All-American & All Academic Team Chairs Handbook

(Update January 2013)

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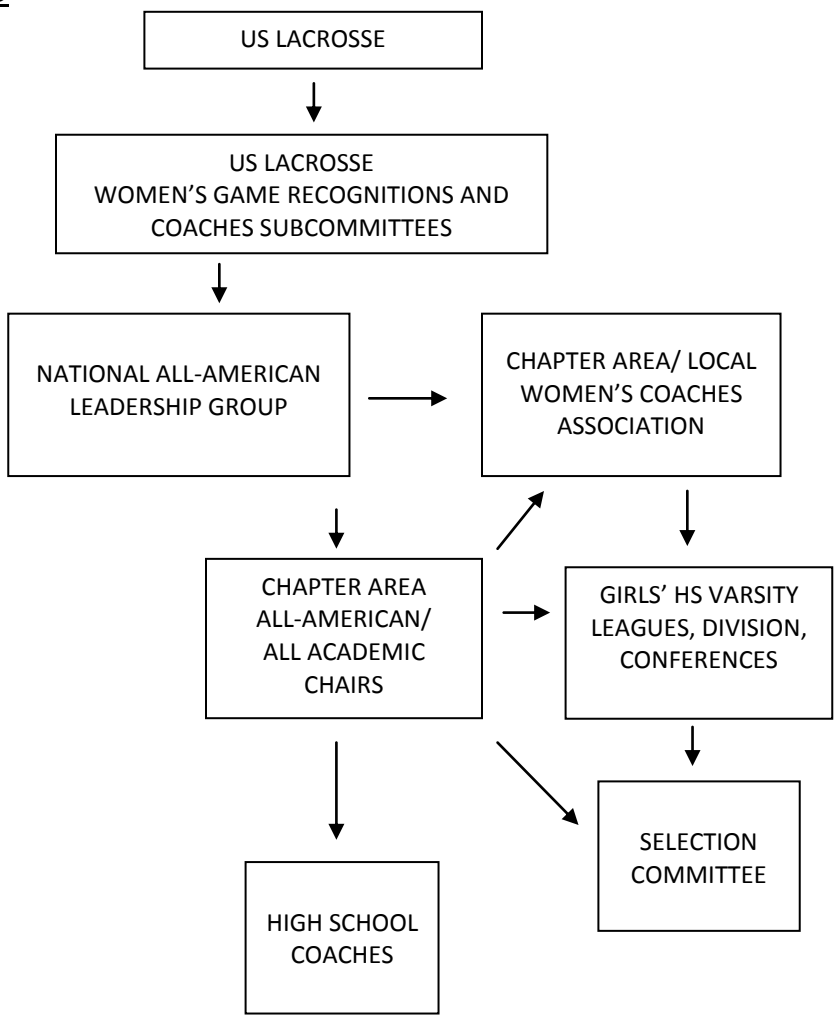
COMMITTEE MAKE-UP

CHAIN OF COMMAND



CHAIN OF COMMAND: DESCRIPTION OF ROLES

US LACROSSE:
US Lacrosse as the national governing body develops and maintains the All American and All Academic Team processes.

NATIONAL ALL-AMERICAN LEADERSHIP GROUP:
The National All-American Leadership Group is overseen by the Women's Game Recognitions and Coaches Subcommittees and includes the Women's Game Manager (non-voting), a member of the Women's Game Recognitions Subcommittee, and four (4) high school coaches' from the women's game representing different areas of the country.

Responsibilities for the National All-American Leadership Group:

1. Annually evaluate All-American processes and make recommendations to the WG Recognitions Subcommittee.
2. Review formal complaints regarding chapter All-American selections.

CHAPTER ALL-AMERICAN /ALL ACADEMIC TEAM CHAIRS & COMMITTEE
The All-American and All-Academic Team Chairs are selected through the chapter area/local coaches' association. A separate individual should be selected to fulfill the duties of each position.

