Dear Polocrosse Enthusiasts,

In your hands is the beginning... The packet you hold contains the essentials; the basic information that can take you from a curiosity to an active involvement in the sport we call polocrosse.

There are many sports to choose from, but polocrosse offers an excitement and camaraderie like no other. Once you've mastered the basic skills, you will find your game coming together and you may even find that other parts of your life are less exciting. This is definitely a competitive sport, but players walk off the field as friends. We are known as a friendly and supportive group among equestrian sports.

Please take this information and bring more players into the great game of polocrosse. If you ever have any questions, please do not hesitate to contact me.

Laura Humphreys

Laura Humphreys
Secretary
American Polocrosse Association
P.O. Box 158
Bonneau, SC 29431
lhumphreys@americanpolocrosse.org or 843-825-2686

TABLE OF CONTENTS

I. **Starting and Maintaining a Club**

II. **Tournament Guidelines**

III. **Tournament Checklist Guide**

IV. **Tournament Formatting Guide**

V. **Tournament Sanctioning Forms** ('Agreement to Sanction Event')

VI. **Liability Forms and Code of Conduct**

VII. **Equipment Contacts**

VIII. **Sample Club By-Laws**

IX. **APA Membership Forms**

X. **APA Directory**

ADDITIONAL ITEMS INCLUDED

--50 Brochures

--100 APA Business Cards - with a suggestion of getting a stamp with the name, contact person and phone number to stamp on the back of these cards. This gives both the club information and the APA information.

--A Promotional Video – This video is the CBS This Morning done on 10-14-97 at Nationals and in New York. It is approximately 5 minutes long.

--APA Rulebook

--A CD with Promotional Items – these items are for club use to help in promotion: including posters, official information on polocrosse for tournament programs, handouts and a sponsorship seeking letter suggestion.

Starting and Maintaining an APA Polocrosse Club

Starting and maintaining a club is not easy but is an undertaking worth the effort. The hard work and dedication of maintaining a field, finding players, organizing and improving play are all rewarded when polocrosse becomes a part of your community.

The APA and its members are dedicated to the sport of polocrosse. Volunteers run the Association and their dedication to polocrosse is unmatched. A call or e-mail to the Membership Committee or the APA Secretary will get you help in all facets of polocrosse. Whether it's advice on field building and maintenance, sources for horses or a list of coaches and instructors, we are here to help.

Starting an APA Club:

Starting an APA club is easy. There are three easy steps to follow:

1. Contact the APA Secretary and give the club name, club location, club colors (colors your team will play in), club officers and club roster.
2. Determine a membership fee/dues structure for your club members.
3. Determine if you need to purchase liability insurance for your field location.

Once you've done these three things you are well on your way to having a polocrosse club.
Now it's time to attract members for your new club.

Finding New Members:

It takes more than just playing members to make a club. It takes people willing to work, umpire, goal tend, announce, score keep and time keep. All members can be valuable even if they aspire to play no faster than a trot or aspire to never play at all. New members must be actively sought and encouraged. Do not concentrate solely on other riding organizations. A majority of these people have already found a way to enjoy their horses. Although there will be many of these people who will enjoy polocrosse in addition to their current discipline they are not the only candidates. Many new players can be cultivated from those who rode as a youth, gave it up to go to school, work, raise a family and now would be interested in riding again.

Polocrosse has many attributes to promote to new members. Some of theses are:

- It is relatively inexpensive compared to other equestrian disciplines
- You only play one horse
- You are part of a team
- You can ride any type of saddle as long as it does not have a horn
- The area needed is smaller than a polo field

Finding new members is always a vital key to maintaining a successful polocrosse club. This effort should be made as fun as playing the sport. Here are some suggestions:

- Challenge current members to bring prospective members to practice. There are many promotions you could do. Hold a contest. The current member who signs up the most new members wins a prize. The prize could be big or small depending on the size of your club and

the number of new members the contest generates. For example, you could offer gift certificates to a local restaurant, feed store or tack shop. You could offer a reduced or free membership for the following year, a free lesson with the Club Coach, or a free ball & racquet. The opportunities and rewards are endless. Have fun with this. Get the current members involved in determining the contest rules and rewards. Everyone loves to be involved.

- Place advertisements in local newspapers, magazines and horse publications.

- Hold exhibitions at horse shows, rodeos, etc. Set up a booth or table nearby to sign up people interested in lessons and memberships. Be sure to have fliers with directions to the field and the season schedule to give away. If nothing else, you may attract spectators who will eventually turn into members.

- Post fliers that include your Club Contact information, directions to the field, and season schedule with veterinarians, farriers, tack shops, feed stores, boarding facilities (English & Western), convenient stores, etc. Place fliers any place you and your members shop.

- Offer to speak to local riding clubs such as the 4-H, and Pony Clubs. Show a polocrosse video. During the winter months these groups have meetings and need speakers. You should also check with the local Agriculture Extension Agent in your County. They can refer you to various riding clubs in your area.

- Host an 'Open House Day'. Invite Hunt Members, Pony Clubbers, 4-H members and any other group you can think of to enjoy a day of polocrosse. Have the day be free to everyone. You can divide your current members into groups. Each group will be responsible for mentoring a group of "new" players for the day. There is no better way to wrap up a wonderful day of polocrosse than with food and fellowship. This will give everyone time to meet and greet your guests. This does not have to be expensive; ask all of your current members to bring a covered dish to share.

- Offer polocrosse lessons through the club. Quiet lesson horses are needed to teach beginners. Have extra helmets, racquets, and half chaps for new players to use. Keep some extra balls and racquets on hand to sell to these new players as well. There's no better way to hook an excited new player then to sell them a ball and racquet.

- Build a throwing cage. Good work can be done in the off-season. You can also use it to start new players.

- Hold club meetings during the off season. These are great for planning for the next season, watching & critiquing polocrosse videos, utilizing the throwing cage, field maintenance, etc.

Attracting non-playing members is vital as well. These members are wonderful assets to any club. They can assist physically and monetarily with any of the club programs. They make wonderful advocates for the sport and your club. They are great timekeepers, scorers, goaltenders, concession stand organizers/workers, tournament organizers/workers, field maintenance supervisors/workers, and the list goes on and on. Start a Booster Club or Friends of Polocrosse Club for these non-playing members. Find these members by:

- Speaking at local J.C. meetings, Ruititan Club meetings, church groups, etc.
- Meet with the local Chamber of Commerce and Visitors Bureau.
- Invite local dignitaries to try polocrosse. They may decide to be a playing member; they may decide to be a non-playing member. But you have generated an interest.

Field Maintenance:

It takes allot of time and energy to maintain a good field. Speak with your local Agriculture Agent about the type of grass you should plant and the fertilizer, lime and mowing instructions for optimal growth.

The following equipment is very helpful to maintain a field:

- Shovels
- Buckets
- Tractor
- Mower
- Drag
- Roller
- Fertilizer and Seed Hopper
- Irrigation Equipment
- Chalk Box or Paint Wand

The field will need rocks picked up several times a year. No matter how hard you try you will never get them all. Sand will be needed to put in divots. These are projects the club members can help with.

Safe goalposts can be made from PVC or cardboard carpet centers. They should be made to collapse. A four- inch PVC pipe will slide over a 2 x 4 stake driven six inches or so into the ground. This will easily collapse if hit by a horse or rider. Once your field is ready, you are ready to hold practices and tournaments.

Organizing & Improving Play:

Organizing practices, clinics and tournaments is imperative. At the end of each season, the club should hold a meeting to set the schedule for the following year. Don't forget club meetings during the off-season. That is a perfect time to watch videos of games, use the throwing cage, and perform some field and facility maintenance days.

Each time a player goes onto the field, whether it's at a practice, a clinic, or a tournament, it is an opportunity for that player to improve his/her level of playing. The club should work to support improving each players level, to the extent of the players wishes. You do not want to push a player to hard and have the sport become unattractive. You do, however, want to be able to provide an atmosphere conductive to learning and improving.

