



**ASU Men's Lacrosse Club  
Fall 2009  
Orientation and Risk Management Plan**

In response to a requirement by The Office of Rights & Responsibilities at Arizona State University and in order to assure the safety and welfare of its Members while maintaining compliance with the Arizona Board of Regents Code of Conduct and the SRC Code of Conduct, the ASU Men's Lacrosse Club (the "Club") has designed the enclosed Orientation and Risk Management Plan (the "Plan"). This Plan is also intended to be consistent with the 2009-2010 Goals and Objectives of the Sport Club Program.

Please consider the Club's fundamental objectives and purpose when reading this Plan. Club members are considered student-athletes. Every student athlete who joins the Club has an immense amount of potential for intellectual, career and personal growth. The Club's primary goal is to challenge the members to maximize their potential in all of these areas while providing a competitive, athletic outlet. As a sports club, the long term vision is to assist in the successful acceptance of men's lacrosse becoming an NCAA Division I intercollegiate sport at ASU. Prior to that, the Club and its men's lacrosse team intends to consistently be a top 25 nationally ranked contender in Division I of the Men's Collegiate Lacrosse Association ("MCLA") and also to win MCLA National Championships. This will be at the highest level possible without being under the NCAA. The Club will do this by putting a high quality team on the field with skilled lacrosse players of sound moral character from across the US and Canada that are coached by a quality coaching staff. Club members will have their academic interests as their top priority with a strong commitment to lacrosse and a desire to be part of a team. Club members will be respectful of their team and Club, ASU, the Southwest Lacrosse Conference, the MCLA and the game of lacrosse. Club members must conduct themselves as "responsible collegiate student athletes" both on and off the field.

This Plan is primarily focused upon education and training, as well as achieving the goals and objectives of the Club. The Plan is the responsibility of the officers of the Club and all Club members. The Club Members are ultimately responsible to ASU and for any functions and decisions as designated in the Bylaws of the Club. The Coaching Staff are independent contractors to the Club.

This Plan is segmented into four areas:

- I. **Satisfying the requirements imposed by The Office of Rights & Responsibilities at Arizona State University**
- II. **Orientation prior to Club membership**
- III. **Orientation and education of existing Club members**
- IV. **Risk Management**

**Satisfying the requirements imposed by The Office of Rights & Responsibilities at Arizona State University**

1. Club officers and team captains will complete the ASU Turn It Around Class. This shall be completed in the Fall of 2009. The Club will pay for the cost of this class and it will commence upon the selection of Captains for the upcoming lacrosse season.
2. Club officers and team captains for the 2011 lacrosse season who have not previously completed the Turn It Around Class, will complete the class in the Fall of 2010.
3. Monthly, the Club Officers and Head Coach will meet with Chad Ellsworth, SRC Advisor, to review the Club's compliance with this Plan and any other appropriate matters. Mr. Ellsworth is required to inform The Office of Student Rights and Responsibilities that the meetings took place and who attended. This will take place during the entirety of the Club's 2 year probationary period and may elect to continue thereafter.
4. The Club will hold a mandatory meeting for all Club members and Coaches in the Fall of 2009 and 2010 that will be a Risk Management Workshop (the "Workshop" or "RMW"). The leaders, currently expected to be the Officers with assistance from Chad Ellsworth, SRC Advisor, of this Workshop will be preapproved by The Office of Student Rights and Responsibilities. If required, an outside consultant will be used to assist with the RMA as required by Chad Ellsworth, subject to the financial resources available. This Workshop will be held after the Fall tryouts are completed and after the team roster for the Fall has been established. Chad Ellsworth or another member of the SRC will be invited to attend the Workshop. The Workshop will include topics such as: decision making, current education and trends regarding drug and alcohol abuse, hazing, binge drinking, resources at ASU and legal implications of providing alcohol to underage students. Attendance will be recorded as attendees will be required to sign an attendance sheet.

The RMW will be based upon the definition of risk management which is the process of identifying the potential and perceived risks involved with Club activities and operations. It includes monitoring Club activities and taking corrective actions and proactive steps to minimize injuries and losses. The following aspects of risk will also be part of the Workshop:

Members will be told of the different types of risk. Risks can be:

*Physical* - including injuries or travel accidents.