1) Chair selection and Term limits
    a. The positions of All-American (AA) Chair & All-Academic Team (AAT) chair shall be two positions.
    b. The position of All-American Chair can serve three (3) consecutive two (2) year terms if re-elected, after which they must cycle off for at least one term before they can re-apply for either chair position.
    c. The position of All-Academic Team Chair can serve three (3) consecutive two (2) year terms if re-elected, after which they can apply for the All-American Chair position or cycle off for at least one term before they can re-apply.
    d. Coaches must apply to be a chair, be a current member of US Lacrosse, and sign a disclosure agreement (available online with the other All-American Forms).
    e. All chapter area/ local coaches' association members shall be given the same opportunity to apply for the positions of All-American or All Academic Team Chair with a clear deadline.
    f. The chapter area/ local coaches' association shall vote on the applicants for each position.
        i. The vote should be conducted at a coaches' association meeting with the tallies counted at the meeting and announced before the end of the meeting.
        ii. In chapter areas that do not have a coaches' association or have multiple coaches' associations, the National All-American Leadership Group will review applications and appoint chairs.
2) Chapter Area All-American Committee Structure
    a. The chair of the All-American Committee is an administrator (non-voting member) whose duties include:
        i. Accumulating and maintaining an up to date list of ALL respective head varsity high school and approved scholastic club coaches within the chapter including USL membership status. Chairs may complete a web data access form to gain electronic access to their respective chapter area/ local coaches' association roster to track eligible members.
            1. It is the chair's responsibility to verify their list with US Lacrosse.
        ii. Communicating with ALL respective head high school coaches the All-American process including ALL of the deadlines, reminders as deadlines near, and if nominations are incomplete and in need of additional information. Chairs may decide if forms are to be delivered by fax, email, or US mail and this must be clearly communicated to all coaches and MUST be posted on the USL website.
        iii. Making clear the confidentiality of the process to all coaches. Chairs must remind coaches and committee members that no parents, players, or coaches not on the committee should have knowledge of who has or has not been nominated. Absolutely NO coach (on the committee or not on the committee) may discuss the player

nominations with anyone (parents, players, media, etc).

iv. Providing the AA Committee members with:
    1. The AA handbook educating them on the process USL has established.
    2. The list of pre-nominees to view during the season in an excel spreadsheet. The list should include at a minimum: player name, jersey #, and school.
    3. The updated list of final nominees as soon as possible, but no later than 48 hours after final deadline. Chairs must provide copies of the final nomination forms to committee members at the beginning of final meeting and must collect them back at the conclusion of the final meeting. With the exception of the chair, no forms should leave the meeting. (In chapters with large committees and a large number of final nominations, the chair may make a limited number of copies to be shared by committee members). The Chair should retain at least one copy for two years. All other copies must be destroyed.
    4. The date, time, and location of the final meeting for the selections. This should be established at the beginning of the season and prior to committee selections. No coach should apply to be on the committee if he/she cannot commit to being at the meeting.
    5. Unbiased guidance throughout the process and facilitating, but not actively participating in the final meeting discussion and vote.

b. Committee Members
    i. The chapter area/ local coaches' association must decide how they will determine representation by league, division, conference, or county so that coaches know where to vote.
        1. It is recommended to keep the committee manageable. The number of persons on the committee should be an even number including the chair (non-voting member) to avoid the chair having to make a tie-breaking vote. *This means aside from the chair a committee should realistically consist of 3, 5, 7, or 9 members. More than that is not going to be manageable.*
        2. Equivalent representation (should reflect the number of teams per league, division, conference or county (public & private) – i.e. if there are 3 leagues and each has 10 teams, then they get the same number of representatives on the committee.
        3. It is strongly recommended that an umpire and a member of the local chapter board also serve as voting members of the committee.
        4. In areas where either due to geographic size, population, or distance it would make the selection process more manageable, the Chapter Area/ Local Coaches' Association can vote to divide the chapter into two or more All-American Subcommittees. **US Lacrosse must be notified of this decision in order for it to be recognized.** The All-American Chair will administer ALL subcommittees and the number of All-Americans will be determined based on the number of head varsity coaches and approved scholastic club coaches within the new areas.
    ii. Committee members shall be appointed by their league, division, conference, or county.
    iii. Potential committee members must apply and sign a disclosure agreement (preferably online) in order to be considered by their league, division, or conference.
    iv. Committee members must follow the AA handbook throughout the process and maintain confidentiality.
        1. If a committee member feels that the committee or the chair is not acting within the guidelines provided by USL or in the best interest of the athletes, they are to contact US Lacrosse. They are not to talk to coaches outside of the committee.

