



# American Polocrosse Association Manual

2024

This updated document outlines some of the programs, policies, elected positions and committees of the APA. It is for reference purposes and is always a work in progress.

Additional information, updates and corrections will be made as received. In the event any information contained herein conflicts with official APA Board minutes, the information contained in the Board minutes shall prevail.



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## I. CLUB REGISTRATION PROCEDURES

Groups that are interested in forming a club must submit a form via the APA website including but not limited to:

- Club Name
- Club Colors
- Club Location/Area
- Club's main contact name, address, email address and phone number
- Club Officer Positions: President, Vice President, Secretary, Treasurer, etc...
- Club Roster- Names of players

Approved clubs will be updated by the Administrator to the Board on the website and included in all official APA correspondence. Zone representatives are responsible for validating club information annually.

## II. ORGANIZATION

### A. Executive Officers

#### i. President

- Shall be the Chief Executive Officer of the corporation
- Shall have general and active management of the business of the corporation
- Shall see that all orders and resolutions of the Board of Directors are carried into effect
- In the absence of the Chairman of the Board or if there is no Chairman, the President shall preside at all meetings of the Board of Directors
- Shall have authority to employ and dismiss such employees and agents as the business of the corporation may require and to fix reasonable compensation for their services and establish their duties and responsibilities
- Shall have the responsibility for presiding over all Executive Committee, Board of Directors and General Membership meetings
- Shall represent, or shall appoint a member to represent, the Association in matters of official interaction with the public
- Shall be the designated Association spokesperson to the Polocrosse Associations of other nations
- Shall serve as the IPC Representative.
- Shall further assemble meeting agendas and prepare reports for distribution at Board of Directors' and General Membership meetings in accordance with the procedures set forth in the By-Laws

#### ii. Vice President

- Shall, in the absence or disability of the President, perform the duties and exercise the powers of the President
- Shall perform such other duties and have such other powers as the President or the Board of Directors may prescribe from time to time
- If there shall be more than one Vice-President, then the Vice-Presidents shall act in the order in which they are elected
- The Association Vice-President shall make best efforts to attend all Executive Committee, Board of Directors and General Membership meetings, and shall preside over same if the President is absent
- In the event the current President leaves office prior to the expiration of his or her term, the first Vice-President (if there is more than one) shall assume all responsibilities of the office of President for the remainder of the term.

#### iii. Secretary

- Shall record and keep the minutes of all Board of Directors' meetings, Executive Committee meetings and General Membership meetings in the designated cloud storage.
- Shall send approved minutes to the Administrator to the Board within 7 days of approval
- Shall make such minutes available to any Director, Officer or Member in good standing upon request.
- Shall perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President or the Board of Directors from time to time
- Shall further assemble meeting agendas and prepare reports for distribution at Board of Directors' and General Membership meetings in accordance with the procedures set forth in the By-Laws

iv. Treasurer

- Shall have the responsibility for the funds of the corporation
- Shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation
- Shall deposit all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors from time to time
- Shall perform such other duties and have such other powers as the President or the Board of directors may prescribe from time to time
- Shall further collect all monies due to the Association, bank all Association monies in the name of the Association
- Pay all bills for items authorized in the approved budget, subject to a requirement that unbudgeted expenses in excess of \$1,000 will be brought in front of the board for approval prior to payment.
- Shall keep a current accounting of all Association assets
- Will chair the Finance Committee
- Shall have custody of any securities owned by the Association
- Will maintain proper and accurate Association financial records and make them available for audit as requested by the Board of Directors and/or the Audit Committee
- Shall prepare a current statement of receipts and expenditures for each Board of Directors' meeting and a year-end financial report for the Annual General Membership meeting and to be published to the APA website
- Will maintain current and accurate records of all membership payments for annual membership dues, and is responsible for collection of same from the Association membership.
- Maintain APA event insurance policy and Board of Directors liability coverage
- Maintain APA memberships with the IPC
- In conjunction with the Administrator to the Board collect and verify cap fees
- Maintain official APA mailing address

**B. General Board Members**

i. Zone Representatives

- Serve on the Grievance Panel
- Serve on Membership Committee
- Serve on the Nationals Tournament Committee when Nationals is held in their zone
- Write articles for the E-News about updates and current events in the zone
- Maintain communications with clubs in the zone
- Prior to Board Meetings, communicate to the zone membership asking them to send questions and concerns for the Board
- Maintain a current roster of clubs, their members, and their emails
- Initiate events, keep a calendar of tournaments, clinics, expos, etc. in the zone to minimize conflicts between the clubs
- Follow-up on inquiries from the APA website from your zone
- Serve as the Zone Regional Tournament Chair. Formally communicate to club contacts each year as to their interest in hosting a Regional Championship tournament
- Work with the International Liaison when/if foreign exchanges come to your zone and let the International Liaison know if you want to host an exchange in your zone
- After Board meetings, report in a recap to your zone members after the official summary is published or the minutes of the meeting have been approved by the Board

ii. At-Large Directors

- Work on Committees and special projects to promote the APA, funding and/or help with the running of the organization.

## **C. Support Positions (Non-Voting)**

### **i. Administrator to the Board**

- Maintain accurate membership database and membership reports
- Maintain/update official APA mailing addresses on all relevant documents/references , including but not limited to the website, forms, and promotional material
- Update web postings as directed by committee chairs
- Shall be responsible for the electronic capture of permanent records, including but not limited to all Association correspondence to and from other Polocrosse Associations and to the general Association membership as individuals or clubs, all general and financial reports, all Association membership rosters, all Association correspondence with the general public, and any Board approved documentation
- Shall maintain accurate records regarding members' sanctions and suspensions
- Provide administrative support for sanctioned tournaments:
  - Process and coordinate sanctioning application
  - In conjunction with the treasurer, collect and verify cap fees
- Process and coordinate logo licensing and usage with the Business Development Committee Chair
- Coordinate with the Business Development Committee Chair the solicitation and collection of Annual Standards of Play advertisements.
- Update the Annual Standards of Play with any new Board approved changes, coordinate digital and print publication of the document, and mail to all current APA members.
- Serves as administrative support to the APA Nationals Tournament Committee
- Shall perform such duties as the President or the Board of Directors may prescribe from time to time.
- Serves term in alignment with the President's term of office