*Reputation* - risks that may result in negative publicity for the Club.

*Emotional* - risks that can cause a Member to feel alienated or negatively impact.

*Financial* - risks that could negatively impact the fiscal stability of the club.

*Facilities* - risks which may cause property damage, prevent an event from occurring (weather for example) or the lack of proper equipment or services.

The RMW will emphasize the following risk considerations when making Club decisions:

- I. What is the nature of the risks associated with the activity in questions?
- II. What is the magnitude of the risk?
- III. What is the relationship of the parties?
- IV. What is the opportunity and ability to exercise care?
- V. What is the foreseeability of harm?

The intention of the RMW is not to provide specific requirements but it is intended to encourage proactive thought and assessment prior to the Club scheduling events or taking actions.

5. In the Fall of 2009 and 2010, there will be two Orientation Meetings. Attendance will be mandatory for both Club members and Coaches. Attendance will be recorded as attendees will be required to sign an attendance sheet. One meeting will be run by the Club, coach and board members as leaders. Chad Ellsworth, SRC Advisor, will be invited to attend. This meeting will cover the following topics:

- Team philosophy regarding membership and safety.
- Club membership requirements and responsibilities
- SLC and MCLA requirements and guidelines
- Team values and approach to sportsmanship. A review of the concepts of good sportsmanship and how this should be displayed among team members and not just when in competitive play.
- NCAA hazing education:  
<http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/academics+and+athletes/personal+welfare/health+and+safety/hazing+homepage>
- Team rules established by the Head Coach
- Recruiting activities and conduct
- Club social activities in accordance guidelines below.



The second workshop shall also include any agenda items as specified by the SRC staff for a "Tier 1 Club" and shall be conducted completely by SRC staff. The agenda will include:

- Review of the Arizona Regents Student Code of Conduct
- SRC Code of Conduct
- Hazing – ASU definition and
- Other SRC requirements of club athletes

### **Orientation prior to Club membership**

6. All individuals who desire to be involved with the Club will be informed of the team slogan and it's true value to the Club. ***"Be the best, ~~do work.~~"*** These potential new members will also be informed of the Club's Philosophy and Statement on Sportsmanship. Exhibit C and posted on the website: [www.ASULacrosse.com](http://www.ASULacrosse.com)
7. During the recruiting process and until the time a potential candidate makes the team and becomes a member of the Club, the fundamental requirements and intentions of the Club will be clearly communicated by existing Members and Coaches.
8. The requirements of the Club will be made available to potential new members via the Policy page on the Club's website ([www.ASULacrosse.com](http://www.ASULacrosse.com) or [www.LaxDevils.com](http://www.LaxDevils.com)). This will supplement the Frequently Asked Questions section (Team Tab) of the website. The documents to be included will be:
  - Bylaws of the Lax Devils Lacrosse Club  
[http://www.asu.edu/clubs/menslacrosse/docs/lacrosse\\_bylaws.pdf](http://www.asu.edu/clubs/menslacrosse/docs/lacrosse_bylaws.pdf)
  - ASU Men's Lacrosse Statement on Sportsmanship  
[http://www.asu.edu/clubs/menslacrosse/docs/asu\\_phil\\_sports.pdf](http://www.asu.edu/clubs/menslacrosse/docs/asu_phil_sports.pdf)
  - ASU Men's Lacrosse Orientation and Risk Management Plan
  - ASU Campus Recreation Sport Club Program Athlete Code of Conduct
  - SRC Sport Club Travel Guide and all forms  
[http://src.asu.edu/files/Sport%20Clubs/travel\\_guide.pdf](http://src.asu.edu/files/Sport%20Clubs/travel_guide.pdf)
  - ABOR Student Code of Conduct for alcohol and drug use, hazing, discrimination  
[http://www.abor.asu.edu/1\\_the\\_regents/policymanual/chap5/5Section\\_C.pdf](http://www.abor.asu.edu/1_the_regents/policymanual/chap5/5Section_C.pdf)
  - ASU Definition of and Policy on Hazing  
<http://www.asu.edu/aad/manuals/usi/usi104-03.html>
  - MCLA Bylaws <http://www.slc-lax.org/pdfs/MCLABylaws.pdf>
  - MCLA Operating Policy <http://www.slc-lax.org/pdfs/MCLAOperatingPolicy.pdf>
  - SLC Bylaws <http://www.slc-lax.org/pdfs/SLCBylaws2008.pdf>

