the life time access to various, drills, skills and other coaching material.

US Lacrosse has developed a [Physical Education Lacrosse Curriculum](#) is a teacher's training manual with units and materials for elementary (grades 4-6), middle school (grades 7-8) and high school students.

The [US Lacrosse National Convention](#) is an outstanding venue to experience "the largest educational and networking opportunity in the sport of lacrosse."

The CA Lacrosse Convention is a great local opportunity to learn from some of the best coaches in Northern California and invited speakers.

Lacrosse related books and multi-media products can be found on the [US Lacrosse Store](#). If your club has volunteer coaches who have never played lacrosse, [Coaching Youth Lacrosse](#) and either [Baffled Parent's Guide to Coaching Boys Lacrosse](#) or [Baffled Parent's Guide to Coaching Girls Lacrosse](#) are good starting points.

[Sports Nation](#) has lacrosse videos.

ii. PCA

US Lacrosse and the NCJLA are proponents of the principals of the Positive Coaching Alliance which they state as "Train youth and high school sports coaches to become Double-Goal Coaches®, whose first goal is winning, and whose second, more-important goal is teaching life lessons through sports." Jim Thompson, founder of the Positive Coaching Alliance, explains the concept of [Double Goal Coaching](#).

The NCJLA requires that all coaches complete a PCA course at least once every three years. The NCJLA sets up PCA workshops before the season in various northern CA locales. Check the master calendar on the [NCJLA website](#) for dates, times and locations. Alternatively, coaches can complete the [online PCA course](#).

iii. Internet

The online site Kudda has some great videos of drills covering all aspects of the game for both boys and girls ([Kudda Boys Lacrosse](#); [Kudda Girls Lacrosse](#)). Coaches use them as a reference tool and often will send specific links for drills to players for review prior to a practice.

[YouTube](#) also has a wide range of video clips but requires time to pick through the chaff to find the gems.

[LaxCoachMike.com](#) is an online service dedicated to lacrosse coaching information.

[LaxPlayBook.com](#) has drills and tactical play examples.

iv. Books/multi-media – Coaching & sports psychology

There are numerous excellent non lacrosse specific books and multi-media materials that coaches will find useful. Although some authors' perspectives are from coaching at the collegiate or professional level, many of their points can be successfully utilized in youth sports so long as the youth coach recognizes the [difference between youth sports and professional sports](#) as espoused by Jim Thompson.

Below is a selected list –

[Positive Coaching: Building Character and Self-Esteem Through Sports](#), Jim Thompson.

[Wooden on Leadership: How to Create a Winning Organization](#), John Wooden
[The Psychology of Coaching Team Sports: A Self-Help Guide](#), Larry M. Leith

v. Club training

As your club expands its number of experienced coaches, it might consider holding internal training sessions for new coaches. See the [Pleasanton Lacrosse Club's coaches' clinic](#).

d. Pre-Season check list

Provide a pre-season checklist to your coaches so they know what is expected and by when. The following is an example of a pre-season checklist for a Head Coach position (paid) – [Pre-season check list](#)

The NCJLA currently requires that all coaches be members of US Lacrosse through the end of the season, complete the level 1 Online course, have completed a PCA course within the past 3 years and pass a background check (which is explained in [US Lacrosse's Criminal Background Check Policy Recommendation](#)).

To become a member of US LAX one starts at the [US LAX membership page](#).

US LAX online and PCA online courses are covered above.

Background check options vary in ease and cost.

US Lacrosse and the NCJLA recommend the [National Center for Safety Initiatives](#). Be sure to check with US LAX for the latest discount code. There is a one time set up fee (\$75.00) and a per coach background check fee of \$21.25 for active/current members of US Lacrosse.

Fingerprinting and background checks can be done in coordination with the local police through [LiveScan](#). An [application](#) needs to be completed and submitted before initiating background checks. The cost is typically in the range of \$18-\$25/applicant.

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3. Fields

After getting players and coaches lined up securing fields for practice and games is generally the next most important operational task.

Each community is different in terms of which fields are available and how/if they can be reserved. In some communities fields are available on a first come/first serve basis while in others they are only available through paid reservations. With a paid reservation there's no question about who has "rights" to use the field and it allows a lacrosse practice to transpire without having to worry about sharing a field with another sport such as soccer.

Generally there are three sources for fields – Community/city fields, school fields (public & private) and private fields (private sports complexes and businesses). Have your [Field Coordinator](#) contact your local parks and recreation department and school district to determine what's available, when, how much it costs and the reservation process.