Lesson Programs

There are two programs to consider for lessons. First, your club should offer a lesson program to help start and develop the players in your club. Secondly, the APA has a Clinic Program to assist clubs in holding sanctioned clinics with the best instructors available.

1) Club Lesson Program:

For your Club Lesson Program you will need:

- Instructors. An experienced player can start beginner players. This person doesn't have to be the best in the country, not even the best in your club. This person should be interested in promoting the sport and teaching polocrosse to new players. If possible, offer different levels of instruction. A B-Grade Player could start beginner players. As their skills and desires increase, they could move up to a more experienced player for instruction.
- Quiet, reliable horses.
- Extra helmets, recquets, and half chaps.
- Release forms.

- Field or small working area.
- Throwing Cage
- Polocrosse videos for rainy day instruction.

Students should be able to control a horse at a walk, trot, and canter before they begin polocrosse lessons.

It has been suggested that charges for polocrosse lessons be truly minimal on the theory that many players might be willing to buy a horse and equipment and join your club. This is a decision for each club to make. The cost and time it takes to maintain a lesson horse should be taken into consideration when making this decision. Keep in mind that other disciplines are continuously growing with people paying top dollar for lessons and instruction. Your club is offering a valuable service, while opening the door to an extremely fun and exiting sport.

To get people interested, you may want to offer the first lesson unmounted and free. You want to have players committed to the sport. For this reason, you and your club should not feel obligated to continuously mount and equip beginning players beyond the initial instruction. If you offer the first lesson free, make sure any subsequent lessons are billable. You are offering value. You don't want the perception of "something for nothing is worth nothing." If the new player is truly interested, they will purchase or lease a horse and the needed equipment to continue to play. Likewise, every effort should be made to ensure that new players purchase good, quiet, 'made' horses.

2) APA Clinician Program:

If your club would like to host a clinic (good fund raiser for the club) contact the APA Clinic Coordinator. This person has a list of qualified clinicians to lead your clinic. This offers your club many benefits by learning from some of the best players in the country. The cost for the clinician is minimal in comparison to the wealth of benefits you and your club will receive.

Beyond the Lessons:

All efforts should be made to have Beginner Chukkas. If you don't have enough beginner players for 3 on 3 Chukkas, play 2 on 2 or put a more experienced player at the Number 2 position. Instruct the more experienced Number 2 that they are on the field to help the beginner players learn. They should never increase the speed of play beyond the beginners' level.
More experienced players should be on hand to coach and umpire the Beginner Chukkas. They should stop play for fouls and tactical instructions.

Practice should be used to improve the level of play for all players in your club. Have beginner players goal tend and back up more experience umpires in the faster chukkas. This will give them the opportunity to learn without being in "harms way" by playing in a chukka that is too advanced for them.

Finally, it is suggested to host an APA sanctioned clinic at least once a year. This is a great fund raiser for your club. People from all over your zone will attend a sanctioned clinic. This is great for your club and the playing level in your zone. Everyone benefits.

Competition Ideas:

This is a competitive sport. It attracts competitive people. Your club should host at least one APA sanctioned tournament per year. As an APA Club, the APA will provide you with liability insurance for the tournament, and a chief umpire.

1) Hosting a Tournament:

- Form a Tournament Committee to organize the tournament.
- Set a tournament date with your Zone Representative and the APA Secretary as early as possible, preferably one year in advance.
- Decide if you will offer a rain date.
- Select the facility location for the tournament.
- Identify optional accommodations for players and horses.
    - Polocrosse players love to camp and use electric pens for their horses. Verify if the facility will allow both of these.
    - This is where non-playing members can help. They may host a player or horse.
    - Contact local hotels about a block of rooms for a special event rate.
- Determine if the tournament will be sectional or full 6 man teams.
- Determine tiebreakers to be used. For example, if 2 teams are tied in the win/lose category. Do you break the tie by a sudden death chukka? If there are 3 teams tied, do you use Net Goals, Goals Scored, or Goals Allowed to break the tie?
- Send out Invitations with the following information:
    - Hosting Club Contact Information
    - Entry Form
    - Entry Fees
    - Location of Tournament
    - Date of Tournament
    - List of Local Hotels and information for special rates offered if applicable.
    - List of Local attractions—restaurants, feed stores, tack shops, vetinarian, farrier, area urgent care, etc.
- Secure a local veterinarian and farrier for the tournament weekend. Having these services on hand is very beneficial.
- Offer nice awards for 1st and 2nd places in A-D Grades, and Best Playing Horse in each Grade. Other awards to consider, Most Valuable Player in each Grade, Sportsmanship Award, Best Turned Out Team, etc.
- Host a Saturday night dinner and entertainment. This is a great opportunity for fellowship. This is where friendships are made.
- Print a program for players and spectators. Sell ad spaces to pay for the programs and assist in offsetting other expenses as well. The program can contain any information; programs for sanctioned tournaments must have the 'Origin and History of the Sport' and 'Information on the Game' printed (*can be found on the APA Promo CD*). You can have ad spaces, local attractions and umpire signals and meanings.
- Sell Sponsorships to help fund the tournament. Offer a couple of levels of sponsorships. Sponsorship can include ad spots in the program, ad spots by the announcer, reserved field side parking spaces, tickets to the Saturday night dinner and entertainment, etc.
- Organize all aspects of the tournament weekend. The following is a breakdown of the jobs needing to be done. These jobs can be combined, but if you have volunteers for each job, it helps the tournament run smoothly:
    - Field Maintenance Coordinator. This person should be in charge of maintaining the field for the tournament.
    - Registration Coordinator. This person(s) should make sure all entry forms are completed, release forms are signed, and entry fees are paid. They should also give each player their tournament packet. The packet can include anything your club would like to offer. The average packet includes:
        - A list of teams in each division and the players on each team.
        - The playing schedule for the tournament.
        - The umpiring schedule for the tournament.
        - The goaltending schedule for the tournament.
        - Tournament program.

- Dinner/entertainment passes for the Saturday night festivities.
- Directions & numbers to various local attractions (restaurants, hotels, etc).
- Any rules and regulations for the tournament or tournament facility.

This person(s) should be available to answer player's questions.

- Umpire & Umpire Horses Coordinator. This person will recruit horses and umpires. Then schedule the Umpires and horses for the tournament, although often the APA Tournament Umpire may do this or help with it. This schedule should be given to each player at check in. Keep in mind that if the umpire is playing in the tournament to allow enough time between an umpiring chukka and a playing chukka. Also, the Umpire Coordinator should organize help to get the umpire horses tacked and ready to umpire, as well as cooled off, untacked and returned to its owner.
- Play Coordinator. This person will receive the team and individual entries for the tournament. This person is responsible for organizing the teams in the appropriate Grade of play based on the team's total rating. This person is responsible for helping individual players find a team. Once all entries are in this person is responsible for scheduling the chukkas of play for the tournament.
- Goaltender Coordinator. This person is responsible for obtaining volunteers for goaltending for each chukka of the tournament. A schedule should be made for the goaltending and passed out at check in. As is the case the majority of the time, players will be serving as goaltenders. Keep in mind to allow enough time between goaltending chukkas and playing chukkas. Often each team is asked to provide a goaltender when their game is scheduled or the game is forfeited.
- Entertainment Coordinator: This person is in charge of the Saturday night dinner and entertainment. If the festivities are held off site from the tournament, directions should be provided with the check in packet.
- Announcer, Scorekeeper & Timing Coordinator. This person should schedule an announcer, a scorekeeper, and a timekeeper for each chukka of play.
- Awards Coordinator. Once the tournament committee identifies the awards that will be given, this person(s) is responsible for obtaining all the awards for the tournament.
- Concession Stand Coordinator. This person is responsible for lining up concession stand services during the tournament. It is suggested that the concession stand offer a selection for Breakfast and Lunch.
- Emergency Services Coordinator. This person is responsible for securing emergency services for the tournament. Local EMS is available for tournaments at a relatively low fee. There are independent EMS services available in some areas. Contact both services to get a comparison of services offered and rates. You will need a paramedic on hand at all times of play for a sanctioned tournament.
- Merchandising Coordinator. This is a time to sell club merchandise. Everyone loves to take home memorabilia from a tournament. Have a tent set up to sell shirts, hats, water bottles, etc these items at all times during the tournament.
- Trash Coordinator. This person(s) should be in charge of collecting trash each day. Whether it's from the numerous trash cans you will have placed around the facility to the minimal trash on the ground. Trash patrol is important!

