



# **OPERATIONS MANUAL**

**NOVEMBER 2012**

**CANADIAN LACROSSE ASSOCIATION  
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# CLA Operations Manual

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## Introduction

This Manual is a compilation of the Letters Patent, Bylaws, Regulations and Policies adopted by the Canadian Lacrosse Association (CLA) Board of Directors. The manual is divided into three (3) separate Parts with Sections and Subsections included in each.

The CLA will follow these for all its operations. If you have any changes to suggest, please submit them to the national office by the deadlines outlined in Bylaw 22 of this manual.

## Definitions

**AGM** – Annual General Meeting as referred to in Bylaw 9 – Meeting of Members

**Appeals Committee** – A three (3) person committee tasked with reviewing appeals submitted to the CLA Head Office as referred to in the Appeals Section of this manual

**Association** – see Canadian Lacrosse Association.

**Bench Personnel** – individuals permitted on the bench during a game and included on a Team Registration form.

**Board of Directors** – consists of all the directors and executive committee.

**Canadian Lacrosse Association (CLA)** – also referred to as the “Association” throughout this manual.

**Canadian Lacrosse Hall of Fame** – a repository for historical artifacts and includes inductees in 5 categories: Field Players, Box Players, Builders, Veteran Players and Team.

**Coaches** – persons who are responsible for teams competing at CLA events.

**Convenor** – as defined in the National Championship section of this manual

**Discipline Committee** – appointed by the CLA President and as defined in the Code of Conduct and Discipline section of this manual.

**Directors** – consists of the Executive Committee, First Nations Director, Hall of Fame Director, Past-President, elected representative of each Member Association.

**Equipment Review Committee** – consists of a member of the Board, a member of the Executive, a Coaching representative and an Officiating representative whose mandate, duties and authority are defined in Section 15.

# CLA Operations Manual

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**Executive Committee** – consists of the President and five (5) Vice-Presidents as elected at the Annual General Meeting. The Past-President may be included on the Executive Committee at the discretion of the President.

**Good Standing** – in reference to players, it means they have not been suspended. In reference to MAs or AMAs, the requirements as outlined in 5.4.4, 5.4.5.3 and 14.3.8 have been fulfilled.

**Head Office** – the place where the CLA Office Staff administer the day-to-day operations as referred to in the Letters Patent and Bylaw 1 – Head Office in this manual.

**High Performance event** – National Championships and events in which athletes participate representing Canada as National Team members.

**Hosting Agreement** – a tri-partite agreement signed between the CLA, a Host Committee and an Host Member Association or Host Associate Member Association sanctioning the running of one of the CLA national championships or competitions outlining roles and responsibilities in addition to what is included in this manual.

**Host Committee** – organization or group of individuals awarded the right to run/host one of the CLA national championships or competitions.

**International Events** – events or competitions which take place with representatives from other countries.

**Lacrosse Teams** – consist of players, coaches and all other team personnel participating at an event.

**Learning Facilitator (LF)** – individuals who are sufficiently trained in delivering the CLA National Coaching Certification Program (NCCP)

**Letters Patent** – Original documents which registers the CLA as a Association. They lay out the objects and basic operations of the CLA

**Master Learning Facilitator (MLF)** – individuals who train Learning Facilitators (LF) to deliver the CLA National Coaching Certification Program (NCCP)

**Meetings of the Board of Directors** – as referred to in Bylaw 5 – Meetings of the Board of Directors

**Meetings of Members** – as referred to in Bylaw 9 – Meetings of Members

**Managers** – individuals responsible for the management of lacrosse teams.

**Members:** Member Associations, Associate Member Associations, Individual Members, Honorary members as further defined in Bylaw 3 - Membership

# CLA Operations Manual

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**National Coaches Certification Program (NCCP)** – a national standard for coach training and certification program in Canada as referred to the Coaching Program section of this manual.

**National Invitational Tournament** – Tournaments or competitions, which are not National Championships as defined in the National Championships section, involving teams from more than one MA or AMA.