9. Recruits will be informed that the Club endorses the "Sun Devil Way" where each student contributes valuable personal qualities to the collective team experience. Members aspire to the Sun Devil Way, resulting in a community that exemplifies the following values as they related to Men's Lacrosse:

**Achievement – Achieve academic excellence off the field while** realizing lacrosse team goals and advancing personal growth through the use of resources available to the Club. Take advantage of ASU's SRC resources, ASU academic resources, physical resources, lacrosse coaching staff, and the MCLA.

**Engagement -** Become an active member of the Club both on and off the field. Developing leadership skills and contributing to Club on and off the field . Better students can assist team in their studies via tutoring and participation in the Club's study halls. Work hard to be your best on the field for the sake of the team and individual awards may follow at the team, conference and league level. By participating in and contributing to the traditions of ASU, members can empower themselves with sponsors, teammates and alumni and further develop an identity as a Sun Devil.

**Responsibility -** Make a positive impact on the Club and ASU through responsible decision-making, developing and living a healthy lifestyle, upholding a high level of academic and sports integrity and adhering to all the relevant Codes of Conduct. Demonstrate integrity and contribute as a productive member of the team and the game of lacrosse.

The Recruits will be informed about the Club's endorsement of the Sun Devil Way during individual recruiting conversations with the Coaches. The Head Coach will discuss this concept at the initial meeting each Fall prior to tryouts for interested new players (recruited players and non-recruited players). The Club Officers will also discuss the Sun Devil Way with potential new players at a meeting of these players who were successfully selected to join the Club after tryouts, prior to accepting any payment of dues.

### **Orientation and education of existing Club members**

10. At the regular meetings of the Club, the Officers, as led by the President shall communicate to all Members the current Goals and Objectives of the Sport Club Program. The 2009-10 Goals and Objectives include:
- Engagement - Members must be engaged with the sport club association and sport club administration to successfully achieve club and ASU goals.
  - Education - Information flowing from ASU to the Members and from the Members to ASU must be accepted and internalized. Values (Club and ASU) must be defined.

- Impact - A successful, memorable, rewarding experience for students should provide a foundation of student and community support that facilitates student engagement and the process of education.
11. Club Members will be instructed to conduct themselves in an acceptable behavioral manner assuming they are in "public" at all times. While some activities are in private, practices and games are not private and it is appropriate to assume social behavior is subject to public scrutiny at all times.
  12. In order to enhance Member awareness and education, Club registration documents will include a summary of the SRC Code of Conduct, appropriate sections from the Arizona Board of Regents Student Code of Conduct that pertain to Club Sports, drugs and alcohol, and the ASU definition and policy regarding hazing.
  13. Club registration documents will be explained by either the Head Coach or the Club President. These documents will include a statement that indicates each member has received the documents referenced above and that the member understates the meaning of those documents. The member and the Head Coach will sign that statement. There will be two sets of these documents. One will be for the Club and another copy will be given to each individual member. [This has already been completed for the Fall of 2009.]
  14. The Club Officers with the assistance of the Club Faculty Advisor, will establish a description of allowable social events that will include:
    - On or off campus meetings as determined by the Head Coach
    - Team meals
    - Team banquets
    - Alumni game and reception where alcohol will not be served
    - Group fund raising events
    - Other social events or team building / bonding events as approved by the Head Coach and as communicated to the Members by the Head Coach. The Club under no circumstances will conduct any events where alcohol is available on the ASU campus or where alcohol is made available to under-age members regardless of location.
    - Club members will have the individual responsibility to notify the Club Officers of any perceived or potential unauthorized or unapproved



social events. Board members e-mail and telephone numbers will be provided to every club member. Anyone who suspects any potential issues is hereby considered responsible to notify the Officers, without fear of any consequences. Officers will discuss corrective actions with the Faculty or SRC advisory, to solve the problem internally and, if deemed necessary, will involve the Head Coach to help correct the issue. If Members are uncomfortable with complying with this requirement, they will be given the option to comply on a anonymous basis by sending written comments on a no-name basis to the Head Coach at his office address [14805 N. 73rd St, Scottsdale, AZ 85251] .