## **D. Non-Voting Board Members**

### **i. Chief Umpire**

- Selection: The Umpire Body sends the Board up to 3 names of nominees for Chief Umpire. The Chief Umpire shall then be selected by a majority of the Board of Directors, shall attend all Board meetings, shall not be a voting member unless he or she also holds an elective office, and shall not hold the office of President, Vice-President, Secretary or Treasurer. This is a two-year term.
- Duties:
  - Responsible for Umpire Program
  - Responsible in Certification of Umpires
  - Responsible for Umpire Development Program
  - Presents, discusses new or changed rules with APA Board for approval. Rule changes are in effect 30 days after the rule change is approved.
  - Nominates Zone Umpires for Umpire Panel. The Umpire Panel will enforce the settling of rules disputes, taking action on complaints and grievances, and training and certification of umpires. The Chief Umpire shall have the responsibility of the final say in all these matters.
  - Keeps records of incidents at tournaments.
  - Umpire Panel Duties:
    - Made up of the Chief Umpire and three zone umpires.
    - Discusses disciplinary actions.
    - Discusses changes in rules or the Umpire Program.

## **E. Election Process**

- The Administrator to the Board will notify the membership by email, or other publication, no less than seventy five (75) days (August 15) preceding the annual election, the names of the members of the Nominating Committee and the procedure and deadline for nominating adult members for election to specified offices.

- The Administrator to the Board sets up the online voting system, fixes problems, and gives the President the codes to the system as a backup (unless the President is running for election, in which case, the Vice President shall have the codes). After the election closes, the Administrator to the Board requests the Zone Representatives to verify the results. After all candidates have been notified by the President, the Administrator to the Board publishes the results of the election.
- The annual election shall start on November 1 and conclude on November 15. Officers and Directors duly elected shall take office January 1.
- In the case of a tie during elections:
  - A run-off election shall be held between only those candidates who were tied for the open seat. Nominations are not reopened. The run-off election shall be held online; started as soon as possible; and for a period of 7 days.

### III. COMMITTEES AND THEIR OPERATIONS

The APA operates certain aspects of business through standing committees and ad-hoc committees. Standing committees are perpetual in nature whereas ad-hoc committees are generally formed to accomplish specific one-time objectives and the committee terminates upon completion of its objectives.

Unless otherwise stated, the standard selection process for Committee Chairs will be as follows:

- Expressions of interest to serve should be addressed to the APA President.
- The President will consider all nominees and make a recommendation to the Board to approve. The Board votes on the recommendation. It is recommended that this process be completed during the Annual Board Meeting.

The standard selection process for Sub-Committee Chairs will be as follows:

- Expressions of interest to serve should be addressed to the appropriate Committee Chair who will select Sub-Committee Chairs.

Other details:

- Terms of service: one year for Chair and members
- Sub-Committee Chairs report to their respective Committee Chair.
- Anyone over the age of 18 is eligible to serve as Committee Chair or member.
- Committee Chairs shall select and decide the number of members on his/her committee unless otherwise specified by this manual
- Committee Chairs and members of committees must be full APA members.

#### i. Grievance Committee

Status: Standing

- Objective: To enforce the APA Alcohol Policy and Code of Conduct (see Appendix) and to deal with other grievances as requested by the President.
- Members: Consists of the Chief Umpire, all three Zone Representatives, and the Horse Welfare Committee Chair. Members will elect a Chair amongst themselves.
- Term: Concurrent with their elected positions.
- Chair Duties:
  - The Chair convenes the Grievance Committee whenever a grievance is filed
  - Report to the Board on the topics the Committee is addressing while maintaining anonymity and confidentiality of involved parties
  - Initiate and oversee all activities of the Committee and any sub-Committees
  - Report to the Board on the activities of the committee
- Committee Tasks:
  - Maintain and Administer the APA Code of Conduct and process any Grievances filed by APA members, see Appendix A)
  - Administer the Grievance Process as follows:
    - When a member has a grievance he must in writing via the APA website (<https://www.americanpolocrosse.org/grievance-form/>)
    - The head of the grievance panel shall notify the other panel members of said grievance
    - Upon receipt, a copy of the grievance letter or notification shall be sent to the person that the grievance is filed against. If the member is a minor, a copy should be sent to the parent or guardian.
    - The panel shall discuss between panel members and investigate the complaint
    - Upon verifiable proof of a violation of the APA rules or regulations the panel shall make an unbiased decision of a penalty or dismissal
    - Upon this decision, the panel shall notify both parties involved of the decision
    - All paper work shall be filed w the board administrator and kept in a confidential file for future reference as needed. In addition, the APA secretary should have access to the confidential files and would provide them to future grievance panel members only.



- Appeal of disciplinary action may be submitted upon receipt of the panel's written decision. Any appeal must be made in writing to the APA Administrator to the Board 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. Any penalties will remain in effect throughout the appeal process.



## ii. Communications Committee

Status: Standing Committee

- Objective: To facilitate communication between the Officers, Board of Directors, Committees and APA membership.
- Chair Duties:
  - Report to the Board on the activities of the committee
  - Calculate & submit budget: printing, postage, etc.
- Committee Tasks:
  - Publish collateral material as needed to be used by Committees, Programs and/or members. Collateral materials to include, but not limited to: brochures, posters, videos.
  - Publish the APA E-News newsletter by email and archive on the website with the assistance of the Administrator to the Board & Technology Committee Chair.
  - Create content such as writing stories or articles for print with photos, blogs, tournament reviews and results, social media captions with photos, press releases, scripted recordings for podcast, etc
  - Prepare a press kit for the APA and member clubs to use when promoting the sport of polocrosse, including brochures, event calendars, and sample press releases.