**National Officiating Certification Program (NOCP)** – is a comprehensive system of theoretical, technical and practical information used to train and certify officials.

**National Resource Person (NRP)** – see the Coaching Program section of this manual.

**NCCP** – see National Coaching Certification Program

**NOCP** – see National Officiating Program

**Nominations Committee** – consists of Past-President of the Association and two additional members drawn from the Directors of the Association further defined in the Nominations Committee section of this manual

**Objectives** – lay out the basic goals of the organization as defined in the Letters Patent.

**Office Staff** – consists of the employees tasked with the day-to-day administration of the CLA Head Office and referred to in the Human Resource section of this manual.

**Officials** – individuals who oversee the game of lacrosse ensuring the rules are followed correctly and applying predetermined penalties.

**Performance Bond** – an amount of money to be held to cover all or part of any expense due to negligence or wrongful activity of a team attending a national championship or competition as further defined in the National Championship section.

**Personal Information** – is information about an individual which includes but is not limited to age, gender, marital status, health status, financial status, home address.

**Players** – individuals who participate in the game of lacrosse.

**Referee in Chief (RIC)** – see the National Championship section of this manual.

**Residence** – the place an individual permanently lives while not at school.

**Rules and Regulations** – as referred to in Bylaw 21 – Rules and Regulations and include the rules of the game of lacrosse as defined in the various sectors of the sport of lacrosse.

**Sector** – a discipline of the sport of lacrosse where the CLA chooses to establish rules, regulations and policies to govern that discipline of the sport.

# CLA Operations Manual

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**Sector Chairperson** – person elected by the Members to chair the sector meetings whose roles and responsibilities are further defined in the General Policies section of this manual.

**SAGM** – Semi-Annual General Meeting as referred to in Bylaw 9 – Meetings of Members.

**Special General Meeting** – as referred to in Bylaw 9 – Meetings of Members.

**Trainers** – individuals associated with lacrosse teams used in various roles by their respective teams.

**Umpire in Chief (UIC)** – as referred to in the National Championship section of this manual

**Voting Delegate(s)** – as defined in Bylaw 10 – Voting at Meetings of Members.

## Table of Contents

### **PART 1**

#### **1. SECTION 1 - LETTERS PATENT**

#### **2. SECTION 2 – BYLAWS**

- 2.1. **Bylaw 1 - Head Office**
- 2.2. **Bylaw 2 – Jurisdiction**
- 2.3. **Bylaw 3 – Membership**
- 2.4. **Bylaw 4 - Board of Directors**
- 2.5. **Bylaw 5 - Meetings of the Board of Directors**
- 2.6. **Bylaw 6 - Power of Directors**
- 2.7. **Bylaw 7 - Executive Committee (Officers)**
- 2.8. **Bylaw 8 - Duties of Executive (Officers)**
- 2.9. **Bylaw 9 - Meetings of Members**
- 2.10. **Bylaw 10 - Voting at Meetings of Members**
- 2.11. **Bylaw 11 - Quorum for Meeting of Members**
- 2.12. **Bylaw 12 - Financial Statements and Appointment of Auditors**
- 2.13. **Bylaw 13 - Indemnities to Directors and Others**
- 2.14. **Bylaw 14 - Corporate Secretary**
- 2.15. **Bylaw 15 - Corporate Seal**
- 2.16. **Bylaw 16 - Execution of Documents**
- 2.17. **Bylaw 17 - Custody of Securities**
- 2.18. **Bylaw 18 - Cheques, Drafts, and Notes**
- 2.19. **Bylaw 19 - Books and Records**
- 2.20. **Bylaw 20 - Regulations**
- 2.21. **Bylaw 21 - Interpretation**
- 2.22. **Bylaw 22 - Amendment Procedures**

#### **3. SECTION 3: GENERAL**

- 3.1. **Mission and Authority**
- 3.2. **Exclusive Jurisdiction**
- 3.3. **Governance Structure**
- 3.4. **Directors**
- 3.5. **Access to Competition**
- 3.6. **Sectors**
- 3.7. **Official Languages**
- 3.8. **Equity and Access Policy**
- 3.9. **Privacy Policy**
- 3.10. **Harassment**
- 3.11. **Conflict of Interest**
- 3.12. **Risk Management**