Be aware that the city and/or school district may have information hurdles or requirements for your organization to get lower rates or even rent the fields such as:

Special status – Some communities have a "special status" sometimes called a "co-sponsor" status for "local" sports organizations which allow them to rent fields at a discounted rate. Find out if such a rate exists and the filing requirements.

Insurance - Provide evidence of insurance or even more commonly provide an insurance certificate naming the city or school district as co-insured. Provided your club's coaches and players are all members of US LAX, one can obtain insurance certificates through Bollinger at <http://www.bollingerlax.com/BollingerLax/asp/index.asp>

Reservation timing – Some communities do reservation planning many MONTHS in advance. As an example in Davis, field requirements need to be submitted by the end of July for field needs in February-May the next year.

Find someone to commit to lining the fields. Some organizations have parents line the fields, while others contract with professional field painters who also layout and paint the local soccer fields. Compare the costs, painting equipment options AND logistical aspects of field painting. The following [template](#) has links to various equipment suppliers and can be modified to compare costs. Check with your local soccer and youth football organizations to see how they paint their fields and if there is anyone that they might recommend. In some cases, the school or city will require that their personnel paint their fields.

Regardless of who paints the fields all should follow the official layout dimensions –

[Men's field dimensions and layout](#)

[Women's field dimensions and layout](#)

[Women's field arc dimensions](#)

[How to line a women's field](#)

If your club is lucky enough to have multiple field options, one should consider the following before making a final choice – Is there ample parking? Are there accessible restrooms near the field? Is it isolated enough for safe play? Is there a place where goals can be locked that is reasonably safe and in proximity to the field?

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4. Legal organization

There are generally five main reasons why 501 (c)(3) nonprofit corporations are established:

- Protect directors, officers and staff from personal liability
- Obtain federal tax exempt status – Exemption from corporate income tax and allows donors to claim their contributions as tax deductions
- Receive public and private grant funds and donations
- Establish an organization that is separate from the people who work in it and which continues as a perpetual legal entity
- Establish credibility, formality and structure

b. Nonprofit corporation key steps

Should you choose to establish a nonprofit corporation without the assistance of an attorney there are some resource documents that are useful and should be reviewed before starting the process as laws and requirements change from time to time. Read the [IRS publication 557, Organization of California Nonprofit, Nonstock Corporations](#) and [How to Form a Nonprofit Corporation in California](#) by Attorney Anthony Mancuso (available from Nolo Press or often in a public library).

If you decide to establish a 501(c)(3) nonprofit corporation there are key steps that have to be done in order.

If you are familiar with non-profit corporations you know you will have to file Form 1023 with the Feds and 3500 with the state.

i. Register a corporate name – Information on the requirements and how to file a corporate name for the state of California is available under [Name Availability](#). Decide on an organization name and check to make sure it is available. Go to <http://kepler.sos.ca.gov> and put in the proposed name. If the name does not show up then it is available, subject to of course that someone else isn't in the process of registering that name. Names can be reserved.

ii. Develop and file Articles of Incorporation with the state – California has very specific requirements regarding the language and initial components to be included in the Articles of Incorporation. Follow the instructions in [Organization of California Nonprofit, Nonstock Corporations](#). As an example see the [Davis Lacrosse Association articles of Incorporation](#). When filing the Articles on Incorporation it can be beneficial to send in and request a couple of file stamped copies. After processing the Articles of Incorporation the state will send back a “Filed stamped copy” with the corporation’s CA number at the top. This number will be use for various legal purposes including state tax return filings.

iii. File for FEIN – For more information or to obtain an FEIN (Federal Employer Identification Number) online, go to <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>. An FEIN is required before one can open a bank account for the corporation. It is the corporation's federal tax ID number which is used for corporate tax returns and employee/contractor reporting.

iv. Register a domain name - Once you have a corporate name selected and you know it is clear, register a domain name if you plan to have a website. There are various services available that can handle domain registrations as well as provide email accounts. One of the more popular providers and the one used by the NCJLA is <http://www.godaddy.com>.

v. Determine type of nonprofit, develop bylaws and hold initial board meeting – Non profit corporations can be established with members with voting rights (“membership” nonprofit) or with no voting members (“non membership” or “directorship” non profit). A membership corporation gives the members certain rights including the power to elect directors. Most small nonprofit corporations such as lacrosse clubs do not have members due to the additional paperwork and required formalities such as formal and adequate notice to all members before a vote and carefully following the rules of order during discussions and votes. On the other hand, lacrosse leagues which have multiple clubs are more likely to be established as a “membership” nonprofit corporation.