3) Guides/Resources
    a. National
        i. Elizabeth Piper, Women's Game Manager, USL Staff, epiper@uslacrosse.org
        ii. Sarah Aschenbach, Member of WGC Recognitions Subcommittee

REGIONS MAPS

DEFINITION OF ELIGIBLE HEAD VARSITY COACH

One head varsity OR approved scholastic club coach per high school, who is a current member of US Lacrosse by April 1st through post season play, is eligible to nominate players for Chapter All-American and All Academic Team honors.

Scholastic club head coaches or Chapter All-American Chairs can submit a petition to nominate players for Chapter All-American and All Academic Team honors. Scholastic head coaches must meet the same membership requirements as varsity head coaches and upon petition acceptance will be included in the count when determining All-American numbers.

ALL-AMERICAN PROCESS

PROCESS FOR DETERMINING THE NUMBER OF ALL-AMERICANS PER CHAPTER

1) Head Varsity Coaches must join or renew by April 1st of each spring season so that their membership runs through the current high school lacrosse season including the post season.
   A) *Example – a head varsity coach whose membership expires May 31st or earlier of the current season and the season ends in June must renew by the April 1st deadline. However, a coach in the same league whose membership expires June 30th or later is not required to renew in order to be counted in the determining of All-American numbers.* *Note – this deadline applies to coaches' eligibility to nominate All-Americans and All-Academic Team. ***This registration also affects how many teams your sub region is allotted for national tournament the following year.***

2) All-American numbers are determined based on the number of active Head Varsity Coach Members within the chapter. (Approved scholastic club coaches should select both Club and Head Varsity Coach status when they join renew to be included on the list).
   A) For every 4 girl's head varsity coach members within a chapter, the chapter is allotted 1 All-American selection. Example – 12 girl's head varsity coach members equals 3 Girl's All American selections. 15 girl's head varsity coach members would round up to 4 Girl's All American selections. (AA numbers are rounded up at .5 or greater and rounded down under .5)

3) AA selections will be recognized as First Team or Honorable Mention US Lacrosse All-Americans.
   - First Team All-Americans shall be the best players in their chapter and have the skills and ability to compete on a national level. These players could be impact players at the collegiate varsity level.
   - Honorable Mention All-Americans shall be the best players in their chapter and have the skills and ability to compete on a national level, and who are developing the potential to be impact players at the collegiate level.

CRITERIA FOR SELECTING CHAPTER ALL-AMERICANS

US Lacrosse All-American Quality Definition

A US Lacrosse All-American player is one who exhibits superior skills and techniques as well as possessing exceptional game sense and knowledge while embodying good sportsmanship.

Eligibility for Final Nomination

- Players must be members of their varsity lacrosse team or approved scholastic club program.
- Players must have played in 2/3 (two thirds) of their teams' games.
- Players must not exceed the allotted number of penalty points (regular season only).
- Players must not be in a post grad season.
- Players must be a starter or significant contributor

***Girl's Lacrosse Penalty Point Criteria**

Penalty points accumulated by All-American and All-Academic nominees may not excede 25% of the total number of games played during that season. Please note that the number of penalty points allowed will round up at .5 or above. (i.e. – Player "A" played in 18 games (18 x 25% = 4.5), so she is allotted 5 points where as Player "B" played in 17 games (17 x 25% = 4.25), so she is allotted 4 points).

- For each Yellow Card that a player receives during the season, that player is assigned one "Penalty Point".
- For each Red Card, a player receives during the season, that player is assigned two "Penalty Points".