#### **4. SECTION 4: MEMBERSHIP**

- 4.1. **Application**
- 4.2. **Members**

- 4.3. Fees
- 4.4. Requirements
- 4.5. Privileges of Membership

## **5. SECTION 5: PARTICIPANT ELIGIBILITY**

- 5.1. Registration with MAs/AMAs
- 5.2. Inter-Member Agreements

## **6. SECTION 6: CODE OF CONDUCT AND DISCIPLINE**

- 6.1. Code of Conduct
- 6.2. Discipline

## **7. SECTION 7: APPEALS**

- 7.1. General Policy
- 7.2. Procedure for Appeals
- 7.3. Procedure for the Hearing

## **8. SECTION 8: MEETINGS OF THE ASSOCIATION AND MEETINGS OF MEMBERS**

- 8.1. General
- 8.2. Annual General Meeting (AGM)
- 8.3. Semi-Annual General Meeting (SAGM)
- 8.4. Bid Requirements to Host the SAGM and AGM

## **9. SECTION 9: NOMINATIONS COMMITTEE**

- 9.1. Composition
- 9.2. Nomination Process

## **PART II**

## **10. SECTION 10: SUBSTANCE ABUSE**

- 10.1. Position Statement
- 10.2. Alcohol, Tobacco and Drug Policy

## **11. SECTION 11: ABORIGINAL DEVELOPMENT**

## **12. SECTION 12: EQUIPMENT**

- 12.1. Safety Policy
- 12.2. General
- 12.3. Intra-Oral Mouth Guards
- 12.4. Helmets & Facemasks
- 12.5. Gloves
- 12.6. Shoes
- 12.7. Goaltenders
- 12.8. Uniforms
- 12.9. Other
- 12.10. Equipment Chart
- 12.11. Lacrosse Balls



## **13. SECTION 13: FINANCE**

- 13.1. General**
- 13.2. Budgeting**
- 13.3. Revenue and Expenditures – General**
- 13.4. Administrative Expenses**
- 13.5. Use of Corporate Credit Cards**
- 13.6. Cash Advances**
- 13.7. Payments of Expenses by the Association**
- 13.8. Instructions on Claiming Expenses**
- 13.9. Meeting and Expenses**
- 13.10. Travel Arrangements and Expenditures**
- 13.11. Purchasing**
- 13.12. Petty Cash**
- 13.13. Cost Sharing Projects**
- 13.14. Travel Equalization for AGM and SAGM**
- 13.15. Investment Strategy**
- 13.16. Projects**
- 13.17. Official Fees**

## **14. SECTION 14: MARKETING, PROMOTION, COMMUNICATION AND AWARDS**

- 14.1. General**
- 14.2. Marketing**
- 14.3. Promotion**
- 14.4. Sponsorship, Advertising and Fundraising**
- 14.5. Communication**
- 14.6. Communication with International Lacrosse Federations**
- 14.7. Use of CLA and Program Logos**
- 14.8. Canadian Lacrosse Hall of Fame**
- 14.9. Lester B. Pearson Plaque**
- 14.10. Certificates of Merit**
- 14.11. Canadian Sports Hall of Fame**
- 14.12. Copyright of Material**
- 14.13. Social Media**

## **15. SECTION 15: EQUIPMENT REVIEW COMMITTEE**

- 15.1. Mandate**
- 15.2. Committee Members**
- 15.3. Duties**
- 15.4. Authority**
- 15.5. Associate Members to the Committee**
- 15.6. Annual Equipment Review Committee Meeting**
- 15.7. Submission of Equipment for Review**
- 15.8. Appeals**
- 15.9. Insurance Requirements for Manufacturers**
- 15.10. Meets CLA Standards vs. CLA Approved**

