



November 8, 2016

To Lacrosse Equipment Manufacturers:

Bulletin #1: SEI Lacrosse Equipment Certification Program

We are pleased to provide you with a follow-up to our previous joint SEI/US Lacrosse letter dated November 1, 2016 which introduced you to SEI. Since that time, we have finalized the details of the SEI Lacrosse Equipment Certification Program. With this bulletin we would like to take the opportunity to (1) explain the requirements of the SEI certification program per the Lacrosse Equipment Manufacturer's Agreement that was sent with last week's letter, (2) share the SEI Certification Program Manual (CPM) Section 31 for the Lacrosse Equipment Certification Program and (3) also provide test fees from the SEI contract test laboratories for each applicable ASTM standard included in this program.

When entering the SEI certification program, there are several requirements that must be completed before achieving SEI certification. Requirements summarized below may be completed simultaneously.

Initiating Certification Participation

1. The manufacturer/SEI participant shall have signed and submitted the signed Lacrosse Equipment Manufacturers Agreement to SEI. Manufacturers who are already SEI participants will not be required to sign a new manufacturer's agreement.
2. We have referenced the SEI **Certification Program Manual (CPM)** in this Bulletin. The CPM is distributed through a controlled distribution list. If your company has not already requested online sign-in credentials to access the full SEI CPM on the SEI website, please contact Bill Fithian at bfithian@seinet.org to receive this information. It is requested that SEI participants provide a designated SEI point of contact.
3. Provide evidence of product liability insurance, in English, with minimum coverage of \$2,000,000, listing the "SEI Officers, Directors and Staff as additional insureds" Contractor category on ISO form CG 20 37 with respect to completed operations – the manufacture and sales of all products certified by SEI. (Details may be found in the Lacrosse Equipment Manufacturers Agreement, Section 3.4).

Participation Fees and Testing Fees

4. The appropriate fees shall be paid (Please see SEI CPM Section 31 for application and certification test fees.)
 - a. An annual participation fee shall be submitted with the signed Manufacturer's Agreement. (Please see attached **CPM Section 7** for participation fees.)
 - b. A one-time application fee per model should accompany a completed SEI Certification Submittal Form.

Quality Assurance Audits

5. A quality manual and recall policy are required. A quality assurance audit shall be conducted of the manufacturing facility(ies). Your company's facility(ies) will be audited annually. Samples are selected for annual certification during annual audits and shipped to the laboratory for testing. After the initial audit, subsequent audits are generally completed in one day. The manufacturer is responsible for audit fees and travel expenses of the auditor. Whenever possible SEI combines audits of companies in nearby locations to share travel expenses. As a new participant, a 100% deposit on the audit is required in advance. Three elements of a quality system that a manufacturer shall have in place prior to scheduling an audit are 1) a quality manual, 2) a recall policy, and 3) an internal batch/lot testing capability or a mechanism to have this done. If your company is ISO 9001 registered, your quality system is probably close to meeting SEI requirements.

Testing

6. SEI requires 100% deposit for initial testing. A 10% administrative fee is added to the testing fees. On occasion, testing may be an on-going process until every aspect is deemed compliant. After certification is granted, and if changes are made to a certified product, those changes must be reported to SEI to determine if additional testing is needed for continued compliance of the product.

Certification

7. Once a model successfully completes the performance testing and has met all other SEI requirements, a certification letter is issued earning your company the right to use the SEI mark. At that time a certification fee, per model, will be invoiced to your company. This is an annual fee.

We hope you have found this bulletin to be beneficial. We seek to maintain long and mutually beneficial working relationships with our participants and would be honored to work with you. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely,



Tricia Hock
Program Development Director

Attachments: SEI CPM Section 7: Participation Fees
SEI CPM Section 31: Lacrosse Equipment Program
ASTM F3077 and ASTM F3137 Test Fees

CC: SEI Staff and Auditors
US Lacrosse
SFIA