(*Example: A girl plays in 20 games, she is allowed five points. Those points could come from five yellow cards or one red and three yellows.)*

NOMINATION CRITERIA

Players must be a member for the CURRENT SEASON of an All-State, All-County, or All-District Team, a First Team member for the CURRENT SEASON of an All-League or All-Division Team, or for the CURRENT SEASON 1st or 2nd Team member of the National Tournament Sub Regional Team in order to be eligible for nomination.

**US Lacrosse recognizes that the hierarchy of honors differs from state to state. All-American Chairs must contact US Lacrosse if their coaches' association feels adjustments are necessary.*

***If your area does not give out post season honors at this time, all varsity players who meet the eligibility requirements are eligible for consideration. US Lacrosse strongly encourages your coaches association to implement a post season awards program for the following season.*

ALL-AMERICAN DEADLINES TIMELINES:

In order to have the teams announced at relevant times during the season, we have revised the three Grouped submissions (Early, Mid, and Late) in which each All-American Chair is responsible for educating their coaches in making the specific deadlines. There will be **SIX** Deadlines that the All-American Chairs will be responsible for…

(1) Verify Coaches List with USL
(2) Pre-Nominations
(3) Final Nominations
(4) AA Submissions to USL
(5) Announcement of All-Americans
(6) Print and Distribute Certificates

Group Timelines:

Group 1 EARLY:

- Verify Coaches List: April 3, 2013
- Pre-Nominations: February 20, 2013
- Final Nominations: March 20, 2013
- **AA Submissions to USL: April 20, 2013**
- Local Announcement: Upon authorization from USL
- Print and Distribute Certificates: Within 3 weeks of authorization
- *USL Announcement: May 1, 2013*

*The All-Academic Chairs is responsible for this deadline.

Group 2 MIDDLE:

- Verify Coaches List: April 3, 2013
- Pre-Nominations: March 20, 2013
- Final Nominations: May 15, 2013
- **AA Submissions to USL: May 25, 2013**
- Local Announcement: Upon authorization from USL
- Print and Distribute Certificates: Within 3 weeks of authorization
- *USL Announcement: June 6, 2013*

Group 3 LATE:

- Verify Coaches list: April 3, 2013
- Pre-Nominations: April 1, 2013
- Final Nominations: May 20, 2013
- **AA Submissions to USL: May 27, 2013**
- Local Announcement: Upon authorization from USL
- Print and Distribute Certificates: Within 3 weeks of authorization
- *USL Announcement: June 6, 2013*

Information on how to submit this information will be e-mailed to Chapter All-American coordinators by the final nomination deadline for their tier.

ANNOUNCEMENTS & CERTIFICATES

- Chapters may release their US Lacrosse All-American honorees to their local media and coaches as soon as they receive confirmation from US Lacrosse that they have been received **and** approved.
- US Lacrosse will provide chairs with US Lacrosse certificate stock and a template to print the All-American certificates for their chapter. 1 copy for the player and 1 copy for the school.
- A press release for the 2012 US Lacrosse Chapter High School All-Americans will be sent to all US Lacrosse media contacts **by May 1st for the Tier 1 "Early" Chapters, by June 6th for the Tier 2 "Mid" Chapters and Tier 3 "Late" Chapters**, and posted on the US Lacrosse Web site.

NOMINATION PROCESS: **The nomination process is a three-step process.**

1. US Lacrosse Membership: The head coach nominating a player must be a US Lacrosse Head Varsity High School Member **by April 1, 2013** and have current membership continuing throughout the 2012 lacrosse season (including post season play).

2. Pre-Nominations: The head coach MUST complete and submit the "US Lacrosse Pre-Nomination Form" for any player they want considered at the end of the season for All-American Honors. Any player not pre-nominated cannot be considered at the end of the season. The pre-nomination must be submitted in writing on the provided **US Lacrosse All-American Pre-Nomination Form**.

3. Final Nominations: The head coach must fully complete and submit the two-part US Lacrosse All-American application, including Part 1: Nomination Form, Part 2: Statistical Form (Player or Goalie) for final nominations to the chapter All-American Chair by the listed deadlines above.