Develop bylaws for your nonprofit corporation. The Insight to Community Economic Development has [California Model Bylaws for a California Nonprofit Nonmembership Corporation](#) that can be used as a starting template for your organization's bylaws. US Lacrosse also has a [bylaws template](#). It may be beneficial to check other lacrosse organizations bylaws to see what they have included ([Davis Lacrosse Association](#));

If your organization is a league and intends to set up a membership nonprofit, the NCJLA's bylaws could serve as a template.

If your organization is a non-membership nonprofit hold your first board meeting to elect officers and adopt the bylaws. In California, there must be three officers – Chief Executive Officer, Secretary and Chief Financial Officer. The directors should authorize the officers to take action to start the business of the nonprofit corporation such as opening a bank account.

vi. Establish corporate mailing address – Although a physical street address is required for serving business notices, many organizations open up a P.O. Box so that mail can be received at a central location and picked up by more than one person if needed and establishes a more permanent address as corporate presidents and treasurers come and go.

- vii. Open up bank account(s) – After your organization has received a file stamped copy of its articles of incorporation, FEIN and established a mailing address it will be able to open a bank account in the name of the corporation. Check the local banks since some will give “free” checking to non-profit organizations.
- viii. File with the IRS & state for nonprofit exemption status – To obtain nonprofit exemption status from the Federal government read the [Instructions for Form 1023](#) and then file [IRS Form 1023](#). For the state of California read [Exemption Application Booklet](#) and then complete and file [CA Form 3500 Exemption Application](#). Always check the [CA Franchise Tax Board website](#) for the most recent forms and publications. If your organization has a Federal exemption letter it may file [CA Form 3500A](#).
- ix. File with Registry of Charitable Trusts - If your corporation is established as a charitable (public benefit) corporation in California it must file an [Initial Registration Form with the Registry of Charitable Trusts](#) within 30 days after receipt of assets for the charitable purposes for which it was organized
- x. BOE & local municipality licenses
- xi. Tax filings – Non-profit corporations must file annual federal and state tax returns. Information on which federal form 990 and instructions can be found [here](#). For CA state returns go [here](#) to review the various exempt filing requirement options.
- xii. Other filings - The State of California requires that nonprofit corporations file a [Statement of Information](#) also known as Form SI-100. The first filing must be completed with 90 days after the filing of a corporation’s initial Articles of Incorporation and biennially thereafter (as of 12/2010).
- xiii. D&O insurance – Most youth organizations carry Directors’ and Officers’ insurance to give its directors, officers and members some financial protection for claims that arise from wrongful acts or errors. [BollingerLax.com](#) has D&O insurance for a nominal fee.
- xiv. Other nonprofit corporation resources

[The Handbook of Nonprofit Governance](#)
[Robert’s Rules of Order](#)

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5. Parents and Parent Volunteers

a. Lacrosse 101

Getting parents involved in the formation and running of the club is one of the keys to establishing a well run organization so their kids can have both the opportunity and enjoyment to play lacrosse. Before delving into what needs to get done, it is important to introduce parents to the sport of lacrosse and its culture. US Lacrosse's video "[This is Lacrosse](#)" and the [Parent Guide](#) are good places to start. In addition parents should be exposed to the concepts of the [Positive Coaching Alliance](#) as espoused by Jim Thompson in his speech on [Double Goal Coaching](#). Some clubs find it useful to have one or more parents participate in PCA workshops or take the [PCA parents online course](#).

b. Organization and Team Level responsibilities

Most parents' interaction with their kids' sports teams revolves around the coach and assistant coaches during practices and games. However a well run club and team needs volunteers to operate smoothly as there are plethora of "behind the scenes" activities.

As the saying goes "If everyone does a little, no one gets stuck doing a lot." Unfortunately, often the coach is burdened with many of these non-coaching related activities which can lead to burn out and dissatisfaction. By dividing up the tasks among many parents the coach can focus on coaching the kids, the parents become more engaged in supporting their player's team and no single parent gets stuck "doing a lot."

The following is a list of positions at the club and team level that cover the wide range of activities typically found in many lacrosse clubs. Your organization may chose to not to do some of these tasks, may have others, may not need them or alternatively may combine them such as those of the webmaster and registrar.