## iii. Technology Committee

Status: Standing Committee

- Objective: to operate and maintain all technology platforms utilized by the APA Board and membership.
- Chair Duties:
  - Report to the Board on the activities of the committee
  - Calculate and submit budget
- Committee tasks:
  - Update the content and maintain functionality of the American Polocrosse Association website. Content and material shall be provided by the Board, Committee Chairs, Chief Umpire, etc.
  - Work with clubs to develop and execute tournament registrations
  - Maintain the online membership database
  - Maintain MailChimp, or equivalent email service for E News.
  - Design templates for E News publications
  - Maintain website sponsorship ads
  - Maintain online payment accounts in conjunction with the Treasurer

## iv. Business Development Committee

Status: Standing Committee

- Objective: To research and recommend various sources of revenue for the APA; to pursue corporate and other sponsorship opportunities; to foster relationships with equine and other organizations to the benefit of the APA; and to promote and market the APA to the general public.
- Chairperson Duties:
  - Report to the Board on the activities of the committee
  - Coordinate and manage with Membership Development Committee Chairperson advertising APA and polocrosse on a national and regional level, as well as soliciting advertising from others to the benefit of the APA in coordination.
- Committee Duties:
  - Prepare a press kit for the APA and member clubs to use when promoting and seeking sponsorships for the sport of polocrosse, including brochures, event calendar, APA business card, advertising and sponsorship rate cards, sample press releases in coordination with Communications Chairperson and Membership Development Committee Chairperson
  - Manage all advertising of the APA and polocrosse on a national and regional level, as well as soliciting advertising from others to the benefit of the APA
  - Solicit and manage ads for the annual Standards of Play
  - Investigate and write grants to support APA programs

- Investigate and make recommendations to the Board about other forms of sponsorship and membership in the APA including corporate memberships
- Oversees the use of the APA logo in committee context, under the direction of the Board

v. Executive Committee

Status: Standing Committee

- Objective: Shall have and may exercise all of the authority of the Board of Directors in the management of the corporation on those exigent matters requiring action prior to the next meeting of the Board of Directors, provided that all minutes of such actions taken shall be forwarded within ten (10) days to all other officers and directors and provided that such actions are ratified at the next Board Meeting.
- Members: Composed of the President and any two or more Officers or Directors as proposed by the President.
- Committee duties:
  - Act on behalf of the Board between meetings
  - Appoint three (3) Association members to serve as the Association Nominating Committee no later than ninety (90) days preceding the annual election. (see Article VII-Election for complete details)
  - Report to the Board on the activities of the committee

vi. Finance Committee

Status: Ad Hoc Committee

- Objective: Assist the Treasurer, if needed, with certain activities associated with maintaining the financial records of the APA.
- Members: The Treasurer of the APA will be the Chairman per by- laws, Article VI, paragraph 5. Ideally, persons with financial and accounting backgrounds will be sought to serve as members. Expressions of interest to serve may be made to the Treasurer who will select members based upon experience and ability and selected members will serve for a term of one year.
- Chairperson Duties:
  - Report to the Board on the activities of the committee
- Committee Duties:
  - Prepare and present for approval the proposed budget for each calendar year
  - Maintain the financial records of the APA on a web based accounting software package
  - Present quarterly financial statements (balance sheet, YTD income statement and budget variances) to the APA board
  - Assist in maintaining the financial records of the 501c(3) corporation once organized
  - Ensure tax returns are filed in a timely manner
  - Determine need of independent peer review of organization's finances and coordinate review

vii. International Liaison Committee

Status: Standing Committee

- Objective: Receive, investigate and negotiate terms and conditions of international exchanges, both inbound and outbound.
- Duties:
  - Report to the Board on the activities of the committee
  - Receive and respond to all foreign exchanges/invitations proposed to the APA through an official APA address
  - Coordinate acceptance or declinations of all exchanges proposed to the APA with the Chief Umpire, and Chief Coach
  - Upon acceptance of exchange/invitation, detail the possibilities, options, compromises and overall cost of the trip and then after consensus approval, proceed to negotiate the same with the inquiring country
  - Assist with coordination of travel and accommodation of players traveling to foreign countries

- Assist with coordination of travel and accommodations for players arriving from foreign countries beginning from the point of arrival within the continental US
- In the case of inbound exchanges, identify, notify and oversee the coordination of the exchange details between all participating personnel of requirements of the exchange. These individuals may include the Chief Umpire, Division Head Coach, Team Manager, Horse Manager, participating Club Contacts, etc. Exchange details would include overseeing that all practical (non- technical) considerations are on schedule, produce an itinerary, anticipate the costs of each visit, check that the team manager has organized fundraising and that costs can be met, etc.
- Is part of the World Cup Committee
- As requested by Chief Coach, investigate and negotiate the terms and conditions of inbound and outbound exchange opportunities for future years
- Report all activities to the APA Board
- PROCESS FOR INTERNATIONAL INVITATIONS:
  1. International invitation/inquiry is received by the International Liaison. International Liaison notifies the APA President, Player Development Chair, and APA Administrator to the Board and proceeds to coordinate acceptance or declination of invitation/inquiry with the Chief Umpire and Chief Coach.
  2. Upon acceptance of invitation/inquiry, International Liaison will detail the possibilities, options, compromises and overall cost of the trip and then after consensus approval, proceed to negotiate the same with the inquiring country.
  3. International Liaison will work with the team manager to coordinate travel and accommodation of players traveling to foreign countries.
  4. International Liaison will coordinate travel and accommodations for players arriving from foreign countries beginning from the point of arrival within the continental US.
  5. In the case of inbound exchanges; identify, notify and oversee the coordination of the exchange details between all participating personnel of requirements of the exchange. These individuals may include the Chief Umpire, Head Coach, Team Manager, Horse Manager, participating club contacts, etc. Exchange details would include overseeing that all practical (non-technical) considerations are on schedule, produce an itinerary, coordinate hosting details with participating club contact as well as transportation during their stay, anticipate the costs of each visit, check that the team manager has organized fundraising and that costs can be met, etc.
  6. Duties of the Chief Umpire – set umpires for games; determine tournament rules for the exchange visits and advise the individual Tournament Committees. Chief Umpire will negotiate whatever rules are necessary for the Test Match with any traveling umpire. The Chief Umpire will include considerations of each game in their annual log/journal.
  7. Duties of the Chief Coach – will nominate the team and set the program for the players during the match period. These programs will then be carried out by the relevant division Head Coach. The Head Coach will write a brief assessment of each player and the team performance to the Chief Coach on completion. The Chief Coach will submit a report and an analysis of the value of the trip to the Board. These comments should in turn feed back into the coaching curriculum.
  8. Duties of the Horse Manager – will be responsible for overseeing all horse related details and either carrying out and attending to the necessary tasks, or nominating a person (well ahead) to do so in their stead.
  9. Duties of the Hosting Club – will be responsible for all arrangements associated with running the tournament and be the local contact for all prior arrangements required.
  10. The Team Manager – will be responsible for setting up all practice schedules set by the coach; organizing or overseeing fund raising (in accordance with IRS laws and regulations); making sure all team gear and equipment get to the tournament; ensuring accommodation and transportation; have all documentation the team may require (from passports through to ensuring arrangements for horse transport have been completed); writing a report at completion for submission to the International Liaison and the Board.