A. If a player is not pre-nominated with the above process, they cannot be considered for final nomination. Pre-nominations are confidential and should only be available to the All-American selection committee members. Parents and players should never know who is or who is not pre-nominated.

B. A player who violates her school's or program's written contract or code of conduct may be excluded from consideration. Any violations must be noted on the player's final nomination form.

C. Coaches nominating multiple players must rank the players 1-N. The committee may consider the coach's rankings, but is not obligated to do so.

D. Post season stats and cards are no longer evaluated when determining whether a player is an All-American. Committee members may view post season play to get additional looks at nominees as long as the games fall within the set deadlines.

REQUIRED FORMS (All forms posted online
2013 All-American Chair Contact form
2013 Committee Member Disclosure Form
2013 Scholastic Club Petition Form: to be submitted by chapter All-American Chairs with or head coaches of Scholastic HS club teams.
2013 Player Questionnaire: For all members of your varsity squad to complete so that you have the necessary information to complete the nomination forms without breaking confidentiality.

2013 Girls' High School All-American Nomination Forms (online PDFs)

- 2012 Pre-Nomination Form
- **Part 1:** Final Nomination Form
- **Part 2:** Player Stat Sheet
- **Part 2:** Goalie Stat Sheet

VOTING PROCEDURE #1: (This is a recommended process and not mandatory)

- Voting will be by written ballot.
- All-American Committee members will rank the players on the final ballot from 1 (highest) to X (lowest) based on the number of players on the ballot.
- The Chair will tally the points per nominee and the All-American slots will be filled based on the points received.
- It will be the responsibility of the All-American Committee under the guidance of the chair to determine whether or not the Chapter has any First Team All-Americans per the definition above.

Ties

- TIE votes will be resolved as follows:
    - Revote for only the tied nominees.
    - If still tied, revote with the chair voting.
    - If still tied, and the nominees are in different grades, the upperclassmen will be chosen.

VOTING PROCEDURE # 2 (This is a recommended process and not mandatory)

- Chair asks for unanimous "YESs" or "NOs"
    - Are there any nominees on which ALL voting members can agree are definitely All-Americans or are definitely not All-Americans.
        - If they are unanimously a "YES", then they are moved over to the All-American list and should be considered potential first team candidates as they were unanimously selected.
        - If they are unanimously a "NO", then they are removed from consideration and further discussion.
    - Candidates who are not unanimous should remain on a list for discussion.
- The Chair then asks each voting member to select their next top 3 candidates.
    - Each voting member should write down their next 3 candidates and once completed the chair will tabulate the number of times a candidate is mentioned.
    - Any candidate receiving almost unanimous voting should be considered for selection.
    - Discussion of candidates can happen at any time during this process.
    - Process repeats until committee has either filled all slots or determined that none of the remaining candidates are of All-American quality.

ALL-ACADEMIC TEAM PROCESS

PROCESS FOR DETERMINING THE NUMBER OF ALL ACADEMIC TEAM MEMBERS PER CHAPTER

- Each eligible head varsity coach is able to nominate up to 5 qualified All-Academic Team members.
    - Eligible head varsity coaches are head varsity coach members or approved scholastic high school club coaches who renewed by the April 1st deadline.

ALL-ACADEMIC TEAM QUALITY DEFINITION

A US Lacrosse All-Academic Team member is a player who exhibits exemplary lacrosse skills, good sportsmanship on the field, and represents high standards of academic achievement in the classroom. This player should also have left her mark beyond the lacrosse field and the classroom by making significant contributions of service to the school and/or community.