You can offer just about any amenity (water coolers placed field-side or throughout the facilities, player tents for shade during the heated months, etc.) you and your tournament committee would like to make your tournament spectacular. These are all extras that are nice. If you offer such services put someone in charge of maintaining each service for the duration of the tournament. One person can do a number of these tasks or you can have one person for each task. It depends on the number of volunteers you have available.

2) Leagues:

Run a league for the season. This can be done with teams keeping the same players or individuals playing on different teams. If you ran a team league, the team would accumulate points as a team. If it

were run with individuals playing on different teams, the individual would accumulate points. Determine how the league points would work. For example: 3 points for a win, 2 points for 2nd place, and 1 point for 3rd or lower. The team or individual (depending on type of league) with the most points at the end of the league season wins. If you chose an individual points league, it is suggested to offer prizes based on age categories verses grade levels. If the prizes are awarded by grade level a player is less likely to venture out of their comfortable grade. If it's by an age category it allows the player to grow and move up and down in grade level based on the situation.

3) Sponsorship and Benefit Matches:

Host a benefit match for a charity. This can help a charity and give your Club much needed publicity. By choosing a charity you can get PSA announcements on radio and television. Newspapers are receptive to cover charity events as well. These are many benefits on many levels. You help a good cause and you can get a lot of good publicity for little to no out-of-pocket cost to your club.

Most people will not have seen polocrosse before. For this reason you want to make the match as close to an A Grade game as possible. This is not the time to showcase the beginner walk/trot chukkas.

- Umpires should be dressed appropriately. They should keep a nice flow to the game so spectators enjoy watching. Have an excellent announcer.
- A great announcer can make anyone love the game (even at a walk).
- Sell tent space down the sides of the field.
- Host a halftime contest such as divot stomping, throwing contest, tailgate contest, best hat contest, etc. Come up with things that will entertain the spectators.
- Have a club booth set up with membership and lesson information. This is a great time to recruit new members. Have t-shirts with Club logo and event logo printed on them. Offer them for sell to the spectators, prizes for contests, and/or gifts for volunteers.
- Invite local dignitaries to throw out the first ball.
- Invite the local church choir to sing the National Anthem.
- Invite the Local reserves or boy scouts to display the flag.
- Invite the local 4-H group to run the concession stand.

All of these groups are impressive to the average spectator. They also help get the word of mouth advertising out about your club.

TOURNAMENT PROCEDURE and GUIDELINES

This tournament section has been designed to give you some guidelines in organizing and executing a successful polocrosse tournament as easily as possible. The information contained in this packet has been compiled by many individuals who have successfully hosted some of the finest tournaments in U.S. polocrosse history.

Please read through these guidelines carefully. If you have any questions or need any assistance, please contact your APA Secretary who can put you in touch with someone who has organized several tournaments and can provide you with additional information as needed.

Good luck and best wishes on your sanctioned APA tournament. Please keep in mind the reason we all compete at polocrosse tournaments...it's not for the awards, it's for the sheer fun of the game and the new and renewed friendships that we make each season. So, let's keep it fun!

THE POLOCROSSE FACILITY

The facility that you choose to hold your tournament at sets the precedence for the success of your event. Be sure that in the initial stages of organizing a tournament that you feel confident in the facility's management and their eager willingness to work with you throughout the planning process as well as the actual event itself.

A. THE FIELD

1. **Availability and Size.**
   You need to determine right from the start how many teams you will have participating and then determine how many fields you will need to handle the number of teams.

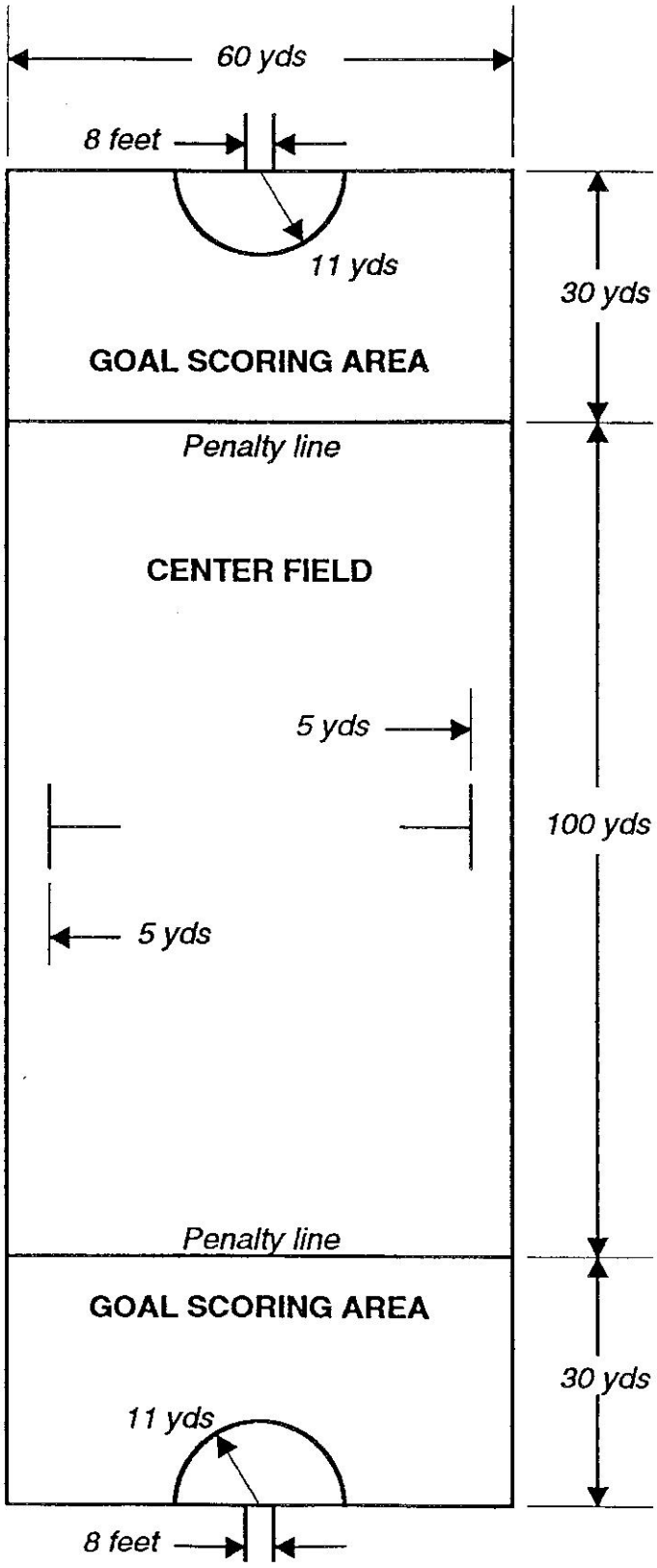
   ****ONE FIELD FOR EACH TEN (10) TEAMS COMPETING****

   Fields must be regulation size and must have a minimum of 20 feet run-off between fields and at the end of each field.

2. **Cost of the Fields.**
   Ideally, keep the costs of the facility to a minimum to enable more players to compete or find a sponsor to underwrite the costs.

