

JGLA Member Program Application & Agreement Form - Instructions Sheet

Purpose: This Form is to be filled out on an annual basis by each Member Program and submitted to their respective Conference Presidents no later than February 15th. It is an essential part of our ongoing focus on COMPLIANCE with US Lacrosse Rules and JGLA Rules & Guidelines. Letters/numbers indicated in parentheses below correspond to the cell in the provided LIVE Excel Form.

Program Name (BCDE3): Use the official name of the Member Program that exactly matches the name of the Program/Club as it appears in the US Lacrosse database. Please do not use slightly different names and/or acronyms that may cause confusion. If you are unsure as to what name exists in the USL system, please contact Mike Cochran, USL Group Development Manager at phone number (410) 235-6882 x131 or by e-mail at mcochran@uslacrosse.org. If your Program does not currently exist in the USL database, you must promptly fill out a US Lacrosse Data Access Application and Program Administrators Agreement Form to establish the identity of your Program and receive a Group ID#.

Conference (G3): Use the drop down feature built into the cell to select your Conference.

USL Group ID# (I3): This is a unique number that correlates to your Member Program in the USL database. Conference Presidents will be granted administrative rights by USL to view Program's membership information on an annual basis prior to the beginning of each season.

Status (A6): Use the drop down feature built into the cell to select your Program's status for the upcoming season. If you have any questions as to what designation to use, please contact your Conference President for guidance.

Home Fields (A8, A9, A10, A11): Provide the official name of all fields used for HOME games. Directions will need to be included on the JGLA website.

Administrators Section (multiple cells): Use the drop down feature built into the "Position" and "Level 1 Certification" columns to facilitate populating these cells. Provide the Names, Home Phone, Cell Phone, primary E-mail and US Lacrosse membership numbers in the appropriate columns. USL membership is NOT required for Administrative positions but it is highly recommended.

Coaches Section (multiple cells): Use the drop down feature built into the "Division", "Level", "Position" and "Level 1 Certification" columns to facilitate populating these cells. Provide the Names, Home Phone, Cell Phone, primary E-mail and US Lacrosse membership numbers in the appropriate columns. USL membership is REQUIRED for all coaching positions. Under the "Team Name" column, provide the official name of each Team that exactly matches the names that appear on the Arbiter website (for Conferences A, B, C, D & F) and/or with the Umpire Scheduler (Conference E). For Select Level Teams that are single grade only, this is the location to convey that information.

Disclosure Statement (F36): Use the drop down feature built into the cell to answer "Yes" or "No", to the statement that your TRAVEL Level teams include players from your SELECT Level teams (similar to the old D-Team format).

Assigning Fees (B44, B45, B46): For Conferences A, B, C, D & F, provide the number of teams you will have at each Division that will require umpire assigning through the Arbiter website. Conference E programs should plug in zeros ("0") in those cells, but must contact the Conference E President to determine your additional assigning/umpire scheduling fees. The total amount due to the JGLA will auto calculate and be displayed in the Total Dues/Fees column (E47). Payment is due no later than March 1st.

Person responsible for completing this Form (multiple cells): Use the drop down feature built into the "Position" and "Level 1 Certification" columns to facilitate populating these cells. Provide the Name, Home Phone, Cell Phone, primary E-mail and US Lacrosse membership numbers in the appropriate columns of the person who is filling out the Form. This individual must be authorized to certifying the correctness of the information provided and to bind the Member Program to the JGLA Rules & Regulations. See Administrators Section above RE: USL membership.

Saving & Submitting the Form: Once complete, save the document as a LIVE Excel file and send to your Conference President. The file name should read as follows: "Insert Program Name here – Application & Agreement Form (2012)"