Club level

Club President (also usually the club's delegate to the NCJLA)

Club Treasurer

Club Secretary

Board member

Boys'/Girls' representative to the NCJLA

Webmaster

Fundraising Chair

NCJLA Official boys/girls

Boys' game scheduler

Coaching committee chair boys'/girls'

Club Publicist

Accountant/bookkeeper
Registrar
Club equipment manager
Camps & Clinic coordinator
Uniform manager
Field Coordinator
Field layout and painter
Risk Manager

Team Level

Coach/Assistant Coach
Team manager
Scorekeeper
Timekeeper
Spotter
Side Line Manager/Field Marshal
Team Statistician
Team Equipment Manager
Team First Aid
Team Publicist
Team Transportation Manager
Team Environmental Manager
Team Webpage manager
Water and snack coordinator
General volunteer

Before parents sign up for a volunteer position, they want to know what they required “to do”, when and how much time will it take. The following documents which have position descriptions are a starting point.

[Board, Committee and Club level managers' positions](#)

[Team Level positions](#)

[Equipment Manager](#)

[Field Coordinator](#)

[Camp and Clinic Coordinator](#)

[Treasurer](#)

[Sideline Manager](#)

[Registrar](#)

Need a section on need for officials. How to become an official.

Probably the biggest challenge of the club's president is to find willing and competent volunteers to cover the breadth of tasks required to run a club and team. At some level, recruiting is an on-going, year round task but there are two logical times to ask for help – before the season (during player registration) and after the season, especially if kids had fun.

b. Training

c. Succession Planning

d. Public recognition

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6. Financial

One of the key to the long term success of an organization is its ability to finance its operation. The logical starting place is to first develop a budget for a team or club and then ask - how can we finance the operation for the season/year?

For brand new clubs the following questions are common - What do we need to purchase? Where do we purchase items? Aside from things we need to purchase what other expenses can we expect to have?

a. Budgets

The [example budget](#) has 4 sheets, one for boys' teams, one for girls' teams, one with club level expenses and finally a coaching stipend calculator.

Input cells are coded in green. Leave the seasonal fee blank to start with. Put in the number of teams and the expected number of players on each team. Put in the expected funds from donations & grants, gross proceeds from fund raising activities and fund raising expenses. Add/modify/delete expense items as needed along with their respective costs and quantities (more on paying coaches below).

Go to the "Club Level" tab and include operating costs that are not team specific. If you are a new club there may be start up costs such as lawyers and governmental filing fees. These costs will be divided equally and apportioned to each team.

Determine how many scholarships you plan to have per team and at what level.

Now go back to the seasonal fee/player and put in a value that gives your organization the desired net contribution to reserves. New organizations should build reserves to cover un-planned shortfalls in registrations, higher than planned expenses and save for more expensive items such as flat iron goals or loaner equipment for camps/clinics. A good target is 5-10% of the gross proceeds.

The [example general ledger/chart of accounts](#) is a coding checklist of assets, liabilities, income and expense items. This example has quite a bit of detail which may seem cumbersome to start with but is very helpful if a club sets up its accounting to track expenses for key items from season to season. Some clubs put all equipment purchases under an equipment category while others, like shown in this example, break out key items. More detail means more accounting time. On the other hand more detail makes budgeting easier and more accurate with each passing season because one can track historical expenditures.

i. Coaches

Lacrosse organizations vary in their approach to compensation for coaches. In many organizations, coaches are volunteers while in others they are paid.

When they are paid they could be either employees or contractors. In all cases it is recommended that there be an agreement between the lacrosse organization and coach that delineates the expectations of both parties and the basis for separation, if needed.

Note that the agreements below are examples of agreements in use by some clubs but each organization is encouraged to have legal counsel review the documents for your specific needs and assure that it conforms to current law in your city and state.

The [Volunteer Coach Agreement](#) is an example of a basic agreement for volunteer coaches.

If your club plans to hire coaches as employees they must pay not only the coaches' salary but payroll related taxes as well. In these cases it is recommended that the organization have an experienced accountant with payroll experience on board or contract with a company to provide payroll services.

Many organizations establish contracts with coaches on a seasonal basis. The [Independent Contractor Agreement](#) is an example of contractor's agreement for coaches.

