

Mill Creek Athletic Association
at Bogan Park

***Mill Creek Lacrosse
Operational Guidelines***

Revision History

Revision	Date	Description
Original Draft	10/30/2008	Original Draft - Approved by 2009 MCAA Lacrosse Board
2009-2010 Season	9/24/2009	Clean up and clarification of board requirements

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Section 1: Organizational Overview

1. Mission: MC Lacrosse will strive to develop the lacrosse skills of our youth and teach them the spirit of teamwork and good sportsmanship. We will encourage healthy competition by providing a fun, safe, learning-oriented environment.
2. Organization: MC Lacrosse is the lacrosse organization of Mill Creek Athletic Association at Bogan Park (MCAA) and will be governed by the MCAA By-laws. These operational guidelines are intended to provide direction for the lacrosse organization. Should there be any discrepancies between the by-laws of MCAA and the operational guidelines of Mill Creek Lacrosse, the by-laws of MCAA shall prevail.
3. Age Groups: Mill Creek Lacrosse will have four age groups as set forth by the Gwinnett Lacrosse League (GLL).
 - 9 and Under
 - 11 and Under
 - 13 and Under
 - 15 and Under

Age group will be determined by the child's age as of December 31 prior to the season to be played. For example a child that turns 11 on or before Dec 31, 2009 will play in the 11U age group in the Spring 2010 season. No high school students will be eligible to participate. All

players in the 15U age group must be in 8th Grade or below in order to participate. These guidelines are set forth by the GLL and no exceptions can be made by Mill Creek Lacrosse.

4. Season: The season will begin in February and end with a GLL Tournament in May. The game schedules and locations are set by the GLL. MC Lacrosse has no authority to alter game schedules or locations.
5. Revisions of Operational Guidelines: Per the by-laws of MCAA, annual elections for the Lacrosse Board shall occur in October for the following calendar year. Upon being elected, the MC Lacrosse Board shall review the Operational Guidelines and may revise them as they feel necessary. These changes shall be reviewed and voted on by the Lacrosse Board and then submitted to the Executive Board for final approval. Changes may only go into effect after being approved by the Executive Board.
6. Money Management:
 - 6.1. Non-Profit Organization: Mill Creek Lacrosse is a not-for-profit organization. All monies received from registration fees, fundraisers, sponsorships, etc shall be placed into a Mill Creek Lacrosse account at the same banking institution as MCAA. Any expenses required to run the day to day operations will be funded through this account. At the end of the season, any remaining funds shall remain in the account to be used for ongoing lacrosse related expenses and improvements.

6.2. Expense Approval: All checks written on the lacrosse account are required to have 2 signatures. Authorized signers on this account are the Lacrosse Director, Lacrosse Assistant Director, Lacrosse Treasurer, MCAA President, MCAA Treasurer.

6.3. Sponsorships:

6.3.1. Any sponsorship money solicited and received by Mill Creek Lacrosse will be considered a park sponsorship and may be used for lacrosse related expenses and improvements at the discretion of the MC Lacrosse Board.

6.3.2. Any sponsorship money solicited and received by individual teams will be considered a team sponsorship and may be used for team related expenses at the discretion of the Head Coach and Team Mom. If the sponsorship is \$300 or more, the sponsor is eligible to place a banner on the lacrosse field. If the sponsor would like a banner, \$100 of the sponsor money will revert back to MC Lacrosse. MC Lacrosse will assume the cost associated with the banner and be responsible for hanging the banner at the lacrosse field.

6.3.3. All park and team sponsorships should be made payable to MCAA. These funds will be deposited in the Mill Creek Lacrosse account. Should a parent, friend, family member or coach choose to sponsor a specific item or event for the team and pay for it directly, this shall not be considered a sponsorship but simply a good deed and as

such does not need to go through the MC Lacrosse account.

6.4. Team Funds:

- 6.4.1. All team funds must be deposited into the Mill Creek Lacrosse account. Teams will be reimbursed upon submission of receipts for team related expenses. No reimbursements will be made without a receipt. Team Moms must keep a record of all deposits made and check requests submitted. The Lacrosse Treasurer will also keep a ledger for each team. All funds collected MUST be run through the MC Lacrosse account. A team's financial information shall be available to the MC Lacrosse Board or to parents upon request. Any funds left over in a team account will be forfeited to Mill Creek Lacrosse as of June 1 of each year.
- 6.4.2. Spirit Fees will be collected from all players at the beginning of the season. The spirit fee is \$50 and is mandatory. Team Moms are responsible for collecting spirit fees from every parent, no exceptions. Spirit fees are intended to cover the cost of jersey lettering, end of the season party/ banquet, trophies and player gifts. Participation in collecting or soliciting any additional team funds cannot be made mandatory.
- 6.4.3. Prior to the beginning of the season, the Team Mom must create and distribute to the parents a projected budget of anticipated team expenses. Budgets should reflect anticipated income and

estimated expenses. All budgets must include trophies, player gifts and banquet expense. Team income may be generated by spirit fees, fundraisers, and sponsorships. Budgets may have to be revised depending on actual funds collected. A copy of the budget shall also be provided to the Lacrosse Treasurer prior to the first game of the season.

- 6.5. Fundraisers: Each season, a profit generating fundraiser will be held to benefit MC Lacrosse. All funds will be used for lacrosse related expenses at the discretion of the Lacrosse Board. All players will be required to participate. Team Moms will be required to collect the fundraiser money and to track participation. Teams may elect to conduct an additional, independent fundraiser to raise team funds, Participation in team sponsored fundraisers cannot be made mandatory.

Section 2: Lacrosse Board

1. Board Structure: The Lacrosse board consists of the following elected positions. Year added to the board as an elected position is listed for each position.

- 1 Lacrosse Director (2009)
- 2 Lacrosse Assistant Director (2009)
- 3 Lacrosse Secretary (2009)
- 4 Lacrosse Treasurer (2009)
- 5 Team Mom Coordinator (2009)
- 6 Equipment Manager (2009)
- 7 Communications Director (2010)
- 8 Field Marshal Coordinator (2010)
- 9 GLL Coordinator (2010)
- 10 Fundraising Coordinator (2010)

2. Roles and Responsibilities:

- 1 Lacrosse Director: This is an elected position. This position shall govern all activities related to Mill Creek Lacrosse.
- 2 Lacrosse Assistant Director:
- 3 Lacrosse Secretary:
- 4 Lacrosse Treasurer:
- 5 Team Mom Coordinator:
- 6 Equipment Manager:
- 7 Communications Director:
- 8 Field Marshal Coordinator:

9 Fundraising Coordinator:

3. Elections & Appointments:

4. Meetings & Events:

5. Voting Rights: Currently only board members that are elected may vote on Lacrosse Board issues.

6. Privileges: Active board members may enroll one child for the current Lacrosse season at no cost.

7. Limitations: Family members may not hold elected positions on the Lacrosse Board at the same time.