

# ORGANIZATIONAL STRUCTURE

## 1. **Organization Articles of Incorporation and By Laws** – Resources listed below:

By Laws Template

[http://www.uslacrosse.org/LinkClick.aspx?fileticket=VJXwlOE\\_HgY%3d&tabid=4357](http://www.uslacrosse.org/LinkClick.aspx?fileticket=VJXwlOE_HgY%3d&tabid=4357)

By Laws Memorandum – introduction to additional non-profit provisions to By Laws

<http://www.uslacrosse.org/LinkClick.aspx?fileticket=5sp756899uU%3d&tabid=4357>

Additional Non Profit Provisions to By Laws Template

<http://www.uslacrosse.org/LinkClick.aspx?fileticket=tUuyRg8CCYs%3d&tabid=4357>

## 2. **Domain Name** – Register a domain name. Once you have a corporate name selected and you know it is clear, register a domain name if you plan to have a website. There are various services available that can handle domain registrations as well as provide email accounts. One of the more popular providers is <http://www.godaddy.com>.

## 3. **FEIN** – For more information or to obtain an FEIN (Federal Employer Identification Number) online, go to <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>. An FEIN is required before one can open a bank account for the corporation. It is the corporation's federal tax ID number which is used for corporate tax returns and employee/contractor reporting.

## 4. **Corporate Mailing Address** – Although a physical street address is required for serving business notices, many organizations open up a P.O. Box so that mail can be received at a central location and picked up by more than one person if needed. It establishes a more permanent address as corporate presidents and treasurers come and go.

## 5. **Bank Account(s)** – After your organization has received a file stamped copy of its articles of incorporation, FEIN and established a mailing address it will be able to open a bank account in the name of the corporation. Check the local banks since some will give “free” checking to non-profit organizations.

## 6. **D&O Insurance** – Most youth organizations carry Directors' and Officers' insurance to give their directors, officers and members some financial protection for claims that arise from wrongful acts or errors. [BollingerLax.com](http://BollingerLax.com) has D&O insurance for a nominal fee.

## 7. **Risk Management Policies** –

<http://www.uslacrosse.org/LinkClick.aspx?fileticket=PNAju8P0ABs%3d&tabid=4127>

## 8. **Organizational Policies – Coaching/team/player related**

Training and PCA related, playing time, demeanor, statistics, playing up.

### Other

Inclusion

Scholarships

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