15. The Officers, Board, Team Captains and Coaches will stress the attributes of a good team and the purpose of team building at meetings and practices, including:

- learning about teammates and building trust
- bringing individuals together in common pursuit and getting each individual to contribute
- encouraging mentoring and teamwork
- increasing motivation to perform and work hard
- improving individual's self confidence
- developing leadership abilities
- enhancing communications
- promoting a positive, winning attitude
- learning how to examine errors without personal attacks
- defining roles
- communicating goals and objectives

### **Risk Management**

16. The Club Officers in conjunction with Chad Ellsworth, SRC Advisor, will work toward the completion of its Operations Manual in accordance with the Information Sheet included as Exhibit B. While the Operations Manual will continually be updated as needed, the development of the first complete version of the Operations Manual shall be completed by January 15, 2010.

17. Upon completion, the Operations Manual will be made available to all Club Members, Coaches and volunteers who assist the Club.

18. The Club Officers will provide a monthly written report of risk management and orientation initiatives within their on-going club meetings. The purpose is to keep Chad Ellsworth, SRC Advisor, informed of team activities and ongoing development of risk management details.

19. The President of the Club shall serve as the Risk Management Officer of the Club. The Risk Management Officer shall be responsible for:

- compliance with the Risk Management section of this Plan
- assist with scheduling for high risk home events
- other risk management functions as defined by the SCA.

20. The Club will have a Travel Officer who will either be an Officer of the Club or a Member selected by the Members. The Travel Officer will have the specific responsibility of ensuring compliance with the SCA travel reporting authorization and requirements and will have completed the SRC Travel Officer training.

21. Club members will be provided contact information for all Coaches, team captains, Club Officers, faculty advisor and the SCA advisor. Members shall be encouraged to contact them with any questions regarding Club rules and procedures, codes of conduct and acceptable events. This will include any specific contact information or instructions for group travel. See Exhibit D.

22. The Club will have an Emergency Action Plan ("EAP"). An outline of the EAP is as follows:

I. Introduction & Purpose

A. Purpose of EQP

B. Emergency Contacts

- i. Members and Coaches will have completed an Emergency Contact Form regarding who should be contacted in case of illness or emergency. The Head Coach will be responsible for carrying these forms to all Club activities.
- ii. Members will be provided contact information regarding who to contact in case of emergency or illness. See sample in Exhibit D. Members will also be provided a similar list for appropriate contacts while in Tempe practices or for home games.
- iii. Parents or guardians will receive detailed itineraries for all trips.

II. Facilities

A. On ASU Campus

- i. Band field
- ii. Soccer Stadium
- iii. Sparky's Yard

B. Off ASU Campus

- i. Other universities and stadiums
- ii. During travel

III.

A. Protocols and Procedures

- i. Life threatening emergency



- ii. Non-life threatening emergency
- iii. Handling bio hazardous materials
- iv. Inclement weather
- v. Travel related