### viii. Membership Development Committee

Status: Standing Committee

- Objective: To develop a program to improve recruitment, motivation, and retention of members. Determine various methods to be used and possibly create tools for clubs to use in membership drives. Foster relationships with equine and other organizations to benefit the APA, and promote and market the APA to the general public.
- Members: Chairperson, Zone Representatives, and any others as requested by the Chairperson
- Chairperson Duties:
  - Report to the Board on the activities of the committee
  - Budget, coordinate, and contract events and purchases of the Committee
  - Design of collateral material to attract and maintain members requires approval of the board by March of each year.
  - Encourage content creation and share with Communications Chair, USPC, and other media outlets planned messaging
  - Coordinate with other national equine organizations for APA representation such as USPC, 4-H, US Games Association, Western Equitation Association, etc.
- Suggestions:
  - Create membership drive plans for target audiences, families, juniors, adults, pony club, 4-H, collegiate teams, etc.
  - Offer assistance to local clubs to Host Open Houses, clinics, and Fun Days
  - Pursue polocrosse exhibition opportunities, support and encourage APA member clubs in broadening exposure to the sport of polocrosse; use development teams when possible; ideas could range from expo demonstrations, lunch break entertainment, opening for a rodeo, demo during scoring at Pony Club rallies
  - Prepare a welcome email for new APA members/families to help establish expectations for communications, how to register for events, important links, relevant zone representative and other points of contact on the board and committees, how and when to vote, the purpose of regionals and nationals, and any other information that would be helpful to a new member.

### ix. Nationals Tournament Committee

Status: Standing Committee

- Objective: Act as the Tournament Committee for the APA National Championship Tournament.
- Members: Chairperson, APA President, APA Administrator to the Board, Hosting Zone Representative, Treasurer, Local Club Contact, and any others as requested by the Chairperson
- Chairperson Duties:
  - Strongly recommend that the chair does not play at Nationals
  - Find location options (and corresponding dates) and present to the Board for final approval by the June Board Meeting in the year prior to the nationals competition.
    - Bids for a site include: organizer, cost, field space (multiple fields), condition of fields, warm up area, water proximity to field, stabling conditions, camping conditions and RV hookups, parking, entertainment facility, food and retail vendor options, etc.
  - Provide a proposed detailed budget for the event for Board Approval at least 6 months in advance, this should be the April Board Meeting
  - Report to the Board on the activities of the committee monthly
  - Initiate paperwork/contract with facility
  - Oversee all site and event arrangements; create a workable site plan
  - Determine with others (Ratings Chair suggested) the format and possible divisions
  - Organize timekeepers, scorers, announcers, and any other necessary volunteers
  - Determine entertainment and fundraising
  - Create entry form and deadlines; set up databases with pertinent information, including umpire horses, scorekeepers, timekeepers, etc
  - Work with Communications Committee to create & execute publicity/marketing plan
  - Work with Business Development Committee to solicit potential national sponsors and other prize sponsors

- Coordinate tournament gift and optional APA gear for event sales
- Confirm event insurance with the Treasurer
- Coordinate signage, program, printing, digital program, and mass communication methods/apps
- Set schedules:
  - Work with President to set the Annual General Meeting
  - Work with the Chief Umpire to set the game and umpire schedule
  - Work with the committee to set Special Events, including awards
- Establish umpire horse policy (Determine who is responsible for providing umpire horses and coordinate the logistics of horse availability)
- On site, act as event manager; develop and utilize event checklist (APA Tournament Checklist may be used as a guide)
- Set up and prepare onsite registration
- Ensure each field has a tent, P.A. system, table, chairs, score-sheets, paper, marked balls, Standards of Play, scorekeeper/timekeeper job descriptions, incident report forms, extra umpire whistles, timers, umpires pennies, goaltender safety vests, and cooler with drinks if possible
- Ensure working radios are provided to every field tent, the onsite first responder(s), the tournament umpire(s), horse welfare officer, and any other key committee members
- If possible, provide the chairperson, tournament umpire and horse welfare officer with golf carts
- Collect scoresheets, validate results with tournament umpire
- Make sure clean-up is arranged
- Member Duties:
  - Determine, with Chair, if site holds up to event requirements
  - Execute tasks as delegated by the Chairperson, such as
    - Handle 'leg work' in the local area; coordinate service information to Chair (information on tents, portable toilets, caterers, EMT's, prize ideas that reflect local area etc.)
    - Receive event promotional packets from Chair and secure ads and vendors from local businesses
    - Coordinate event signage
    - Field set up
    - Field maintenance during event (re-marking fields as necessary)
    - Facility clean up

#### x. Perpetual Awards Committee

Status: Standing Committee

- Objective: To ensure that all established perpetual awards are presented at every Nationals Tournament.
- Members: Chairperson and an active representative from every zone
- Duties:
  - Ensure the entire membership is considered for nominations for perpetual awards
  - Use the guidelines provided for each award to gather nominations and ultimate selection
  - All award winners should be determined at least one month prior to the Nationals tournament
  - Gather physical awards from past winners at least two months prior to Nationals
  - Coordinate new awards and/or engravings for trophies, etc.
  - Provide a letter of instructions on when and how the new winners are to return any perpetual trophies