3. **Grooming of the Field.**
   Responsibilities of Facility Management: Determine from the start what the facility is responsible for, i.e. grass cut prior to the event, the dirt disked and dragged, watering of fields, etc.... Be sure that any of the equipment necessary to maintain field use during the event is located in close proximity for immediate use.

7 Playing field.



Responsibilities of the Hosting Committee: Determine from the start what the hosting committee will take care of, i.e. initial lining of the field, maintaining the lines throughout the tournament.

4. **Seating and Spectator Amenities.**
   Provide seating of some kind for spectators and be certain that spectator traffic (cars and walking) is completely separate from the horse area. Rest rooms should be accessible to spectator area and competitors should be separate if at all possible.

5. **Watering and Washing Facilities.**
   A place to wash and water the horses should be located in close proximity to the field and should not be a mud bog. Ideally, there should be three locations with water troughs so a line is not created.

6. **Warm Up Area.**
   A warm up area for players should be located close to the field for teams preparing to take the field. This area should be kept as well groomed as the fields to allow players to practice ball handling.

7. **Specifying Fields.**
   Whenever more than one field is used during a tournament, they must be clearly labeled and specified, i.e. red field, white field, etc....

8. **Field Markers.**
   Goal posts, thirty-yard markers and all boundaries must meet all specifications as outlined in the APA rulebook.

   THREE (3) BALLS MUST BE ALLOCATED FOR EACH PLAYING FIELD

9. **Signage to Fields.**
   Signs should be made with arrows, etc., to show the way to the field for competitors and spectators alike.

10. **Weather Contingency.**
    It is a good idea to always prepare for the worst...if at all possible, arrange a back up facility that will accommodate the game in case of inclement weather.

B. **STABLING.**

1. **On Site Stabling.**
   The facility that you choose for your tournament should have enough stabling for all competitors. If there is not enough stabling for everyone, then the hosting club should be the first to take the stalls off the premises. All off-site stabling must not exceed a distance of 15 miles away from the grounds.

2. **Availability of Bedding and Feed.**
   Be sure to specify on the invitations what is available and required as far as feed and bedding. It is also a good idea to include costs.

3. **Stable Manager.**
   The tournament committee should appoint a stable manager to greet and assist all incoming players. It is a good idea to request on the entry the arrival date, so that you will know when people are arriving and your stable manager can be ready for them.

C. PUBLIC ADDRESS SYSTEMS

1. **Audibility.**
   It is imperative that you organize your sound system so that it can be clearly heard by the spectators and players at the field as well as by competitors in the stabling area preparing for their next game.

2. **Announcer.**
   The announcer that you enlist for the weekend is the key to a smooth running tournament. Not only must he/she provide an informative and exciting commentary, but they must also keep teams and umpires organized.

D. PARKING

1. **Separate Spectator and Trailer Parking.**
   There should be plenty of space for parking and ideally the trailer and spectator parking should be separate for safety reasons.

E. FOOD, CONCESSIONS AND RETAIL SPACE

1. Outside vendors are your best bet on providing food for spectators and competitors.

   RULES AND REGULATIONS CONCERNING ALCOHOL VARIES FROM FACILITY TO FACILITY. FIND OUT AND CHECK LOCAL LAWS

   THE APA DOES NOT RECOMMEND THE SALE OR USE OF ALCOHOL BY ANY PLAYER DURING AN APA SANCTIONED TOURNAMENT

2. **Receptions and Dinners.**
   It is recommended by the APA that some kind of social event be held at every sanctioned tournament. After all, people travel a long way to tournaments, and really like to have an opportunity to visit with friends.

F. ACCOMODATIONS AND CAMPING

1. **Hotels and Motels.**
   The tournament committee should make every effort to arrange and provide information to competitors on the availability of accommodations while at the tournament. Many places will give you a reduced rate by booking several rooms in advance and will even work with you on a good rate for your reception and/or dinner.

2. **Camping and RV Hook Ups.**
   Many players prefer to hook-up their RV or camping with a tent at a tournament. It is always ideal when they can do so at the same location as the actual tournament or where their horses are stabled. You need to find out the logistics of this and provide information in your invitation.

G. EMERGENCY PERSONNEL

1. Ambulance **and/or Emergency Medical Technicians.**

   *****AT EVERY SANCTIONED APA TOURNAMENT, IT IS SUGGESTED YOU HAVE SOME KIND OF EMERGENCY MEDICAL PERSONNEL ON SITE AT ALL TIMES DURING PLAY*****

   If you choose to have an ambulance on site and that ambulance leaves to take someone off premises for further care, it is suggested that all play **MUST STOP** until the emergency medical personnel has returned.

2. **Veterinarian.**
   You must either have a vet on call on the grounds for every sanctioned tournament or have the vet's name and phone number provided on the tournament invitation somewhere.

3. **Farrier.**
   You must have a farrier on site for the duration of the tournament. The farrier's name and number should also be provided on the tournament invitation

H. UMPIRES, UMPIRE CLINICS, UMPIRE HORSES AND UMPIRING

1. **Umpire Clinics and Certification Testing.**
   If you would like to have an umpire clinic at your tournament, you must arrange your clinic with the APA Chief Umpire not less than one (1) month prior to your tournament. You must provide the following for the umpire clinic: a suitable location with seating to accommodate all interested, a VCR and TV, and a blackboard.

2. **Umpire Horses.**
   Umpire horses are the sole responsibility of the hosting committee. You must provide enough suitable and capable umpire horses so that no one horse is used to umpire more than two (2) games in any given day. To take some of the burden off the organizing committee, it is a good idea to ask each club competing to provide one umpire horse.

3. **Umpire Horse Wrangler.**
   The host committee should appoint one non-playing person to be the umpire horse wrangler who is responsible for making sure horses are properly tacked up for each game and that no horse is used more than the maximum number of games. A good wrangler will also help organize the umpires.

4. **Umpire's Schedule.**
   A schedule of umpiring must be made up and posted prior to the first match of the tournament.

5. **Chief Umpire of the Tournament.**
   If the APA Chief Umpire is not present at the tournament, then the State Chief Umpire will act as Chief Umpire of the tournament. If there is no one who meets theses requirements present, then the tournament committee shall confer with the APA Chief Umpire who will appoint a Chief Umpire for that tournament.

6. **Umpire Equipment.**
   The tournament committee must also provide the following equipment for the umpires: umpire shirts and whistles. Many umpires now bring their own shirts.

I. OTHER TOURNAMENT OFFICIALS

1. **Timers.**
   A timer must be appointed for every match at the tournament. Each of the competing teams shall have the right to have an official representative with the timer.

2. **Scorekeepers.**
   A scorekeeper shall be appointed for each match at the tournament. Each of the competing teams shall have the right to have an official representative with the scorekeeper.

3. **Equipment for Timers and Scorekeepers.**
   The tournament committee shall provide the following equipment for the timers and scorekeepers: tables, chairs, timers with batteries, horns or bells, pencils, score sheets, line up of teams and lots of cold drinks.

RESPONSIBLITIES OF THE HOSTING CLUB

1. **Get Your Dates.**
   Confirm that the date you have chosen for your tournament is open and request in writing to the APA Secretary that your tournament be scheduled for that date.

2. **Prepare Your Invitations and Entry Forms.**
   All invitations and entries should include the following:

Name of tournament	Date of Tournament
Location of tournament	Map to Tournament
Closing date of Entries	Contact's Name and Number
Entry Fee	How Tournament Shall Be Run
Location of Stabling	Location of Registration
Costs and Specifics	--Date and Time
Bedding and Feed	Accommodations Available
Location of Dinner/Party	--Specifics
--Date and Time	Location of Umpire Clinic
Team Information	--Date and Time
Team Captain's Name	Location of Captain's Meeting
Team's Colors	Rental Horse Information
How Draw Will Be Set Up	Umpire Horse Information
Equipment Requirements	Umpire Information
Release Form	Vet's Name and Number
Awards to be Given	Membership form
Advertising Available	Sponsorships Available

3. **Filing Players With the APA Administrative Secretary.**
   The tournament committee is required to file the names of all participating players with the APA Secretary.