B. Coaches and Officers Responsibilities

IV. Emergency Information

23. All Coaches, Club Officers and Team Captains will receive the attached Exhibit A in order to give them a basic understanding of risk management.
24. The Club will use its best efforts to have a qualified medical trainer available at all games and practices in order to minimize and treat injuries.
25. As part of its Risk Management Plan, the Club will hold a special Orientation Meeting in the Fall of 2009 and 2010. See Item #5 above.
26. The Club will develop a succession plan, including training for its Officers and coaching staff to ensure a smooth transition of leadership from semester to semester and year to year. This shall be done consistent with the requirements and recommendations of the Sport Club Program. The succession plan will recommend that Officers are elected from different years or grades for the purpose of retaining some continuity in the Club (ie. All Officers should not graduate all in the same year.)
27. All Club members will be members of US Lacrosse in order to provide them with individual supplemental medical insurance.
28. In order to eliminate "financial surprises" and to minimize the risk of any potential improper use of Club monetary assets, the Club will maintain a policy of financial transparency, supported by acceptable accounting books and records for a non-profit corporation of a comparable size. Financial transparency for the Club shall mean that all the Officers have the ability to view bank account balances and activity and obtain without limitation, financial reports and information. Club Members (and their parents since many parents pay Member's dues and make contributions) also have the right of financial transparency to review the books and records of the Club, upon request. As indicated in the Bylaws, the Members must approve the annual dues paid to the Club.

The Treasurer has the obligation to maintain a set of accounting records, which is currently done using Quickbooks 2008. The Treasurer also has the obligation to ensure the tax returns [IRS Form 990 and AZ DOR Form 99] are filed timely, as well as compliance with SRC policy to have a current W-9 form on file with the SRC.

29. The Head Coach, Officers and Team Captains will consider the following factors while planning and conducting any events other than normal practices or games:

- Will alcohol be involved in the event? (If so, then review ABOR 5-108 and <http://www.asu.edu/counsel/brief/alcoholfaq.html> and ensure compliance with both.)
- What are the monetary concerns? (If event is not in the approved budget, then the Officers must complete a financial plan and determine the Club has the financial resources to conduct the event.)
- Is insurance needed? (If so, obtain insurance certificate from US Lacrosse - [www.bollingerlax.com](http://www.bollingerlax.com). If not, new insurance must be procured or event cannot occur.)
- What emergencies could arise and is there a plan to address any emergencies? (Make sure EAP addresses the proposed event.)
- Has SRC approved (if applicable)? (If not, proper approval must be obtained.)

This Plan has been reviewed and approved:

/s/Chris Malone

10/7/09

Chris Malone  
Head Coach ASU Men's Lacrosse Club

Date

/s/Chad Ellsworth

10/7/09

Chad Ellsworth  
SRC Representative for the  
ASU Men's Lacrosse Club

Date

## **EXHIBIT A - What is Risk Management**

Risk management is the process of advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are five key elements of proactive risk management that organizations should be aware of:

### **1. Identification**

Prior to hosting an event, traveling to a conference or retreat, or participating in any other activity student organizations should work, to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to the group's reputation, personal feelings of members, finances, and/or property.

### **2. Evaluation**

Once you have identified the risks associated with the organization's activities, these risks should be evaluated to determine both the potential consequence to the organization, individuals participating in the activity, and/or the ASU community should one of the risks be realized. It is also important to think through the environment in which the event/activity is taking place and determine the probability of the risks occurring. A proper evaluation of potential risks prior to hosting or participating in an event will assist the organization in minimizing, eliminating potential problems to an acceptable level.

### **3. Treatment**

Once the risks have been evaluated, organizations must determine the most effective method for managing each risk. Organizations may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. Many student organization events by their very nature involve some type and level of risk. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, organization leadership in conjunction with the advisor and other campus resources should work to determine how to best manage and minimize the risks.

### **4. Implementation**

It is not enough to identify and plan for potential problems. In order to be truly successful, an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans, and educate members of the organization as well other participants on what the plan is, design steps in your plans that permit for monitoring potentially risky components of the activity to assure that plans are being followed.

### **5. Evaluation**

Upon completion of an event, even an annual or regularly hosted event, student organization leadership should evaluate the experience. Reflecting back on an event or activity and identifying both those things that went well and those that were not as successful will provide valuable information for future events as well as future leaders who hope to host the same or a similar event.



## **EXHIBIT B - Guidelines for Operations Manual**

### **OPERATIONS MANUAL** Information Sheet

#### **What is an Operations Manual?**

An Operations Manual can be a valuable tool for everyone in your organization! This document serves as a resource for any member of your organization who is planning an organizational event or activity, or who is making a decision that might impact the organization. It also serves as an important record of the guidelines, procedures, and expectations set by your organization, and can be an effective tool for training and transitioning new leaders.