#### xi. Nominating Committee

Status: Standing Committee

- Objective: Manage nominations for the annual election.
- Appointment/Election: The Executive Committee shall, no less than ninety (90) days preceding the annual election, appoint three members, in good standing, that are representative of the current membership. Members will not be eligible to run for or assume elective office.
- Duties:
  - The names of Association members to be considered for elected office must be submitted to a member of the Nominating Committee no less than thirty (30) days (Oct 1) prior to the date of the annual election
  - Senior members may nominate themselves or any other Senior member in good standing
  - The committee will confirm with each nominee if they will or will not accept the nomination
  - Senior members may only run for one elected position, at any one time
  - The committee will collect bios/election platform statements from each nominee
  - The Committee will send the final list of accepted nominations and their bios/platform statements to the Administrator to the Board for publication to the membership no later than fifteen (15) days (Oct 15 optimal) prior to the date of the annual election

#### xii. Ratings Committee

Status: Standing Committee

- Objective: To establish fair and timely ratings throughout the zones to improve seeding of teams and competition.
- Members: Chairperson, a Zone Rater for each zone, and additional raters as needed
- Duties:
  - Players should be rated at a minimum of every year that they play in a sanctioned tournament.
  - Raters should be APA members. They should be fair, unbiased and follow the criteria to the best of their ability. Raters should be able to justify changes to a player's ratings.
  - Recommending at least one rater for every field of play at a tournament.
  - Ratings Committee with the help of the Tournament Organizer will assign Raters.
  - Ratings Chair will update ratings and address any inconsistencies noted with tournament raters. Ratings Chair will have final say on updates to ratings.
  - Score sheets from tournaments should be made available to the Ratings Chair if requested.
  - Players can submit a request for a rating by email to the Ratings Chair who will inform the Tournament Raters.
  - No player should go to the National championship unrated. If unrated: the club coach can petition the Ratings Committee, for a rating which will be in effect for seeding teams for the tournament and reviewed for accuracy after the tournament results.
  - No ratings should be officially changed within 4 weeks of Nationals except for Unrated and 0 ratings.
  - At all times, Raters should take into account how that player is performing against their peers, demonstration of skills, horsemanship, safety, sportsmanship, and severity of penalties.
- Ratings Guidelines:
  - The rating scale is 0 to 10.
  - Player ratings will roll over from the previous year. If a player has not played in more than 2 years, they are reclassified as "unrated". Unrated players must be given a nominal rating by the ratings committee at the request of either the player or the tournament organizer.

### xiii. World Cup Committee

Status: Standing Committee

- Objective: To ensure that the APA sends a well prepared, competitive team to represent the USA at the World Cup.
- Members:
  - Chair (Recommended by the President and confirmed by APA Board; only votes in event of a tie)
  - Player Representative (respected senior player who will most likely be on the team, selected by WC Chair)
  - 3 At Large positions (selected by WC Chair): neutral parties with an understanding of international polocrosse
  - Team Coach (after selected)
  - Team Manager (after selected)
- Chair Duties
  - Report committee actions to the APA Board
  - APA contact for the International Polocrosse Council with any issues regarding WC
  - Initiate and oversee all activities of the committee
  - Lead committee to set and attain goals
  - Select committee members
  - After the Team Coach and Manager are selected, assist and advise them when needed.
  - Remove any member from committee if good cause is shown
  - Keep in close communication with the following individuals
    - Business Development Chairperson: keep in contact with current/past/future sponsors to keep the fundraising efforts going year round not just in World Cup years.
    - Communications Chairperson: maintain an active social media presence
    - PDP Chair: (to provide guidance on possible World Cup potential players and ideas that may help the youth be better prepared for WC play)
    - International Liaison (to help facilitate International invitations for test matches)
- Committee Duties:
  - Determine the commitment level of the Association and players towards participating in World Cup
  - Create 4 year plan to train players and get them prepared for the next World Cup
  - Create a procedure for player selection to ensure independent and fair team selections
  - Set transparent guidelines and code of conduct for World Cup Long List and Training Squad Members
  - Maintain a Long List of potential World Cup players and update regularly
  - Oversee players to make sure all guidelines and Code of Conduct are followed
  - Select qualified team coaches and managers for International Test Matches and World Cup
  - Work with Business Development Chairperson to develop a plan for fundraising consistently to ensure the least amount of money out of pocket to players as possible.

### xiv. Horse Welfare Committee

Status: Standing Committee

- Objective: To maintain and update the horse welfare policy; educate the APA membership on horse welfare; and empower Tournament Horse Welfare Officers in their roles.
- Members: Chairperson and any others as requested by the Chairperson
- Duties:
  - Report to the Board on the activities of the committee
  - Chairperson serves on the Grievance Panel
  - Maintain and update the horse welfare policy
  - Provide educational opportunities to the APA membership on horse welfare and proper care and maintenance of our equine partners
  - Best Conditioned Horse Award
  - Educate and empower Tournament Horse Welfare Officers of their roles according to the Horse Welfare Policy



#### xv: Player Development Committee (PDC)

Status: Standing Committee

- Objective: Provide programs to improve all levels of play for all members of the APA.
- Members: Chairperson, a representative from each zone, Domestic Clinic Coordinator, Chief Coach and any others as requested by the Chairperson
- Duties:
  - Report to the Board on the activities of the committee
  - The PDC Chairperson shall appoint the Domestic Clinic Coordinator and Chief Coach positions, which shall be for a period of one year and may be reappointed. The Chief Coach must be an adult member of the APA.
  - The International Liaison will communicate with the PDC chair but will not hold a voting position.
  - The PDC will manage and oversee the three programs administered by the PDC and provide administrative and accounting support.
  - The PDC will review, revise and update program rules and guidance documents as necessary and submit them to the APA for publication after approval by the APA Board.
  - The PDC will develop the required applications and evaluation forms related to the business of the three programs administered by the PDC.
  - The PDC will address any written complaints regarding the three programs administered by the PDC.
  - See more details under the Play Development Program portion of this manual.