When an organization decides to compensate coaches additional questions arise ... How much should we pay our coaches and on what basis? Should they be compensated for warm up time or only game and practice time? Are they doing other lacrosse related activities to support the team besides coaching? Should we compensate them for travel to/from games? Should coaches be reimbursed for mileage? At what rate?

The fourth page in the [example budget](#) has a coaching stipend calculator that allows one to enter multiple variables – hourly rate, number of practices/week, number of weeks of practices, number of games, length of games, length of warm ups, number of travel games, average round trip mileage and mileage rate.

ii. Equipment

Each club will need to obtain goals, equipment for the coaches and for scorekeeping. The [Club lacrosse equipment and sources](#) file has multiple sheets which cover - local store and online sources for lacrosse equipment; a list of equipment needed at the field and to be kept in "stock," equipment to be put into a coaches' bag for boys and for girls and items that should go into the scorekeeper's box.

Some clubs contract to have fields lined, while others use “simple” painting/chalking applicators with disposable pressured paint cans while others employ line painting equipment that uses bulk paint. The [painting equipment spreadsheet](#) can assist a club in evaluating the cost of various options.

iii. Uniforms

iv. D&O insurance –

b. Funding

i. Start up funding

US Lacrosse has various grants that might be of interest.

[First Stick](#)

[Physical Education Grant](#)

[Soft Stick Program](#)

[Sportsmanship Grants](#)

Local lacrosse chapters and foundations may have grant and loan funds. The NorCal Lacrosse Foundation provides loans and grants from the [Faulkner Fund](#). The NorCal Lacrosse Chapter of US Lacrosse may also have [grant and support funds](#).

The NCJLA provides teams grants. Check with the [Executive Director of the NCJLA](#).

[Women's Sports Foundation](#)

[Liberty Mutual – Responsible Sports](#)

ii. Ongoing funding

Team fees

Support from local organizations such as Kiwanis & Rotary

US Lacrosse's [Varsity Advisors](#) online spirit wear store.

[Sportsfundraising.org](#)

[TriQuest](#)

Sources for fund raising ideas –

Fundraising for Sport and Recreation: Step-By-Step Plans for 70 Successful Events, William F. Stier, Jr.; Publisher- Human Kinetics Publishers

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7. Registration, contact info & communication

a. Website

Register a domain name - There are various services available that can handle domain registrations as well as provide email accounts. One of the more popular providers and the one used by the NCJLA is <http://www.godaddy.com>.

The best website platform for lacrosse clubs is League Athletics. They are the only internet service provider that has integrated real time registration with US Lacrosse and background checks with NCSI. Clubs can contact [League Athletics](#) directly or use the US Lacrosse version called [USLaxTeams](#).

b. Automated phone services

Although many people rely on email and text communications, phone calls and phone messages are still an important avenue for contacting parents and players when reminders and more importantly last minute changes to plans need to be conveyed, e.g., cancelled practices and venue changes. There are various phone message services available – [Call-Em-All](#),

c. Other

RSS feed, Facebook, Twitter

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8. Operational Time Line

The time line below gives one a general idea of the key steps from club inception through the first season of play. For a more detailed activity checklist by position, click on [Club and team level administrative tasks](#).

Activity	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Seasonal game play														
Distribute uniforms														
Practices														
Line fields														
Coaches gear bags delivered														
Rosters loaded														
Girls field hosting dates due														
Release unplanned field time														
Boys games scheduled & loaded														
Purchase team equipment														
Coach training														
Register teams with NCJLA														
Player registration with club														
Delegates meeting														
Club budget/player reg fees set														
Submit request to join NCJLA														
Recruit coaches														
Reserve fields														
Secure start up funding														
Establish formal organization														

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9. Club Policies

Coaching/team/player related

Training and PCA related

Play time

Demeanor

Statistics

Playing up

Other

Inclusion

Scholarships

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10. Joining the NCJLA

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11. Setting up a US Lacrosse Group account

Setting up a group account with US Lacrosse has numerous advantages:

It allows your organization to link its individual member online registration directly to US Lacrosse through [League Athletics](#) and www.USLaxteams.com

If your organization is using paper application forms, the administrator can load the individual's data into a [US Lacrosse electronic Excel template](#) and submit the template via email to US Lacrosse.

Players who join US Lacrosse directly can select your organization as their primary affiliation.

Once the account is established the administrator can check the registration status for its members.

Go to the [Administrators Group Registration page](#) to set up an account.

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12. Transition to CIF

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