#### **What should I include in my Operations Manual?**

All organizational guidelines, procedures, and expectations should appear in your Operations Manual, along with any important information that you think should be available to your members. The Operations Manual should be the first place a member turns when there is a question about the organization's standards or procedures. Although you will want your manual to reflect the unique needs of your organization, the following are basic components that should be standard for any Operations Manual:

#### **I. Governing Documents**

Constitution & Bylaws  
Mission Statement

#### **Vision Statement**

Core Values  
Goals & Action Plans (for the current year)  
History of Change(s) to Governing Documents and Explanation/Reason for Change(s)

#### **II. Officers**

Job Descriptions and Responsibilities

- This section should include generic officer information, (ie. General descriptions of each office) as well as specific information about the current year's officers. When the year is done, and it is time to transition, the general descriptions can stay and the specific information can be updated.

#### **Organizational Chart**

- Again, as above, there should be a generic organizational chart and a year-specific organizational chart.

Contact Information

- This should be specific to the current year.

Transition Procedures

#### **III. Advisors**

Advisor Agreement Letter

- Include this each year (and keep a copy of the previous year)

Expected Role(s) and Responsibilities

Contact Information

- As above, this information should be continually updated so that it always remains current.

#### **IV. Standard Operating Procedures**

Membership Standards & Procedures

- These might also be in the Constitution/By-Laws Section

Discipline Procedures

- This section can be very important. (It should also be prominently placed in your Constitution or By-Laws.) Although it is hoped that they will not have to be used, these procedures must be clear and concise.

Publicity & Media Relations Guidelines

Sales and Solicitation Guidelines on campus and off campus

Budget Process & Financial Guidelines

Important Phone Numbers, Websites, & Resources

#### **V. Risk Management**

Pre-Event Planning Procedures

Your group can decide to require the use of one of these forms available through the SRC anytime a group activity is undertaken. Although ASU does NOT require that a Pre-Event Planning form be used for every event, we highly encourage groups to take advantage of the planning help that they provide.

Travel Procedures & Guidelines

You should include a section stating that all members who will serve as drivers to/from group activities are expected to be currently licensed and insured. You should also make it known to members that those who do volunteer to drive are taking on additional responsibilities. For example, it will THEIR insurance that will be used if there is an accident and THEY are responsible for following all safe driving procedures and all traffic rules.

##### ***Safety & Liability Guidelines***

***- This section should contain pertinent to your group's activities. For example, if your group participates in certain events, the proper procedures/protocol should be listed here. Examples: if your group follows guidelines from a national organization; if your group has developed methods to enhance participant safety; if there is information that participants in your group's activities should be required to know BEFORE they participate' etc.***

##### ***Crisis Response Procedures***

- This section should contain detailed information about how your group plans to proceed in the event of an emergency. For example: who is in charge? Who will notify the proper authorities, both emergency personnel and/or ASU staff?

##### ***ASU Student Code of Conduct***

-Alcohol & Drug Use  
-Hazing

- Sexual Harassment
- Discrimination

## **VI. Organizational History**

- This is a very important section. It can serve as the history of your group and will serve as a guide for those students participating in the group in years to come. In some ways, this section might even be considered as part of your legacy to the group.

Historical Information

Calendar of Regular Events

Event Evaluations

Budgets & Financial Records

## **VII. Forms**

- It is a good idea to include copies of all forms under BOTH the relevant sections of the Operation Manual, above, AND in the comprehensive forms section, here. Where the forms included above will serve as examples of the policies that are followed by the group, the forms here can be used as a resource for copying and distribution. (For example, your group is having your retreat and you need a copy of the liability release form. Simply go to the forms section, remove the form, make a copy and then replace.) Copies of all of these forms may be found at various places on the SORC and Student Risk Management website.