## IV. PROGRAMS

### **PLAYER DEVELOPMENT PROGRAM MANUAL**

Revised December 2015 Player Development Committee

Wade Liner, Chair

Revised 2022 by APA Board

#### **I. General Introduction**

The American Polocrosse Association (APA) Player Development Program, governed by the Player Development Committee (PDC) is designed to provide programs to improve all levels of play for all members of the APA. The Player Development Program will remain in effect until modified by the PDC with the approval of the APA Board of Directors. The program will be reviewed annually by the PDC for accountability and relevance. Recommended changes to the program should be brought to the attention of a PDC member. The PDC will then present the proposed changes to the APA Board for approval.

The Player Development Program consists of three separate but connected programs:

##### **A. Coaching Accreditation Program**

Provide a program that educates, trains, and certifies APA members through a multi-level accreditation program from beginner to advanced, in order to provide safe, effective and standardized coaching.

##### **B. Domestic Development and Clinic Coordination Program**

Provide administrative support for the domestic growth of polocrosse and to coordinate clinics of all levels for APA members and clubs as well as introductory clinics for non-members interested in learning more about the game.

##### **C. International Tour Program**

Provide a program that allows APA members the opportunity to apply, be identified, assessed, and; if selected, trained to play on APA teams representing the United States at international competitions. The World Cup team is part of this section of the PDP, but has a separate committee for management.

#### **II. Player Development Committee**

The Player Development Committee (PDC) will:

1. Be administered by a Chairperson who is nominated by the President and approved by a majority of the APA Board. The Chairperson position shall be for a period of one year and may be reappointed. The outgoing Chair has the right to make a recommendation to the Board.
2. Committee members will be selected by the Chairperson and will represent a diverse make-up of the APA membership. Each of the APA zones (Eastern, Central, Mountain-Western) will have a representative on the PDC.
3. The PDC Chairperson shall appoint the Domestic Clinic Coordinator and Chief Coach positions, which shall be for a period of one year and may be reappointed. The Chief Coach must be an adult member of the APA.
4. The Domestic Clinic Coordinator and Chief Coach will also serve as members of the PDC.
5. The International Liaison will communicate with the PDC chair but will not hold a voting position.
6. The PDC will manage and oversee the three programs administered by the PDC and provide administrative and accounting support.
7. The PDC will review, revise and update program rules and guidance documents as necessary and submit them to the APA for publication after approval by the APA Board.
8. The PDC will develop the required applications and evaluation forms related to the business of the three programs administered by the PDC.
9. The PDC will address any written complaints regarding the three programs administered by the PDC.

### **III. Coaching/Instructor Accreditation Program**

#### **A. Purpose of the Coaching/Instructor Accreditation Program:**

- Provide a program that creates experienced coaches/instructors capable of providing safe, effective, and standardized coaching for interested APA members.

#### **B. Objectives of the Coaching/Instructor Accreditation Program:**

- The Coaching Accreditation Program will:
  1. Develop and manage a coaching accreditation program for the APA
  2. Provide a system for training and certifying coaches for APA
  3. Develop coaching documents that support the accreditation program
  4. Provide a system for accountability of accredited coaches/instructors
  5. Provide a written list of accredited coaches/instructors
  6. Be managed by the Chief Coach.

#### **C. Structure for Coaching/Instructor Accreditation Program:**

- The Chief Coach will:
  1. Certify coaches/instructors based on candidates' successful completion of the required accreditation program.
  2. Notify the PDC of all accredited coaches/instructors.
  3. Maintain a database of all accredited coaches/instructors.
  4. Maintain all coaching/instructing performance reports on file.
  5. Take non-disciplinary action based on observed and/or a written report on the performance of a coach/instructor. Non-disciplinary action may include counseling (verbal and/or in writing), remedial training, and/or supervised coaching.
  6. Recommend disciplinary action to the PDC as required based on observed or a written report on the performance of a coach. The Committee may refer the report to the APA Grievance Panel if deemed necessary.
  7. Work with the Domestic Clinic Coordinator and assign coaches to requested clinics.
  8. Review and update forms used in the program such as an application form, training record forms, performance report form, etc. These forms will be reviewed and approved by the PDC and posted on the APA website.

NOTE: This portion of the rules will be further developed by the Chief Coach

### **IV. Domestic Development and Clinic Coordination Program**

#### **A. Purpose of the Domestic Development and Clinic Coordination Program:**

- Provide a program to ensure clinics are coordinated and conducted for all APA members and interested parties.

#### **B. Objectives of the Domestic Development and Clinic Coordination Program:**

- To coordinate clinic opportunities for all levels of APA members; from beginner through advanced.
- To coordinate clinic opportunities for interested parties who are not currently members of the APA.
- To keep track of clinics given on an annual basis. Work with the Membership Chair to make sure the event gets the appropriate publicity.

#### **C. Structure of the Domestic Development and Clinic Coordination Program:**

##### The Domestic Development and Clinic Coordinator (DDCC) will:

- Work with the Chief Coach to help ensure that the appropriate clinician is assigned to the clinic. Requests for specific clinicians should be honored when possible.
- Maintain a database of the clinics and will provide an annual report to the PDC which in turn will provide the information to the APA Board
- Provide a written narrative concerning each clinic for publication in the APA newsletter.
- Promote the clinic program to the APA clubs.
- Suggest other activities such as exchanges between clubs and between zones; play days or other formats which will help to bring in new or returning members. Clubs and zones may request types of clinics wanted/needed in their area to the DDCC. . Only written requests will be accepted and must include proposed dates of the clinic, names of individuals managing the clinic, clinic location, anticipated number of participants, and clinic budget.

- All clinics should be self-funded and should cover the reasonable travel costs of the clinician.
- The assigned clinician will make a written report to the DDCC concerning the clinic.

## **V. International Tour Program**

- A. Purpose of the International Tour Program:
- Provide a process that allows APA members the opportunity to be assessed, selected and coached to play on APA teams representing the United States in international competitions and the opportunity to prove ability by playing and living with hosts in other countries or hosting foreign players here.
- B. Objective of the International Tour Program:
- Field teams which are competitive at international competitions and/or test matches in the United States or overseas.
  - Create a consistent strategy and coaching philosophy which is used as a means to improve our level of competition and excel in the world polocrosse arena.
  - To give APA members the opportunity to compete at any level internationally.
- C. Structure of the International Tour Program:
- Each tour will follow this developmental process independent of other tours. Coaches, Managers and Players must be APA members in good standing.