   ALL PLAYERS PARTICIPATING IN AN APA SANCTIONED TOURNAMENT MUST BE A CURRENT MEMBER IN GOOD STANDING WITH THE APA

4. **Advertising.**
   Contact your local media, i.e. television, radio, newspaper, distribute flyers, set up interviews, talk to local horse clubs. If you need any literature or assistance, contact the APA Publicity Committee.

5. **Programs.**
   Tournament programs can be as simple as a drawing or as complex as you desire. Just make sure they pay for themselves. This is a good avenue for getting advertisers and sponsors to help pay for your event.

   IF YOU DO PRINT A PROGRAM, IT MUST INCLUDE THE CHAPTERS **'ORIGIN AND HISTORY' AND **'THE GAME'** AS IT IS PRINTED IN THE APA RULEBOOK**

6. **Required Forms that MUST be included with the Invitation and Entries.**
   It is a requirement that all APA sanctioned tournament committees send an APA Membership Form and a Release of Liability Form out with the entries. It is also REQUIRED that the tournament committee take full responsibility for returning all signed release forms to the APA. The APA Secretary will provide these forms upon your request.

7. **Trophies and Awards.**
   The selection of awards is solely up to the discretion of the tournament committee.

8. **Rental Horses.**
   The availability of rental horses is a plus at any tournament, especially for out of state players who would like to compete. However, it is better not to supply these horses if you cannot ensure that:

   a. they are suitable for the game;
   b. they are conditioned and fit for the rigors of the game;
   c. they can be obtained at a reasonable fee;
   d. that the tournament committee and/or rider is not liable for injury.

9. **Setting Up the Draw.**
   It is up to the hosting committee to seed the teams, schedule the umpires, and organize the schedule. If you need assistance or have questions, please contact your APA representative.

10. **AT ALL COST, FOLLOW THE APA RULEBOOK AND THE RULES FORTH BY THE APA.**
    Under no circumstances does a tournament committee have the right to change or make allowances to the APA rules as set forth in the APA Rulebook. Please, before you organize your tournament, read the following chapters carefully and in entirety:

    Rule 1....Part III.....Player Registration
    ....Part IV.....Penalties for Failure To Comply With the Rules

    Rule 2....Part I.....Tournaments
    ....Part II.....Tournament Officiating

    Rule 3....Part I.....In General

CHECKLIST AND TIMELINES FOR TOURNAMENTS

Here are some hints that can help you get organized. The first thing you should do is check with the APA Secretary for date conflicts with your chosen tournament date. Sanctioning forms will be provided for you.

Four months prior to event

Form Tournament Committee

--Chairman	Telephone Fax
--Secretary	Telephone Fax
--Grounds Chair	Telephone Fax
--Registration Secretary	Telephone Fax
--Sponsorship Team Chair	Telephone Fax

CHECKLIST	Name/Phone	Date Booked
--Stabling		
--Toilets		
--EMT		
--Vet On Call		
--Farrier On Call		
--PA System		
--Bar/License		
--Catering		
--Entertainment		
--Publicity		

CHECK:

--Field Grass

--Water Supply to site; make sure there are adequate sites for water supply for all participants.

--Organizer should identify an appropriate place for a helicopter landing should it be needed in case of emergency.

Two months prior to event:

--Send sanctioning form to APA Secretary

--Establish Publicity Contact Numbers

--Liaise with sponsors Contact Numbers

--Arbitration Committee (3 members)

--Tournament Contact Contact Number

One month prior to event:

--Send out information/registration forms that include:

- Tournament contact name, contact number and email
- Route maps and site plans
- Agenda-format, briefings, start and finish of play
- Camping facilities-specify what is provided with the entry fee and include details for camping and horse pen/stall areas; specify what you expect people to do at the end of tournament in terms of cleaning camp/stall sites, fines for lack of doing so, etc.
- Catering; what is available and at what cost
- Contact info for veterinarian and farrier
- Indicate proposed arrangement for umpire horses; will they be provided or are you asking clubs to bring horses; is there a penalty for a club not bringing an umpire horse

--Be sure to set an entry deadline if that is what is planned. Doing this allows the committee or organizer to plan divisions for the tournament with the knowledge of those players attending. Decide if you will charge a late fee for late entries.

--Determine how many umpire horses will be needed; check the number available and plan for a shortage.

--Confirm all bookings.

--Check field condition.

Make or Obtain	Person Responsible
Site Plan	
Signs	
Flags	
White Goal Posts	
Roping/Stakes if needed	
Balls (3 per field)	
Stopwatches/Buzzers	
Scoresheets	
Scoreboard Keeper if needed	
Announcers	
Timekeepers/Scorekeepers	
Umpire Horse Manager	

48 hours before event:

	Person Responsible
Ensure Field is Ready to Play	
Grass and Lines	
White Goal Posts/Flags	
Soil—for filling holes	
Erect PA System and test	
Signs	
Roping if Necessary	
Secretary's Table/Tent	
Location for Central Information	
Announcer's Table/Tent	
Water for Horses/People	
Identify Location for Umpire Horses	

Ensure early arrivals have all necessary facilities and information available

On the day of; early

Display	Timetable and score board together with other information (umpire schedule, umpire horse schedule etc.)
Field-side	Timekeeper/Scorekeeper tables, chairs, watches, buzzers and sun protection
Briefing	Include all appropriate people and all players
Timetable	Give out schedule sheets to players

Helpful Hints

Water	-	at stables for horses drinking and washing - at field for horses drinking/washing - at camp/catering areas
Shade	-	Timekeepers/Scorekeepers/Announcers may need it
Toilet	-	Estimate 40 people per toilet
Litter	-	Place amble bins everywhere
Dogs	-	All dogs MUST be on a leash during all playing times
Safety Zones	-	Field ends must space of at least 20 feet; field sides should be 30 feet; side by side fields should be 30 to 40 feet apart for spectators and field officials to have safety room

Team formatting guide

4 Team Round Robin	
Saturday	Sunday
1 v 2	1 v 3
3 v 4	2 v 4
break	break
2 v 3	Final for 3rd
1 v 4	Final for 1st

5 Team Round Robin	
Saturday	Sunday
1 v 3	1 v 5
2 v 4	3 v 4
break	break
3 v 5	2 v 3
1 v 4	4 v 5
break	break
2 v 5	1 v 2

6 Team Round Robin	
Saturday	Sunday
1 v 3	2 v 6
2 v 5	3 v 4
4 v 6	1 v 5
break	break
1 v 4	3 v 6
2 v 3	4 v 5
5 v 6	1 v 2

6 team elimination	
2 brackets	
Bracket 1	Bracket 2
Team 1	Team 2
Team 3	Team 4
Team 5	Team 6
Saturday	
1 v 3	
2 v 4	
break	
1 v 5	
2 v 6	
break	
3 v 5	
4 v 6	
Figure the standings in each bracket (B)	
Sunday	
Game 1	B1 1 v B2 2
Game 2	B2 1 v B1 2
Game 3	B1 3 v B2 3
Break	
Social	Loser Game 2 v Loser Game 3
Social	Loser Game 1 v Winner Game 3
Final	Winner Game 1 v Winner Game 2

7 team Round Robin	
Saturday	Sunday
1 v 3	1 v 5
5 v 7	3 v 7

7 Team elimination	
Make 2 brackets	
Bracket 1	Bracket 2
Team 1	Team 2

2 v 4	4 v 6
Break	Break
3 v 6	2 v 3
1 v 4	5 v 6
2 v 5	4 v 7
Break	Break
6 v 7	1 v 2