*You may wish to add to or modify these sections as necessary to reflect the purpose and activities of your organization. For example, if your organization sponsors the same event every year, you would want to include a section outlining the standard procedures for planning and conducting that event. Remember, you want this document to be a resource for everyone in the organization, so make sure it is useful!*

### **How do I use my Operations Manual?**

This may seem obvious, but even the best and most thorough Operations Manual is useless if your members don't know about it. We strongly recommend that your manual be included as a part of your new member training programs and annual officer transition planning. Your manual can also be made more user-friendly by placing it online, so that every member always has access when they need it. To ensure that your manual is always up to date, your organization should designate an officer to be responsible for its development and maintenance. Finally, remember that by outlining guidelines, procedures, and standards, your organization bears a responsibility to act accordingly. To transform your Operations Manual from a statement of expectations into daily actions, you will need to reinforce it with training, leadership, and accountability.

### **How can I find information for my Operations Manual?**

You can begin by reviewing your organization's constitution and other governing documents for basic standards and procedures. Files that your organization has kept from previous years may also hold valuable information, and your advisor may have maintained records of your organization's history. You may identify that your organization has no standards, procedures, or guidelines in a certain area—if that is the case, resources are available to help you develop that section of your Operations Manual. Many of those resources are available online at the following addresses:

General Information <http://www.asu.edu/clubs/>

ABOR Student Code of Conduct <http://www.asu.edu/aad/manuals/sta/sta104-01.html>



## **EXHIBIT C - ASU Men's Lacrosse Club Philosophy and Statement on Sportsmanship**

The ASU Men's Lacrosse Club (the "Club") is expected to reflect the same standards of excellence and integrity that characterize the instructional, research, and public service activities of Arizona State University as a whole. The Club's philosophy is consistent with that of ASU's Intercollegiate Athletics (Academic Affairs Manual ACD116) and must support its Members in achieving the highest levels of academic and athletic excellence, thereby providing them with opportunities for personal growth, offering a unifying force to the campus community, and creating a source of pride among and support from external constituencies of ASU.

The Club regards the student-athlete primarily as a student, with academic qualifications, individual rights, personal interests, and aspirations similar to those of all students. Club Members are encouraged to integrate fully into the broader community of students, and to utilize the full range of services and opportunities provided by ASU for the benefit of all students.

The Club is committed to compliance with all internal rules and external regulations and to ensure that the Club is operated in a manner consistent with the mission and goals of ASU.

The Club values and encourages the support by those within and outside of the university. All such assistance is expected to conform to any internal and external regulations that govern such activities.

The Club's intention is to foster a sense of personal responsibility and accountability, and an understanding of the efforts required for academic as well as athletic success. While the Club emphasizes the team concept, the success of each student remains an individual responsibility.

Recruiting - Clear communications and disclosure must be part of the recruiting process. Potential new Club members must understand the following:

- Differences between club sports and intercollegiate athletics
- Monetary obligations to the Club including dues and fund raising
- Time and physical condition expectations
- Rules and requirements of the Club, SRC, ASU, Southwest Lacrosse Conference and the Men's Collegiate Lacrosse Association

Sportsmanship - The Club is committed to the principles of amateurism, gender and ethnic diversity, nondiscrimination, ethical conduct, good sportsmanship, and fair play in all aspects of its program. Sportsmanship is behavior exhibited by student-athletics, coaches, game officials, administrators and fans in athletics competition. The core value of this behavior is based upon respect and integrity. Club Members should refrain from intimidating behavior, taunting, trash talking or making derogatory remarks to opponents, especially comments of ethnic, racial or sexual nature.

Good sportsmanship must be displayed at all times. While victory is the expected goal of every competitor, defeat is not a disgrace. The prospect of defeat is never an excuse for unethical behavior or a lack of sportsmanship. Good sportsmanship is displayed both on and off the field with actions as well as words. The Club should win with humility and lose with grace and do both with dignity. Excess celebrating should be avoided.

Coaches - The coach's behavior influences that of the players and, frequently, the fans. The coach has a responsibility to educate the players concerning their obligations to the coach, the institution, officials, athletics and themselves. Respect for an opponent can most effectively be conveyed to the players by the manner in which the coach speaks of and acts toward the opponent.