### The Player Development Committee will:

1. Identify in writing potential tours which will accomplish the aim of the program to the International Liaison.
2. Once preliminary interest is established between both parties, the PDC will ask the President to extend a formal invitation. The PDC will then make an announcement to the general membership and call for applications for venue hosts, coaches, managers and players outlining as many details of the tour as available at the time.
3. Accept and review host venue applications and vote to select the APA host club.
4. Provide the Coach with player profiles from past participation records.
5. Provide the Coach, manager and host venue with approved guidelines for operating the tour.
6. Provide the Coach and Manager the appropriate contact information and as many terms of the tour that have been agreed upon to that point and a copy of the official letter of intent to or from the foreign team.
7. (Can) Remove any Coach, Manager and/or Players, including alternates, who do not follow the process.
8. (Can) Remove any player/alternate who has not met their obligations as outlined.
9. Train/encourage participation of team managers and horse managers

### The International Liaison will:

1. Initiate contact with foreign polocrosse associations to accomplish the written tour requests of the PDC.
2. Upon receipt (outbound tour) or acceptance (inbound tour) of a formal invitation, the International Liaison will forward copies of the invitation and logistical correspondence to the tour coach and manager or the PDC Chair.

### Coach & Tour Administration Selection:

1. Tour Coaches will be selected by the PDC through the application process. Application deadlines will be set when calls for applications are made for each tour.
2. Tour Coaches will select their own tour administration.
3. The PDC will provide copies of applications submitted for tour manager and horse manager to the Coach for his/her consideration.
4. The Tour Manager will be responsible for administrative matters associated with the tour as set by the PDC.
5. The Coach and Manager will be responsible for developing and negotiating the terms of the tour with the internationals from the point at which the internationals reach US soil or the US team reaches foreign soil.

### Player Selection/Qualification

1. Players and alternates will be selected by the appointed coach using the PDC application process.
2. Application deadlines will be set when calls for applications are made for each tour.
3. Applications will include a contract with the player/alternate including a payment schedule, commitments, deposit request, medical/insurance information and card, etc.
4. The Coach will select the members of the tour team including alternates using various options approved by the PDC including but not limited to open tryouts, participation in clinics or evaluation during tournament play in order to give all applicants an equal opportunity to be selected, such a process to be announced by the tour coach.
5. There is no limit to the number of tours an applicant may apply for and/or be selected for as long as they meet the tour requirements.
6. Applicants to the international tours will be required to have played in a minimum of 2 APA sanctioned tournaments during 12 months prior to the tour. Applicants are encouraged to submit video of their play to the tour Coach.
7. Applicants not initially selected for the international tour may be asked to join the tour by the Coach if a member(s) of the tour cannot fulfill their obligations.

8. Applicants selected for an international tour have the following minimum obligations: agree to abide by the decisions of the Coaches and Managers; provide two horses for inbound social and test matches; help procure and share in the expense (if necessary) for 4 additional horses for a reserve pool, attend tour training practices at their cost as requested by the coaches; help conduct clinics for APA members and non-members as requested; help raise funds for their tour and meet all financial commitments associated with their tour.

**D. Accountability of the International Tour Program**

1. The PDC will be responsible for developing and publishing all budgets after working with the team management (coach and managers). The team management will be responsible for executing the steps necessary for any tour including travel arrangements, housing, horses, clothing, etc. with assistance from the PDC as necessary.
2. All donated funds remain in the player development program account.
3. An individual accounting of donations received for each player/alternate will be kept for each specific tour.
4. No donated funds will be refunded to players/alternates.
5. Players/alternates may only receive a refund of personally paid funds over the actual cost of the tour if all requirements stated on the tour application are met.
6. Tour Coaches, Assistant Coaches, Managers or other members of the tour administration have the right to ask for reimbursement and/or compensation for their specific tour as long as they express the need for any such reimbursement and/or compensation on their application. (NOTE: this option should be on the application form)

**VI. Player Development Program Rules and Expectations**

Players, managers and coaches in the player development program under the authority of the APA are exercising a privilege afforded them by the APA in pursuit of regional, national and international recognition as participants. Thus, the following guidelines and rules shall apply in all official activities associated with the APA's Player Development Program.

**A. General guidelines:**

1. Participants will place all horse's welfare above all other considerations.
2. 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.
3. When traveling under the authority of the player development program, each participant is expected to dress appropriately as directed by the team manager and coach.
4. Respect for the property of others, adherence to rules and guidelines as specified here or by the Manager and Coach, and observance of state and federal laws are required for participation in this program.

**B. Discipline rules:**

1. Substance use and/or possession thereof – drugs, alcohol, and/or tobacco (by minors) may be cause for immediate dismissal from the program and may be referred to the APA Grievance Panel.

2. Persistent irresponsibility and disrespectful behavior may be cause for dismissal from this program.
3. Destruction of property, theft, or violation of state and federal laws may be cause for dismissal from the program.
4. Failure to comply with any and all team, or specific activity rules (curfew, dress code, attendance, schedules, etc.), may be cause for disciplinary action. Persistent failure may be cause for dismissal from the program for the remainder of the current season and could affect a player's, manager's, or coach's future participation.
5. If dismissal from the program or an event occurs while traveling the player will be sent home immediately at the players cost or parents cost (in the case of a minor) at whatever means is most convenient for the manager. No reimbursement of program fees will be made to the dismissed player or the player's family.

#### **Amendments:**

##### International Tour Packet:

The PDC has drafted an International Tour Packet to be used as a reference source for all international tours; inbound and outbound. It is strongly suggested that all involved persons for any tour familiarize themselves with suggested procedures for organizing and completing a Player Development Program tour.

Contact the PDP Chair or Administrator to the Board for the International Tour Packet.

#### **NATIONAL DRESS CODE FOR PDP TEAM UNIFORMS**

This dress code should be enforced for all informal and formal events involving international guests in the US as well as participation in informal or formal events internationally. Recreation days during international exchanges are not intended to be governed by this dress code.