2013 NOMINATION PROCESS/DEADLINE

US Lacrosse Coach members must complete the All-Academic Nomination Form and submit it to their US Lacrosse Chapter Girls' All-Academic Chair by April 15th for the Tier 1 "Early" Chapters, by May 20th for the Tier 2 "Mid" Chapters and May 22nd for Tier 3 "Late" Chapters. All-Academic Forms that are not filled out completely will not be considered. *Please see page 12 for chair's deadline for submission to USL.*

PLAYER CRITERIA

To be eligible, all of the following criteria must be met:

• Coach is a Head Varsity Coach US Lacrosse member **by April 1, 2013.**
• Player is a starter or significant contributor (plays over half a game on average).
• Player has a cumulative (9th-11th or 9th -12th) course load of at least 50 percent college preparatory, honors, or advanced placement courses. For clarification, please contact the school's college counselor.
• Player has a cumulative (freshman year through application deadline) grade point average of 3.6 GPA out of a 4.0 academic scale. Please ask the school guidance counselor for assistance determining acceptable GPAs for a 5.0 scale or weighted GPA
• Player must not exceed the allotted number of penalty points (regular season only).
• Player is a junior or senior in high school.
• Player has made significant contributions to the school and/or community beyond participation on school athletic teams and has verification of these contributions on the application form.
• A player who violates her school's or program's written contract or code of conduct may be excluded from consideration. Any violations must be noted on the player's final nomination form.

Any qualified player whose coach has submitted the All-Academic Form completely, signed by the college counselor or principal as well as the coach or athletic director, to their Chapter All-Academic Chair **by the appropriate tier deadline,** will be honored as an US Lacrosse High School All-Academic.

A coach may submit a maximum of five players for this honor. Players must be ranked on the application form. If the team's regular season is not over by the time the AAT nominations are due, a coach may submit one alternate to be considered if a player ranked 1-5 receives too many penalty points. This player should be ranked number 6 and will NOT receive the honor unless a player ranked 1-5 is deemed ineligible due to excessive penalty points. Coaches are responsible for updating all nominees' penalty point totals once all regular season games are completed.

Girl's Lacrosse Penalty Point Criteria

Penalty points accumulated by All-American and All-Academic nominees may not exceed 25% of the total number of games played during that season. Please note that the number of penalty points allowed will round up at .5 or above. (i.e. – Player "A" played in 18 games (18 x 25% = 4.5), so she is allotted 5 points where as Player "B" played in 17 games (17 x 25% = 4.25), so she is allotted 4 points).

- For each Yellow Card that a player receives during the season, that player is assigned one "Penalty Point".
- For each Red Card, a player receives during the season, that player is assigned two "Penalty Points".

(*Example: A girl plays in 20 games, she is allowed five points. Those points could come from five yellow cards or one red and three yellows.)*

DEADLINE FOR ALL-ACADEMIC SELECTIONS
The Chapter All-Academic Chair is responsible for submitting the High School All-Academic selections using the provided excel spreadsheet **by April 20th for Group 1 "Early" Chapters, by May 25th for Group 2 "Mid" Chapters and May 27th for Group 3 "Late" Chapters.** Information on how to submit this information will be e-mailed to Chapter All-Academic chair by the nomination deadline for their tier.

ANNOUNCEMENT & CERTIFICATES
This honor will be presented to the student-athlete through the Women's Game Coaches' Association for each Chapter of US Lacrosse. US Lacrosse will provide each AAT Chair with blank USL certificate stock as well as a template for the reproduction of All-Academic Team certificates. **It is the responsibility of the Chapter and/or High School Coaches' Association to print and deliver these certificates to each player and school in a timely manner.** The Chapter will release the names of their All-Academic Team to their coaches and local media, after they have received confirmation from US Lacrosse that their nominations have been received and approved.

US LACROSSE CONTACTS

US Lacrosse Women's Game Staff
Elizabeth Piper, Women's Game Manager — epiper@uslacrosse.org
410.235.6882 x120

Women's Game Committee Executive Committee
Jenn Eames, Chair — jenneames@comcast.net
Mary Hopkins, Secretary — mertiehop@aol.com
Melissa D'Angelo — wlaxcoach@optonline.net
Ginger Miles — ginger.miles@gmail.com

Women's Game Recognitions Subcommittee Representatives
Sarah Aschenbach, Recognitions Committee Chair — sarahaschenbach@aol.com

Women's Game Coaches Subcommittee Representative
Nancy Haws, Chair — nancyhaws@embargmail.com

US LACROSSE AA/AAT SELECTION GRIEVANCE POLICY

US Lacrosse stands behind the selection process outlined in the preceding pages. Selections should follow to the best of the chairs ability the process as it is outlined with some flexibility; however, it is the responsibility of the chair to contact US Lacrosse with any concerns or potential concerns identified at any time during the AA or AAT process.