Team 3	Team 4
Team 5	Team 6
Team 7	
Saturday	
1 v 3	
5 v 7	
2 v 4	
Break	
1 v 5	
3 v 7	
2 v 6	
Break	
4 v 6	
Sunday	
Figure standings in each bracket (B)	
Game 1	B1 3 v B2 3
Game 2	B1 1 v B2 2
Game 3	B2 1 v B1 2
Game 4	Loser Game 1 v B1 4
Game 5	Winner Game 1 v B1 4
Game 6	Loser Game 2 v Loser Game 3
Game 7	Winner Game 2 v Winner Game 3

8 Teams with seeding round	
Saturday	
1 v 8	
2 v 7	
3 v 6	
4 v 5	
Winners Div. 1, Losers Div. 2	
Division 1	Division 2
Saturday	Saturday
1 v 4	1 v 4
2 v 3	2 v 3
Sunday	Sunday
1 v 3	1 v 3
2 v 4	2 v 4
Break	Break
3 v 4	3 v 4
1 v 2	1 v 2

8 Team elimination	
Divide into 2 brackets	
Bracket 1	Bracket 2
Team 1	Team 2
Team 3	Team 4
Team 5	Team 6
Team 7	Team 8
Saturday	
1 v 7	
2 v 8	
3 v 5	
4 v 6	
Break	
1 v 5	
2 v 6	
3 v 7	
4 v 8	
Sunday	
1 v 3	
2 v 4	
5 v 7	
6 v 8	
Figure the standings in each bracket (B)	

B1 4 v B2 4
B1 3 v B2 3
B1 2 v B2 2
B1 1 v B2 1

10 Team with seeding round	
2 v 9	
3 v 8	
4 v 7	
5 v 6	

Winners go into Division 1 with team 1, Losers go into Division 2 with team 10

1 v 5	10 v 6
2 v 3	9 v 8
Break	Break
1 v 4	7 v 10

Sunday	
Division 1	Division 2
1 v 3	9 v 10
2 v 4	6 v 8
Break	Break
5 v 3	9 v 7
Break	Break
4 v 5	8 v 10
1 v 2	6 v 7

12 Team with middle seeding round	
3 v 10	
4 v 9	
5 v 8	
6 v 7	

Winners go into Division 1 with teams 1 & 2, Losers go into Division 2 with teams 11 & 12

Division 1	Division 2
1 v 5	8 v 11
2 v 4	9 v 12
3 v 6	7 v 10
Break	Break
1 v 2	11 v 12

Sunday	Sunday
1 v 4	7 v 9
2 v 3	10 v 11
5 v 6	8 v 12
Break	Break
1 v 3	10 v 12
2 v 5	9 v 11
4 v 6	7 v 8

American Polocrosse Association

P.O. Box 158; Bonneau, SC 29431

AGREEMENT TO SANCTION EVENT

Please mail in pages 1 and 2

Name of Event _____

Total Dates Of Insurance Wanted ***(list dates please)*** _____

Name and Address of Co-Beneficiary for Liability Insurance Event Policy:

_____

(This is: Owners of Property, Facility, Grounds, Name of Corporation, whatever is appropriate)

_____

(Address of Facility)

Registered Club name _____

Event Committee Contact Person _____

Contact Address _____

Contact Phone and E-Mail _____

Exact Location of Tournament _____

Exact Address _____

Phone at Location(if any) _____

SPECIFICS OF EVENT:

Number of Actual Play Days _____ Number of Extra Insurance Days _____

Number of Players Anticipated _____ Type of Draw/Divisions _____

Number of Spectators _____ (*estimate*)

(knockout, round robin, jackpot, blind draw, sectional, Full 6 person, mixed; A,B,C,D,Jr., other)

SITE INFORMATION:

Public, Private, Other: _____

Describe Fields (grass,dirt etc.) _____

Length of Run-outs available: (minimum of 20 feet) _____

Is an alternative field available in case of unsuitability of primary field: _____

If so, give brief description: _____

EMT or other Emergency Services: _____

Describe stabling facilities: _____

(stalls, pens, water available, shavings, feeds, proximity to field, etc)

The above registered club/organization requests APA sanctioning for the event specified. Upon acceptance of sanctioning, said club/organization agrees to run the event by the guidelines of the Rules and Regulations of the APA, revised in 2001. ***The Chief Umpire requests that clubs hold 1 hour rules clinics on Friday nights before the tournament.***

1) To sanction a tournament; clubs must send this form to the APA office with a $100 sanctioning fee deposit. A tournament is not considered sanctioned until the office receives both. Liability insurance for members and the property owner and a Tournament Chief Umpire are provided by the APA.

2) The deadline for sanctioning forms and tournament invitations will be 60 days from the tournament. This is to allow for reasonable time to make umpire travel arrangements.

3) ***It is the responsibility of the registered club to collect any new or renewing memberships at the time of registration. If a player's name is not on the official APA membership list or if the date pai is not in the current year, they are not current with membership. The player must pay one of the three types of memberships. Your tournament contact will get an instruction letter with the APA information; please make sure this instruction sheet is given to the person responsible for registration at the tournament.***

4) Tournament committees must **email membership information** (names, type and amount paid) to the APA office at lhumphreys@americanpolocrosse.org **within 3 days of the event.** This allows us to give correct information to the next tournament.

5) **All tournament results, player's names, number of players, the grades in which they played, cap fees and membership dues** (with forms) need to be sent to the APA office **within 14 days.** If not, the club forfeits their $100 sanctioning fee. The sanctioning fee will be returned if the receipt of cap fees and tournament information is within 14 days of the tournament.

6) Current cap fees will remain at $8 per person if the APA receives the sanctioning form at least 60 days before the tournament. Cap fees will increase to $13 per person if the APA receives the sanctioning form in less than 60 days.

7) The APA requires tournaments for the Player Development Program international events to be sanctioned; but the host club may apply for a waiver of cap fees to the International Liaison and then the International Liaisor will bring the waiver request to the Board for approval.

8) The Chief Umpire suggests that clubs have 1 hour Friday night Rules Clinics at sanctioned tournaments. At lea one team representative should attend.

ACCEPTED AND AGREED BY:_____

CLUB OFFICER

FOR APA USE ONLY:

SANCTIONING APPROVED_____ DATE_____ BY_____
INSURANCE CONFIRMATION DATE_____ BY_____
CERTIFIED UMPIRE ASSIGNED_____
DEPOSIT RECEIVED_____DEPOSIT RETURNED_____
FEES COLLECTED_____ EVENT INFORMATION RETURNED_____
EVENT CANCELLED DATE_____REASON_____

CHIEF UMPIRE NOTES_____

CLUBS: KEEP THIS PAGE FOR YOUR REFERENCE:

AMERICAN POLOCROSSE ASSOCIATION
P.O. BOX 158
BONNEAU, SC 29431

843-825-2686 (LAURA HUMPHREYS)
843-825-2686 (APA FAX)
LHUMPHREYS@AMERICANPOLOCROSSE.ORG

Upon acceptance of sanctioning, said club/organization agrees to run the event by the guidelines of the Rules and Regulations of the APA, revised in 2001. ***The Chief Umpire requests that clubs hold 1 hour rules clinics on Friday nights before the tournament.***

1) To sanction a tournament; clubs must send this form to the APA office with a $100 sanctioning fee deposit. A tournament is not considered sanctioned until the office receives both. Liability insurance for members and the property owner and a Tournament Chief Umpire are provided by the APA.

2) The deadline for sanctioning forms and tournament invitations will be 60 days from the tournament. This is to allow for reasonable time to make umpire travel arrangements.

3) ***It is the responsibility of the registered club to collect any new or renewing memberships at the time of registration. If a player's name is not on the official APA membership list or if the date pai is not in the current year, they are not current with membership. The player must pay one of the three types of memberships. Your tournament contact will get an instruction letter with the APA information; please make sure this instruction sheet is given to the person responsible for registration at the tournament.***

4) Tournament committees must **email membership information** (names, type and amount paid) to the APA office at lhumphreys@americanpolocrosse.org **within 3 days of the event.** This allows us to give correct information to the next tournament.