## **16. SECTION 16: NATIONAL TEAMS**

### **16.1. General**

## **17. SECTION 17: HUMAN RESOURCES**

### **17.1. Staff**

### **17.2. Human Resource Policies**

## **PART III**

## **18. SECTION 18: BOX SECTOR**

### **18.1. Rules of Play**

### **18.2. Competition Structure**

### **18.3. Player Eligibility**

### **18.4. Inter-Member or Associate Member Transfers**

### **18.5. National Championships and Competitions**

### **18.6. Player Remuneration**

### **18.7. Box Lacrosse Minimum Coaching Standards**

## **19. SECTION 19: MEN'S FIELD SECTOR**

### **19.1. Rules of Play**

### **19.2. Player Eligibility**

### **19.3. Inter-Member or Associate Member Transfers**

### **19.4. Competition Structure**

### **19.5. National Championships and Competitions**

### **19.6. Men's Field Lacrosse Minimum Coaching Standards**

## **20. SECTION 20: WOMEN'S FIELD SECTOR**

### **20.1. Rules of Play**

### **20.2. Competition Structure**

### **20.3. Player Eligibility**

### **20.4. Inter-Member or Associate Member Transfers**

### **20.5. National Championships and Competitions**

### **20.6. Women's Field Lacrosse Minimum Coaching Standards**

## **21. SECTION 21: INTER-LACROSSE SECTOR**

### **21.1. Rules of Play**

### **21.2. Competition Structure**

### **21.3. National Championships and Competitions**

## **22. SECTION 22: COACHING SECTOR**

### **22.1. National Coaching Certification Program (NCCP)**

### **22.2. Coaching Sector**

### **22.3. Job Descriptions**

### **22.4. National Coach Registration**

### **22.5. Minimum Certification Standards**

### **22.6. Participant Development Models (PDMs)**

### **22.7. Manuals**

- 22.8. **Audio Visual Materials**
- 22.9. **Program Delivery**

## **23. SECTION 23: OFFICIATING PROGRAM**

- 23.1. **National Officiating Certification Program (NOCP)**
- 23.2. **Officiating Sector**
- 23.3. **NOCP Database**
- 23.4. **Manuals**
- 23.5. **Program Delivery**
- 23.6. **Officials to National Championships**
- 23.7. **Officials to International Competitions**
- 23.8. **International Relations**

## **24. SECTION 24: NATIONAL CHAMPIONSHIPS**

- 24.1. **General**
- 24.2. **Guiding Policy**
- 24.3. **Box Lacrosse National Championships and Competitions**
- 24.4. **Men's Field Lacrosse National Championships and Competitions**
- 24.5. **Women's Field Lacrosse National Championships and Competitions**
- 24.6. **Intercrosse National Games**
- 24.7. **Member Eligibility**
- 24.8. **Performance Bonds**
- 24.9. **Registration for National Championships and Competitions**
- 24.10. **Registration Fees**
- 24.11. **Notification of Team Registration (Rosters)**
- 24.12. **Coach and Trainer Certification**
- 24.13. **CLA Convenors**
- 24.14. **CLA Referee-in-Chief (RIC) or Umpire-in-Chief (UIC)**
- 24.15. **Discipline at National Championships and Competitions**
- 24.16. **Appeals at National Championship and Competitions**
- 24.17. **Transportation for Teams, CLA Convenor, CLA RIC**
- 24.18. **Officials to National Championships and Competitions**
- 24.19. **Officials Certification**
- 24.20. **Accommodations**
- 24.21. **National Championship or Competition Trophies**
- 24.22. **Banquet and Ceremonies**
- 24.23. **Marketing Agreements**
- 24.24. **Media Relations**
- 24.25. **Tie Breaking**
- 24.26. **Contingency Planning**
- 24.27. **Information Services**
- 24.28. **Game Passes or Tickets**
- 24.29. **Facilities and Equipment**
- 24.30. **Internet Services**
- 24.31. **Financial**
- 24.32. **Championships Summary**
- 24.33. **Additional Regulations and Requirements for Men's Field**