US Lacrosse will review all processes where a formal grievance has been submitted. A formal grievance can only be submitted by the head coach or athletic director in instances where the head coach may be included in the grievance or the head coach is no longer at the school.

Grievances must be submitted in writing within 2 weeks of the official US Lacrosse announcement. The following information must be included in/with the grievance.

- Chapter Name
- Name and Position of individual filing the grievance.
- School Name
- Reason(s) for grievance
    - Process
    - Ethics
    - Other
- Any documented proof relevant to the grievance

Grievances will not be accepted from parents unless the parent is the head coach of the varsity or approved scholastic program.
Grievances submitted anonymously will not be accepted.

Upon receipt, US Lacrosse will contact the chair of the selection committee in question to verify that the process was followed and any additional information necessary.

If the process was upheld, the grievance will be considered closed.

If there is concern that any part of the process was not conducted in the best interest of the athletes, US Lacrosse will determine the appropriate course of action.

Please understand that statistics although a useful tool are to be considered in context. The player with the best stats may not be an All-American. Selection committees take into account strength of schedule, strength of team, accountability of statistician and many other factors when determining who is awarded the honor of All-American.

US LACROSSE JACKIE PITTS AWARD

"This award recognizes a senior in each chapter who truly honors the game of lacrosse, is invested in the development of the game in her community, is an exceptional player who continually strives to improve her game, and is an exemplary member of her team. She exemplifies the spirit of the game, on and off the field. Academically, she is an outstanding student and a valued role model in her school."

Criteria

- High School Senior (Post Graduate students are not eligible)
- Resume and/or Letter of Recommendation referencing athlete's contribution to lacrosse within her community
- Resume and/or Letter of Recommendation referencing athlete's commitment to personal development within the game.
- Player must not exceed the allotted number of penalty points (regular season only).
- Player is a starter or significant contributor (plays over half a game on average).
- Player has a cumulative (freshman year through application deadline) grade point average of 3.0 GPA out of a 4.0 academic scale. Please ask the school guidance counselor for assistance determining acceptable GPAs for a 5.0 scale or weighted GPA. (A minimum number of Honors, College Prep, or AP classes are not required)
- Athlete can be, but is not required to be an All-American or All-Academic candidate.

Girl's Lacrosse Penalty Point Criteria

Penalty points accumulated by All-American and All-Academic nominees may not exceed 25% of the total number of games played during that season. Please note that the number of penalty points allowed will round up at .5 or above. (i.e. – Player "A" played in 18 games (18 x 25% = 4.5), so she is allotted 5 points where as Player "B" played in 17 games (17 x 25% = 4.25), so she is allotted 4 points).

- For each Yellow Card that a player receives during the season, that player is assigned one "Penalty Point".
- For each Red Card, a player receives during the season, that player is assigned two "Penalty Points".

(*Example: A girl plays in 20 games, she is allowed five points. Those points could come from five yellow cards or one red and three yellows.)*

DEADLINE FOR JACKIE PITTS SELECTIONS

The Chapter All-American Chair is responsible for submitting the JACKIE PITTS selection along using the provided excel spreadsheet **by April 20th for Group 1 "Early" Chapters, by May 25th for Group 2 "Mid" Chapters and May 27th for Group 3 "Late" Chapters.** Information on how to submit this information will be e-mailed to Chapter All-American chair by the nomination deadline for their tier.

ANNOUNCEMENT & AWARD

This honor will be presented to the student-athlete through the Women's Game Coaches' Association for each Chapter of US Lacrosse. US Lacrosse will provide each AA Chair with the proper award for this honor. **It is the responsibility of the Chapter and/or High School Coaches' Association to deliver the award to the honoree in a timely manner.** The Chapter will release the name of their Jackie Pitts honoree to their coaches and local media, after they have received confirmation from US Lacrosse that their nomination has been received and approved.