5) **All tournament results (not scoresheets), player's names, number of players, the grades in which they played, cap fees and membership dues** (with forms) need to be sent to the APA office **within 14 days.** If not, the club forfeits their $100 sanctioning fee. The sanctioning fee will be returned if the receipt of cap fees and tournament information is within 14 days of the tournament.

6) Current cap fees will remain at $8 per person if the APA receives the sanctioning form at least 60 days before the tournament. Cap fees will increase to $13 per person if the APA receives the sanctioning form in less than 60 days.

7) The APA requires tournaments for the Player Development Program international events to be sanctioned; but the host club may apply for a waiver of cap fees to the International Liaison and then the International Liaisor will bring the waiver request to the Board for approval.

8) The Chief Umpire suggests that clubs have 1 hour Friday night Rules Clinics at sanctioned tournaments. At lea one team representative should attend.

LIABILITY RELEASE FORM

The undersigned states as follows:

I acknowledge that the game of polocrosse involves inherent risks of personal injury to me personally, my horse and damage to equipment and property. Knowing and understanding this, I still desire to participate in, and attend, the club practices and tournaments.

In consideration for my participation in, and attendance to these events, I hereby, for myself, my heirs, executors and assigns; waive, release, discharge and hold harmless; the American Polocrosse Association and the club, it's officers, directors, members and agents, and all other persons or organizations in any way connected with this event including but not limited to the field, their owners and operators, their officers, directors, employees, agents, representatives, heirs, administrators and assigns from any and all rights, claims or liability for damages from any and all claims of any kind or nature, that might arise out of my participation in any way connected with this event, or taking place upon the grounds.

I further acknowledge that this release will extend to any accidents, damages or claims arising out of my participation, caused by my own act or the act of anyone or any animal within my control.

By signing this release and waiver, I am assuming all risks of the activities in which I will be engaged and releasing all of the parties indicated above of any and all liability for their negligence of any description whatsoever. It is my intent to assume all risks and to waive and give up my rights (for myself and my heirs) to sue, and I do so knowingly and voluntarily.

*** The APA has adopted a policy in accordance with the local State Laws of any APA sponsored event of zero tolerance for consumption of alcohol or controlled substances by minors. This policy includes all minors, APA members or spectators while under the influence of alcohol or controlled substances during any APA sponsored event. Any adult who is knowingly contributing to the violation of the policy by providing alcohol or controlled substances to minors will be subject to the same punishment set out below:

1. Any infraction of the policy shall be reported by two credible sources to the event's Tournament Committee with an appeal to the APA Grievance Panel. The Grievance Panel is appointed by the President as a standing committee. The Tournament Committee, if it finds the report reliable will suspend the minor from play at that instant and then report the incident to the APA Grievance Panel in writing.

2. Upon receipt and verification by the APA Grievance Panel, the Panel shall issue a one year suspension of the offending member's membership beginning from the date of the incident. Upon the second violation, the punishment will be suspension of a Junior's APA membership until age 21 and suspension of an adult's membership for life.

3. Appeal may be taken upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Secretary within 30 days of notification by the Grievance Panel. The APA Board of Directors must act upon any appeal and notify the member of it's action in writing within 30 days after receiving the written appeal. Suspension will remain in effect throughout the appeal process.

_____

Signature Date

PARENT OR GUARDIAN RELEASE AND WAIVER

I am the parent or guardian of_____,
A minor, and on the minor's behalf, on my behalf and on the behalf of all other parents or guardians of the minor, I accept the release and waiver of liability above as an inducement for allowing my child to participate in polocrosse games, practices and related activities. I further authorize any emergency medical care which may be necessary.

_____

Signature Date

AMERICAN POLOCROSSE ASSOCIATION CODE OF CONDUCT

May 4, 2006

Participants in events sanctioned by the American Polocrosse Association ("APA") are exercising a privilege afforded them by tournament committees and the APA. In consideration of this privilege, participants agree to abide by this Code of Conduct.

1. GENERAL GUIDELINES:

Participants will place horses' welfare above all other considerations. Animal abuse as identified by a doctor of veterinary medicine will not be tolerated.

Participants are expected to conduct themselves at all times in a manner which is in keeping with representing the APA, and will not bring discredit upon the APA. Persistent irresponsibility, unsportsmanlike conduct or disrespectful behavior will not be tolerated.

Participants will respect the person and property of others, adhere to rules and guidelines of the APA rule book, the rules established by the Event Organizer, and obey all local, state and federal laws. Destruction of property, theft, or violation of local, state or federal laws will not be tolerated.

2. ENFORCEMENT:

Tournament committees, acting in good faith, may take such action as is necessary to prevent the inappropriate behavior from harming people or animals, or disrupting the activity to the detriment of other participants including, but not limited to suspending the participant from play or participation in event-related activities immediately.

The Tournament committee is then responsible to:

4. Report the incident to the APA Grievance Panel in writing.

5. Upon receipt and verification by the APA Grievance Panel, the panel may decide no further action is necessary, may issue a one year suspension of the offending member's membership beginning from the date of the incident, suspend the membership for life, or any such degree of discipline in between, at its will.

6. Appeal may be taken upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Secretary within 30 days of notification by the grievance panel. The APA Board of Directors must act upon any appeal and notify the member of its action in writing within 30 days after receiving the written appeal. Suspension will remain in effect throughout the appeal process.

AMERICAN POLOCROSSE ASSOCIATION

APA LOGO GEAR

Beautiful products with the logo of the American Polocrosse Association are available but stock may vary. Check with the APA Secretary.

Hats: Khaki and White	$20.00
Polo Shirts: Khaki and White	$28.00
Embroidered T-Shirts: Black	$20.00
T-Shirts: White, Khaki, Grey	$15.00
Bumper Stickers	$ 5.00
Whistles and Pins	$ 5.00

American Polocrosse Association
P.O. Box 158
Bonneau, SC 29431
843-825-2686 phone/fax
email: lhumphreys@americanpolocrosse.org
check us out at www.americanpolocrosse.org

U.S. EQUIPMENT CONTACTS

(Check our website www.americanpolocrosse.org on Links for international links for equipment too)

Arden Enterprises.....South African Racquets
Nicky Hampson
1295 Pilot Riley Road
Zebulon, NC 27597
919-269-8418
ardenent@bellsouth.net
www.ardenenterprises.net

Racquet Bags
Polocrosse Spurs
Riding Jeans
More

Chateau St. Croix Farms..... Bennett Racquets, Original & Pro
Troy Chamberlin
1998A Highway 87
St. Croix Falls, WI 54024
www.chateaustcroix.com

Racquet Bags, Kit Bags
Milner Balls
New Derby Helmets
Argentinian Knee Pads
Polocrosse Horses

Paul Johnson
512-698-6827
pjpxmcd@earthlink.net

(CONTINUED)

PolocrosseEquip..... Custom Racquets made in USA
The Alcotts Cane, Graphite, Plastic
14348 133rd Avenue SE
Yelm, WA 98597
360-458-6565
www.polocrosseEQUIP.com

Xtreme Polocrosse..... Bennett Racquets, Original & Pro
KarenGardiner and David Lynn Milner Balls, Racquet Bags
7475 N. Flint Hill Road New Derby Helmets & Face Mask
Owings MD 20736 Knee Pads & Saddle Pads
443-454-7154 Clothing, Team Shirts, White Jeans
www.Xtremepolocrosse.com White & Colored Tack
SMB, Leg Wraps, Bell Boots
Polocrosse Horses
More

SAMPLE CLUB BY-LAWS

CLUB BY-LAWS

The club formed under these by-laws shall be known as _____.

