

UTAH STATE UNIVERSITY WOMEN'S LACROSSE CONSTITUTION 2025

Article 1: Mission Statement/Goals

- The mission of the Utah State Women's Lacrosse team is to...
 - Further the game of lacrosse, promote character building among college students, compete at a high level, help team members learn to manage time and schedules, and build a successful, unified lacrosse team by providing a healthy, structured environment and opportunities for growth.

Article 2: Parameters of Membership

- Membership in this club is permitted if the following conditions are met:
 - Players must be registered as a student, full or part time.
 - Each player requires a **minimum GPA of 2.0, or 1.5 for freshmen**
 - Players who do not meet this requirement will be put on academic warning/probation
 - All fees required by the team are paid for **before specified due date**
 - If fees are not paid before due date, the student's USU account will go on hold until the payment has been completed
 - Payment plans are available, but still must be paid by set due date
 - Players must participate in both fall and spring seasons in order to be eligible for playing time.
 - Exceptions include returning players with prior religious missions or study abroad semesters and transfer students. Coaches get the ultimate decision on adding such player to the team. Can hold a "tryout" for them. If a player will have to miss a semester of play due to one of the above obligations or do not play a semester for another reason, **they are still required to pay full team dues** as most travel and expenses are used for the spring semester.

Committing to the team means committing your schedule to be able to attend nationals:

DATES AND LOCATION TBD

****will be after school gets out in May**

- Attendance requirements at practice and conditioning times are met.
 - For **one** unexcused absence, a player will be benched for a quarter of a game.
 - (this will be the game directly following the unexcused absence)
 - For **two** unexcused absences, a player will be benched for a full game.
- The current coaches will have final say of what is excused
- Must get approved permission before that date to miss a practice/conditioning session
- **Excused absences include:**
 - Legitimate sickness
 - Serious family emergencies

- Interfering supplemental instruction (SI) times
 - **must have teacher or TA email the current head coach verifying the player's attendance at the study session**
- **Unexcused absences include but are not limited to:**
 - Unfinished homework/small group project work groups (allowed 1 day a term)
 - Social activities
 - Work (includes HS reffing)
 - Unless work has been scheduled before the knowledge of a team event and cannot get covered

***Players are responsible to block off practice, conditioning, fundraising and volunteer dates off in their calendars, as they are priority outside of academics.**

Expected Conduct:

- **All players are required to be kind and respectful to everyone involved with the club.**
- Issues between team members on and off the field must be brought to a coach or board member and not discussed between other players.
- If the issue becomes unresolved and starts posing an issue on the team dynamic the player will be talked to and given verbal warning and then if the issue continues the coach can decide if the player will be dismissed or suspended from the team.

Financial Obligations:

- **Spring dues**
- **\$450 total - Saturday, February 1, 2025**
- Dues help pay for travel costs (rental cars, buses, flights, hotels), referees, tournament entry fees, league dues, team apparel, and laub time
- When traveling, player's are responsible to pay for their own meals
- Maintenance of personal equipment (lacrosse stick, goggles, and mouth guard)
- **Up to date US Lacrosse membership fee (must have up to date membership to compete in games/tournaments)**

Article 3: List of officers/responsibilities

***All coaches, captains, and officers will have editing ability for the Google calendar so they can add events/due dates for their specific areas!**

Coaches

Head Coach - Kenzie Sulz

- Attend League meeting
- Receive all attendance excuse emails from SI Instructors

- Receive calls/texts from players who have to miss practices/games
- Make hotel/car assignments for travel (add to itinerary)
- Enforce team rules/standards
- Communicate with and address team member(s) about problems/concerns
- Decide on punishments (with captains recommendation considered) for team member(s) that do not follow team rules or meet team standards
- Prepare the team to be competitive in games
- Keep open communication with captains and board members
- Be in communication with officers on task completion
- Warm-up and train goalies

Captains:

Captains -

- **Team bonding**
 - Done every other week in the fall and once a month in the spring.
 - Fall semester is best to have them more often to get close in the off season, then come spring team will be close knit and then only get closer as the team travels more often
- **Birthdays**
 - Put player & coach birthdays in google calendar
 - Refer to team info doc for birthdays
 - Put first and last names since names repeat
 - If a players birthday is on a practice or game day, bring dollar tree candy & balloon
 - Or a signed card or something else cute to give them a shout out... ask marketing officers to give them an insta story shoutout !
- **Field Leadership**
 - Be a leader on the field at practice and on the court at conditioning
 - Lead by example, work hard
 - Support all your teammates
 - Keep coaches in tune with potential problems on the team or concerns
 - If changes need to be made, let coaches know!
 - Keep team in line
 - Do not add to issues that the team may have

Officers:

President

- Attend League meeting

Scheduling

- Games
 - Reserving field space with Nicole Nelson (scheduler) and Josh (direct report)
 - Confirming with opposing team

- Ensuring refs are being assigned - VP
- Game time & location posted on google calendar
- Laub Time
- Field Practices & Conditioning Sessions
 - Summer for fields, as soon as school starts for conditioning

Registrations

- League WCLA Dues
 - Go to AD (Josh) to do these and get them paid for ASAP
- Tournaments
 - Santa Barbara, Colorado, Nationals
 - Go to AD (Josh) to do these and get them paid for
 - Submit early bird registration (saves \$\$)
 - Travel officer reserves hotels and rentals as soon as registrations for tournaments have been completed (these can be cancelled if something changes)

Work with Tyson @ BSN Sports

- Get team store set up
 - This happens in August & store goes live soon after tryouts are finished
 - **All officers attend meeting with him** to decide designs/clothing options
 - Pick what items are mandatory
 - running shorts, shooter shirt, socks
- Order team set of backpacks
 - Ensure marketing officer has submitted a request for backpack tags
 - Get team set of Gatorade water bottles before handing out backpacks
 - for away games
 - If orders are timed right, pass out ordered gear inside of new backpacks
 - to make handing out easier!
 - Can do this in downstairs offices at ARC since that is where the BSN gear will be delivered
 - Ask officers who are available at chosen time to help!

Team Email

- Reply to emails sent to the team account no later than 2 days from when an email is received

Vice President

- Attend League meeting
- **Schedule refs**
 - Once games have been scheduled, ensure that refs are assigned for **all home games**
 - Ensure W9 forms are received from refs and payments are going through within campus rec
 - Sometimes you will need to check up on payments with Josh
 - League ref scheduler is Megan @ Megpoulsen16@gmail.com

Ball bucket duties

- Ensuring both buckets get to practice every day
- One bucket (cones/balls/some tennis) gets to all games
- Bag of 20 ish balls gets in navy nike travel duffel bag for CA/CO/Nationals

Entering statistics into WCLA

- Ensure that stats get put into the website shortly after games

Organize and plan team service projects

- Minimum 2 per school year
- Contact organizations to work with
- Submit photos of event to direct report for credit (Josh)

Uniforms

- Uniform passing out & inventory
 - Keep track of what size skirt each girl has
 - Keep track of when girls turn their uniforms/practice pinnies back in

Travel

- Attend League meeting
- **Travel Authorization forms**
 - Filled out for **EVERY** away game/tournament/trip
 - Must be turned in __ business days before travel, __ for airplane travel
 - Ideal to fill these all out and **turn in all at once as soon as the schedule is made** to avoid any late penalties
- **Travel Itineraries**
 - Completed for any overnight trips
 - Coaches will assign car & hotel rooms
 - Google docs are saved on team email to use as an outline!
 - Can just easily replace dates/days/times -- but will give structure to make it easier
 - A few days before event, have itineraries printed and team goes over them at the end of a practice
 - Add events on itineraries to google calendar
- **Reservations for Travel**
 - Made with Barbara Madsen
 - Flights, hotels and rental cars reserved with Barbara for all trips
 - Can be made as soon as trip is confirmed
 - (they can be easily deleted without a fee -- talk to Barbara about this)
 - Keep watch on Southwest flights for California -- notify Barbara of the travel dates so that she can keep an eye out for good prices as well
 - For example, a TA can already be submitted for Santa Barbara since we know the date, location, and roster that would be attending
 - Then minor changes can be made after like adding hotel names, flight numbers, and maybe taking off players who can't attend