## 24.34. Minor Nationals

## 25. SECTION 25: APPENDICES AND FORMS

- 25.1. Policy Change Procedure
- 25.2. Rule Change Procedure
- 25.3. CLA NCCP Organizational Chart
- 25.4. Form 100R
- 25.5. Notice of Attendance at National Competition
- 25.6. Acknowledgement of Risk and Release of Liability and Code of Conduct for Under the Age of Majority
- 25.7. Acknowledgement of Risk and Release of Liability and Code of Conduct for Over the Age of Majority
- 25.8. Team Registration Form
- 25.9. Accommodations Declaration Form
- 25.10. Championship Trophy/Cup Agreement
- 25.11. Expense Claim Form
- 25.12. Calendar of CLA National Championships
- 25.13. Referee-In-Chief Report
- 25.14. Player Transfer Form
- 25.15. Social Media Guidelines
- 25.16. Aboriginal Committee Terms of Reference
- 25.17. Minto Cup Committee Terms of Reference
- 25.18. Finance and Audit Committee Terms of Reference
- 25.19. Appeals Committee Terms of Reference
- 25.20. Discipline Committee Terms of Reference
- 25.21. Nominations Committee Terms of Reference
- 25.22. Team International Travel Form
- 25.23. Official International Travel Form

## **PART I**

### **1. SECTION 1 - LETTERS PATENT**

- 1.1. The Letters Patent incorporating the Canadian Lacrosse Association were registered by the Department of Consumer and Corporate Affairs of the Government of Canada (now Industry Canada) in Ottawa on November 8, 1974. Supplementary Letters Patent were also issued on April 20, 1990 to change the name of the Association to make it bilingual.
- 1.2. The name of the Association is the: Canadian Lacrosse Association - Association canadienne de crosse.
- 1.3. The objects of the Association are:
  - 1.3.1. to improve, foster and perpetuate the game of Lacrosse as the National Summer Game of Canada
  - 1.3.2. to foster growth and development of Lacrosse throughout Canada
  - 1.3.3. to establish a harmonious working relationship among members of the Association to better facilitate Lacrosse competitions
  - 1.3.4. to sanction national championships
  - 1.3.5. to compile and publish the rules and regulations of the Association, including the playing rules of the games of Lacrosse
  - 1.3.6. to be an official representative of Canada to any other national or international Lacrosse governing bodies.
- 1.4. The operation of the Association may be carried on throughout Canada and elsewhere. The place within Canada where the CLA Head Office the Association is to be situated is in the City of Ottawa in the Province of Ontario.
- 1.5. It is specially provided that in the event of dissolution or winding up of the Association, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations or national amateur athletic associations in Canada.
- 1.6. In accordance with the Canada Corporation Act, it is provided that, when authorized by Bylaw, duly passed by the Directors and sanctioned by at least two-thirds of the votes cast at a Special General Meeting of the members duly called for considering the Bylaw, the Directors of the Association may from time to time:
  - 1.6.1. borrow money upon the credit of the Association;
  - 1.6.2. limit or increase the amount to be borrowed;
  - 1.6.3. issue debentures or other securities of the Association;
  - 1.6.4. pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and

## CLA Operations Manual

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- 1.6.5. secure any such debentures, or other securities, or any other present or future borrowing or liability of the Association, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Association, and the undertaking and rights of the Association.
- 1.7. Any such Bylaw may provide for the delegation of such powers by the Directors to such Officers or Directors of the Association to such extent and in such manner as may be set out in the Bylaw.
- 1.8. Nothing herein limits or restricts the borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Association.
- 1.9. The Bylaws of the Association shall be those filed with the application for Letters Patent until repealed, amended, altered or added to.
- 1.10. The Association is to carry on its operations without pecuniary gain to its members, and any profits or other accretions to the Association are to be used in promoting its objects.

## **PART I**

### **2. SECTION 2 – BYLAWS**

#### **2.1. BYLAW 1 – HEAD OFFICE**

The Head Office of the Canadian Lacrosse Association/Association Canadienne de Crosse shall be in the City of Ottawa in the Province of Ontario.