OBJECTIVE

The purpose of THE CLUB is to promote the game of polocrosse, arrange practices, competition between other clubs and social functions according to the APA rules.

MEMBERSHIP

Current members must have dues paid by _____ of each year. New members dues will be due 60 days after joining the club. Officers must have dues paid within 30 days of being elected to office; if they are not paid, then they forfeit their office and another election will be held to fill that position.

GENERAL MEETINGS

THE CLUB president or committee shall call a meeting each month to discuss the business of the club. An annual meeting will be called in January of each year for the express purpose of electing new officers, setting dues for the current year and considering any amendments to the by-laws.

OFFICERS

Each year during the annual meeting, an election shall be held to fill the positions of president, vice president, secretary, treasurer and a publicity officer. Persons to fill these positions shall be nominated by the membership and elected by a majority vote. The committee members shall consist of the elected officers.

DUTIES OF OFFICERS

President

The President shall serve THE CLUB by:

a) presiding over committee and general membership meetings
b) representing THE CLUB and being the spokesperson to the American Polocrosse Association
c) providing leadership and direction for THE CLUB

Vice President

The Vice-President shall serve THE CLUB by:

a) attending all committee and general meetings
b) presiding over committee and general meetings in the absence of the president
c) fulfilling the responsibilities of the president in the event the president is unable to attend on a temporary basis, or assuming the presidency should the office be vacated prior to the expiration of a term
d) supporting the president and completing tasks that are assigned by the president
e) supervising the maintenance of the playing fields and caring for THE CLUB equipment

Secretary-Treasurer

The Secretary-Treasurer shall serve THE CLUB by:

a) recording the minutes at committee and general meetings in a permanent record and by reading the same at meetings
b) preserving in a permanent record all appropriate documents, papers and records; and by making them available to the committee members when requested
c) assembling and preparing reports for the annual general meetings
d) keeping a current list of members' names and addresses
e) performing any duties pertaining to the keeping of records and handling of correspondence as the president shall direct
f) banking money and keeping a current accounting of all financial assets
g) presenting all bills to the committee and paying bills as directed
h) preparing a current statement of receipts / expenditures for committee meetings and a year end financial report for the next general membership meeting

Club Coach

The Club Coach shall serve THE CLUB by:

a) arranging and notifying players of practices
b) directing practices, including positioning of players on practice teams
c) arranging guest coaches and special coaching clinics

d) chairing the team positioning committee and having one vote
e) choosing other coaches or persons if he desires to supervise the practices

Publicity Officer

The Publicity Officer shall serve THE CLUB by:

a) promoting the game of polocrosse and THE CLUB'S functions and accomplishments in as many ways as possible

PROCEDURE

Each member of THE CLUB shall have one vote in determining elected officers and all other business. Officers shall be elected by ballot and all other business by a show of hands. Any officer that is absent from three consecutive meetings without sufficient cause shall be deemed to have vacated the office unless he or she shall have been granted prior leave of absence by the committee. When a vacancy occurs in any position, the committee shall select and invite a member to fill the vacancy until the next election.

AMENDMENT TO THE BY-LAWS

The by-laws may be amended by a two-thirds vote of those in attendance at any general meeting.

QUORUM

A quorum at general meetings shall be 51% of the total club membership. A quorum at a committee meeting shall be four members with voting rights.

HOUSE RULES

THE CLUB shall follow the rules of play as determined by the American Polocrosse Association.

THE CLUB shall maintain membership and good standing with the American Polocrosse Association.

Members and guests shall abide by all rules of THE CLUB, the hosting barn and/or field rules.

Any disputes or grievances within THE CLUB will be brought before the committee, which will discuss the dispute or grievance and determining appropriate action to resolve it. Club members are bound to abide by the committee's decision.

If any club member shall exhibit unsportsman-like conduct, or conduct detrimental to the objectives of THE CLUB, or fail to cooperate in promoting and achieving what is, shall require a personal appearance by the offender to discuss the situation. It will then recommend action to be instituted by the member to restore the member to good standing. In the event the offender ignores or rejects the committee's recommendation or fails to carry through with a successful solution to the problem, the committee shall recommend expulsion from THE CLUB to the general membership. A majority vote by members attending the meeting will ratify the committee's recommendation.

AMERICAN POLOCROSSE ASSOCIATION

Membership Form

Please complete clearly below: (All information will be sent to first name that appears on form)

Name:_____ APA Club Affiliation_____

Mailing Address:_____

City:_____State:_____Zip:_____Date of Birth:_____/_____/_____

Home #_____Cell #_____Fax #_____

Player _____Non-player_____Email Address:_____

Family Membership:(list spouse and/or children 17 and under with Birth Date)_____

_____

_____

_____

All memberships end on December 31st of each year; renewals are due on January 1st. After January 31st, there will be a 20% penalty late fee for renewing members. This is to encourage early membership renewal and help the administrative process. New memberships are pro-rated after October 1st to $22.50 for Family; $15.00 for Senior; $7.50 for Junior.

____Renewal (late fee after Jan 31st) ____New Member (no late fee) ____ Are you a Pony Club or 4-H Member?

____	Family	(child 18 yrs. not included)... $90.00	Yearly fees...after January 31st renewal is $108.00
____	Individual	(18 yrs. and older)..... $60.00	Yearly fees...after January 31st renewal is $72.00
____	Junior	(17 yrs. and under)..... $30.00	Yearly fees...after January 31st, renewal is $36.00
____	Associate	(newsletter only)..... $30.00	Yearly charge
____	Day Member	(no full membership benefits) $20.00	Each tournament

Add'l Contributions to APA approved funds: Name of Fund_____Amount_____
(General Fund, Player Development Program, Coaching, Umpiring, Nationals)

The American Polocrosse Association offers to its membership, newsletters, rulebooks, coaching and umpire certification programs, eligibility to participate as a player in sanctioned tournaments, eligibility to compete in international competitions, a general liability insurance policy, and a commitment to promote the American Polocrosse Association.

I, as a member, agree to abide by the By-Laws and all Rules and Regulations, of the American Polocrosse Association.

RELEASE OF LIABILITY

The undersigned states the following: I acknowledge that the game of Polocrosse involves inherent risks of personal injury to me personally, my horse, and damages to equipment and property. Knowing and understanding this, I still desire to participate in and attend APA sanctioned events.

In consideration for my participation in and attendance to these events. I hereby, for myself, my heirs, executors and assigns, discharge and hold harmless; The American Polocrosse Association, the APA Club, its officers, directors, members and agents, and all other persons or organizations in any way connected with this event including, but not limited to properties, their owners and operators, their officers, directors, employees, agents, representatives, heirs, administrators and assigns, from any and all rights, claims or liability for damages from any and all claims of any kind of nature, that might arise out of my participation in any activity in any way connected with this event or taking place upon the grounds.

I further acknowledge that this release will extend to any accidents, damages, or claims arising out of my participation, caused by my own act or the acts of anyone or any animal within my control.

I hereby certify that I am covered by medical, health and accident insurance and/or I am responsible for any costs I may incur for my own medical injuries.

By signing this release and waiver, I am assuming all risks of this activity in which I will be engaged and releasing all of the parties indicated above of any and all liability for their negligence of any description whatsoever. It is my intent to assume all risk and to waive and give up my rights (for myself and my heirs) to sue. And I do so knowingly and voluntarily.

Parent or Guardian Release and Waiver (Please list all minor members, in space below, whether player/non)

I am the parent/guardian of _____,
a minor, and on the minor's behalf, and on the behalf of all other parents and guardians, I accept the release and waiver of liability above as an inducement for allowing my child to participate in polocrosse games, practices and related activities. I further authorize any emergency medical care which may be necessary.

Signature_____ Date_____

Send To Our Address:

APA
P.O. Box 158
Bonneau, SC 29431

Questions? Contact Laura Humphreys, APA Secretary at lhumphreys@americanpolocrosse.org

2008