***Add flight/travel info to google calendar as soon as it is confirmed so girls can plan their schedules!**

Treasurer

- Attend League Meeting
- **Team Dues**
 - Work with direct report (Josh) to ensure dues are set up to be paid by a certain date
 - \$450 total
 - Check with Josh to ensure all girls have paid by specified due dates
 - Put due dates on google calendar once they have been decided and text team to notify them of the dates
 - Send dues are due reminder 2-3 days before they are due!
- **Fundraising**
 - Work with local businesses, USU event services, etc to get team fundraisers going
 - Once the date and time is set for an event, announce to team in GM and then add to the google calendar
 - Already working hockey games, but think of more activities the team can do to raise funds
- **Sponsorships**
 - Will be working with Coach Hanna to acquire local and statewide team sponsors
 - We can do things like putting logos on banners, tshirts, etc as long as logos and sponsors are approved through Josh

Marketing

- Attend League Meeting
- **Social Media**
 - Facebook, Instagram
 - Game day posts, Instagram stories, player shoutouts, etc
- Marketing requests
 - Team photoshoot (october or november)
 - Player & coach headshots, full team pics, class pics, captains
 - Campus rec photographer -- same one hockey used
 - Team hype video
 - Decide when that would be filmed
 - Field and conditioning footage
 - Season schedule (ready to post/print by January)
 - Game day social media posts
 - Player shoutouts
 - Name, hometown, position, some fun fact, etc
 - Photographer at **all** home games
 - Backpack tags
 - Name, Number, Utah State Women's Lacrosse logo
- Keep team WCLA website page updated with roster pictures and contact

Officer AND Captain Responsibilities:

- Set an example for teammates
 - Arrive on time if not early for **all** events
 - Work hard at field practices & conditioning
 - Work hard at school
 - Support teammates during drills, workouts, anything else
- Get to know all teammates
 - Separate yourselves when doing stretching & line drills
 - Don't have an officer or captain next to each other
 - Try to really branch out and get to know younger teammates

Article 4: Terms of selection/removal of officers

- a. Club officers are selected on a volunteer basis and then voted in by current team members.
- b. Team captains are selected by the coaches based on who they think would fill the position appropriately and efficiently.
- c. If removal of officers/captains is necessary, the remaining presidency will discuss termination and then a decision will be made by the majority vote.
- d. Club officers and captains will be elected each spring season and will hold their position for the whole year and be re-elected each spring season.
- e. Club officers pay half of the year's dues (unless budget issues require full payment).

Article 5: Equal Opportunity

- a. Anybody and everybody is invited to participate in this club. **Membership acceptance is based on the basic skills necessary to play lacrosse AND your attitude as a player/teammate.**
- b. Equal Opportunity in employment and education is an essential priority for Utah State University (USU) and one to which the University is deeply committed. Utah State University is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment for faculty, staff, students, applicants and participants in all programs/activities sponsored by USU. In accordance with established laws and University policies, the University prohibits discrimination and harassment based on race; color; religion; sex/gender (including sexual harassment, pregnancy, childbirth, or pregnancy-related conditions); national origin; age; genetic information; sexual orientation or gender identity/expression; disability; status as a protected veteran; or any other status protected by University policy or local, state, or federal law.

Article 6: Amendments Procedure

- All amendments must be agreed upon by all members of club officers, captains, and coaches

Recruiting

- Day on the Quad
- Aggie Rec Fest
- Instagram

- Camps

Important Contacts:

- **Kenzie Sulz**
 - (801)787-2122
 - kenziesulz@gmail.com
- **Janessa Grover**
 - (435)557-9801
 - janessagrover@gmail.com
- **Elyse Reilly**
 - (775)560-9448
 - eshreilly@gmail.com
- **Mj Arrowood**
 - (801)931-9084
 - maryjane.arrowood@me.com

USU Women's Lacrosse Constitution Acknowledgment and Agreement Form

I, _____, have read and understand the constitution for the Utah State University Women's Lacrosse Team. By signing, I agree to adhere to all of the policies and parameters as stated in the constitution during the 2025 lacrosse season.

Full Name: _____

Signature: _____

A Number: _____

Date: _____