- Any uniform piece(s) can be ordered in any complimentary combination of red, white, blue and khaki.
- Pants must be worn with a complimentary color belt and nice shoes; no tennis shoes.
- Garments selected for application of the APA logo must receive approval from the APA Administrator to the Board.

Pants: slacks or skirts for ladies

Shirts: polo or button down, long or short sleeved

Accessories for formal attire:

Scarves for ladies neck apparel

Ties for men

Blazer, single breasted

Outerwear:

Lightweight windbreaker/raincoat

Bomber style jacket

Athletic suit

## **UMPIRE PROGRAM**

### Selection and Responsibility of Chief Umpire.

- The Umpire Body sends the Board up to 3 names of nominees for Chief Umpire. The Chief Umpire shall then be selected by a majority of the Board of Directors, shall attend all Board meetings, shall not be a voting member unless he or she also holds an elective office, and shall not hold the office of President, Vice-President, Secretary or Treasurer. This is a one-year term.
- The Chief Umpire will select one Certified Umpire from each Zone who shall be approved by the APA Board to serve as the Zone Umpire.
- The Chief Umpire, along with the three Zone Umpires, make up the Umpire Panel. The Umpire Panel will enforce the settling of rules disputes, taking action on complaints and grievances against the rules, and training and certification of umpires. The Chief Umpire shall have the responsibility of the final say in all these matters.
- The Chief Umpire will discuss and present any rule changes to the APA Board for approval. Any rule change will be in effect 30 days after the rule change is approved.

### Umpire Panel

- Made up of the Chief Umpire and 3 Zone Umpires
- Discusses Disciplinary Actions
- Discuss changes in rules or the Umpire Program

### Zone Umpire

- Assist the Chief Umpire in Appointing Tournament Umpires to APA Events
- Acts as a Liaison between the Chief Umpire and the players in a Zone
- Nominated by Chief Umpire and Approved by the Board
- Must be a Current APA member
- Must be a Certified Umpire

### Umpire Body

- The group of all Certified Umpires
- Nominates Chief Umpire
- Is engaged in the "Umpire Program"
- Discusses agreed upon "Standards" for umpire consistency

### Tournament Umpire

- Certified Umpire appointed to an APA tournament
- Acts as representative of both APA Board and Chief Umpire
- Sends tournament report to Chief Umpire after the tournament
- In charge of the umpire schedule at a tournament
- Is encouraged to not be a player at the tournament in which they are the designated Tournament Umpire

### Head Umpire

- The more experienced of the two umpires in a game
- Must be at least an Associate Umpire
- Has authority in the event of a disagreement between umpires during a game

## **UMPIRE CERTIFICATION PROGRAM**

### Chief Umpire

- Responsible for Umpire Program
- Responsible in Certification of Umpires
- Responsible for revising and implementing the Rules

- Nominates Zone Umpires
- Keeps records of incidents at tournaments

#### Certified Umpires

- Must demonstrate complete knowledge of the rules
- Must be able to umpire at all levels including international play
- Must complete test (oral)
- Must be familiar with the current direction of the “Umpire Program”
- Has umpired or played in the past 24 months

#### Associate Umpires

- Umpires that have been seen successfully umpiring at a tournament by a Certified Umpire
- Must be able to act as “Head Umpire” during a game
- Must be and adult APA member

#### Umpires

- Anyone that umpires at tournaments

## V. APPENDICES



Appendix A:  
Code of Conduct Policy

## AMERICAN POLOCROSSE ASSOCIATION CODE OF CONDUCT POLICY

Revised November 2022



Members of the American Polocrosse Association understand that they represent polocrosse and the APA and agree to adhere to its rules, guidelines, and Code of Conduct at polocrosse events.

### **GENERAL GUIDELINES:**

Members are expected to conduct themselves at all polocrosse events in a manner which is in keeping with the guidelines and the Code of Conduct of the APA and will not bring discredit upon the APA or the sport of polocrosse.

Members will:

- Place horse welfare above all other considerations. Animal abuse as identified by a doctor of veterinary medicine will not be tolerated;
- Respect the local and federal laws at the venue and respect the person and property of others. This includes refraining from threatening, destructive, or abusive behavior;
- Conduct themselves in a sportsmanlike manner;
- Adhere to rules and guidelines of the APA rule book and the rules established by the Event Organizer;
- Abide by the APA Alcohol Policy set forth as:  
The APA has zero tolerance for consumption of alcohol or controlled substances by minors or for adults supplying minors with controlled substances. This policy includes all minors, APA members, or spectators. Any adult who is knowingly contributing to the violation of this policy by providing alcohol or controlled substances to minors, will be subject to the same disciplinary action.

### **ENFORCEMENT:**

Event Organizers, acting in good faith, may take such action as is necessary to prevent 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. It is then the Event Organizer's responsibility to report all incidents to the APA Grievance Panel.

Members who are not Event Organizers may also report incidents to the Grievance Panel.

Any APA member may file a grievance through the following process (As outlined in the APA Manual under Grievance Committee Duties):

- When a member has a grievance they must submit it in writing via the APA website (<https://www.americanpolocrosse.org/grievance-form/>)
- The head of the grievance panel shall notify the other panel members of said grievance
- Upon receipt, a copy of the grievance letter or notification shall be sent to the person that the grievance is filed against. If the member is a minor, a copy should be sent to the parent or guardian.
- The panel shall discuss between panel members and investigate the complaint
- Upon verifiable proof of a violation of the APA rules or regulations the panel shall make an unbiased decision of a penalty or dismissal
- Upon this decision, the panel shall notify both parties involved of the decision
- All paper work shall be filed w the board administrator and kept in a confidential file for future reference as needed. In addition, the APA secretary should have access to the confidential files and would provide them to future grievance panel members only.
- Appeal of disciplinary action may be submitted upon receipt of the panel's written decision. Any appeal must be made in writing to the APA Administrator to the Board 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. Any penalties will remain in effect throughout the appeal process.

Persistent violations of the APA rules, guidelines or Code of Conduct may result in further suspension.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent or Guardian of: \_\_\_\_\_