Student-athletes - must honor the responsibilities which accompany the privilege of representing ASU, the SLC and the MCLA by adhering to player rules, and this Statement. Student-athletes are expected to treat opponents and officials with respect. They must be aware that significant penalties will be applied for fighting, taunting an opponent or other unethical conduct. Student-athletics must learn the rules of the games thoroughly. They should treat opponents the way they would like to be treated and respect the integrity and judgment of game officials.



## EXHIBIT D - ASU Men's Lacrosse Club Emergency Call List

**The chart below is a sample. It will be customized and distributed for different trips as appropriate.**

<u>Name</u>	<u>Position</u>	<u>Cell #</u>	<u>Comments or other #'s</u>
Emergency		911	Campus 5-3456
Emergency Hotline			480 727-9911 877 278-2785
ASU Campus Police	(non-emergency)	480 965-3456	
Tempe Police	(non-emergency)	480 350-8311	
Chris Malone	Head Coach	410 925-3011	
Joe Kostolansky	Assist Coach	650 515-0273	
Colleen Hayes	Faculty Advisor	480 282-1428	
Joe Cosgrove	Club President	480 628-4753	
Taylor Mitchell	Treasurer	602 739-1392	
Matt Hale	Secretary & Safety Officer	617 974-4225	
TBD	Team Captain		
TBD	Team Captain		
TBD	Team Captain		
TBD	Team Captain		
Chad Ellsworth	SRC Assistant Director	480 226-6195	
Tara Yesenski	SRC Program Coordinator		(O) 965-5639
TBD for each trip	Booster Club representative		Varies by trip
Bus Driver			For travel requiring bus transportation
Airline			Varies by trip
Hotel			Varies by trip
Other team's coach			For away games



## Exhibits to Operations Manual [preliminary]

- **Bylaws of the Lax Devils Lacrosse Club** [www.ASULacrosse.com](http://www.ASULacrosse.com)
- **ASU Men's Lacrosse Club Philosophy and Statement on Sportsmanship**  
[www.ASULacrosse.com](http://www.ASULacrosse.com)
- **ASU Campus Recreation Sport Club Program Athlete Code of Conduct**
- **SRC Sport Club Travel Guide and all forms** [Travel Authorization Form, Driver Authentication Form, Travel Reimbursement Form, Class Excuse Letter]
- **Sport Club Policies and Procedures**  
[http://src.asu.edu/files/Sport%20Clubs/SC Manual 2009-2010.pdf](http://src.asu.edu/files/Sport%20Clubs/SC%20Manual%202009-2010.pdf)
- **ABOR Student Code of Conduct for alcohol and drug use, hazing, discrimination**  
[http://www.abor.asu.edu/1\\_the\\_regents/policymanual/chap5/5Section C .pdf](http://www.abor.asu.edu/1_the_regents/policymanual/chap5/5Section_C.pdf)
- **ASU Definition of and Policy on Hazing**  
<http://www.asu.edu/aad/manuals/usi/usi104-03.html>
- **ASU Men's Lacrosse Statement on Sportsmanship**
- **MCLA Bylaws** <http://www.slc-lax.org/pdfs/MCLABylaws.pdf>
- **MCLA Operating Policy** <http://www.slc-lax.org/pdfs/MCLAOperatingPolicy.pdf>
- **SLC Bylaws** <http://www.slc-lax.org/pdfs/SLCBylaws2008.pdf>
- **SLC Coaches Checklist** <http://www.slc-lax.org/pdfs/SLCCoachesChecklist.pdf>
- **Advisor Agreement Letter**
- **Current Year Budget**
- **Current Year Calendar**
- **Registration Forms for the Club**
- **ASU SDIC Best Practices - Officer Transition**  
[http://www.asu.edu/studentaffairs/mu/bestpractices/docs/Officer Transition.pdf](http://www.asu.edu/studentaffairs/mu/bestpractices/docs/Officer%20Transition.pdf)
- **ASU Sport Club Facility Reservations**  
<http://src.asu.edu/files/Sport%20Clubs/Reserving%20the%20SRC%20and%20fields.pdf>