#### **2.2. BYLAW 2 – JURISDICTION**

The jurisdiction of the Association shall be limited to Canada, except where a Canadian team playing outside Canada shall be considered to be within the jurisdiction of the Association. The Association shall serve as a dispute resolution mechanism in disputes between Member Associations and Associate Members. The jurisdiction of the Association shall also cover a league or leagues playing games both in Canada and the United States of America, providing the league or leagues are recognized by the Association as members.

#### **2.3. BYLAW 3 – MEMBERSHIP**

##### **2.3.1. *Conditions of Membership***

Membership in the Association shall be limited to persons and organizations agreeing to further the objects of the Association; abide by and comply with the Letters Patent, Bylaws and Regulations of the Association; and observe faithfully the rulings of those charged, for the time being, with the conduct of its affairs.

##### **2.3.2. *Application for Membership***

Applications for membership in or re-admission to the Association must be approved by resolution of the Board of Directors of the Association.

##### **2.3.3. *Types of Membership***

2.3.3.1. There shall be four types of membership in the Association:

2.3.3.1.1. Member Association (MA)

2.3.3.1.2. Associate Member Association (AMA)

2.3.3.1.3. Individual Member

2.3.3.1.4. Honourary Life Member

2.3.3.2. Member Association (MA)

Membership is open to the Lacrosse organization of each province and territory of Canada.

2.3.3.3. Associate Member Association (AMA)

Associate Membership is open to a league or other organization recognized by the Association in a province, territory, or area where no governing association for that jurisdiction exists.

# CLA Operations Manual

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## 2.3.3.4. Individual Member

Individual Membership is open to any individual wishing to be affiliated to the National Association.

## 2.3.3.5. Honourary Life Member

Honourary Life Membership may be awarded by unanimous consent of the voting delegates at a general meeting of the Association to individuals who have rendered exceptional service to the Association.

## 2.3.4. *Membership Fees*

2.3.4.1. Annual membership fees shall be set by resolution of the Board of Directors at the Annual General Meeting.

2.3.4.2. The Board of Directors may, by resolution, assess fees for members for such administrative costs of the Association as the Board of Directors shall determine.

## 2.3.5. *Resignation of a Member*

Any member may withdraw from the Association by delivering to the Association, written notice of resignation.

## 2.3.6. *Termination of Membership*

Any membership may be suspended or expelled by a vote of three-quarters (3/4) of the members at an annual meeting provided that any such member shall be granted an opportunity to be heard at such meeting, upon reasonable notice of the basis for such action.

## 2.4. **BYLAW 4 – BOARD OF DIRECTORS**

2.4.1. The Association shall have up to twenty two (22) Directors. Each Member Association (other than Associate, Individual and Honourary) shall elect one Director to the Board of Directors of the Association. In addition, the incumbents of the following offices shall be members of the Board of Directors during the period they occupy such office:

2.4.1.1. President

2.4.1.2. Five Vice Presidents as follows:

2.4.1.2.1. Administration

2.4.1.2.2. Organizational Development

2.4.1.2.3. International Competition

2.4.1.2.4. Domestic Competition

2.4.1.2.5. Domestic Development

2.4.1.3. Hall of Fame Director

2.4.1.4. First Nations Director

2.4.1.5. Past President



## CLA Operations Manual

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- 2.4.2. The President and the five (5) Vice Presidents shall be elected by the members at the AGM. The Hall of Fame representative shall be appointed by the Canadian Lacrosse Hall of Fame. The First Nations Director representative shall be appointed by the members of the CLA at the AGM.
- 2.4.3. A Director shall be a member of the Association or a representative of a Member or Associate Member of the Association, and shall be eighteen (18) or more years of age.
- 2.4.4. A Director's term of office shall be:
  - 2.4.4.1. For each of those Directors elected by the Member Associations, the Canadian Lacrosse Hall of Fame, and the First Nations Director Representative from the date of the meeting at which they are elected or appointed until the Annual Meeting next following, and
  - 2.4.4.2. For those who are Directors by virtue of their position on the Executive Committee, for:
    - 2.4.4.2.1. two years beginning and ending in the odd number years for the President, Vice President Organizational Development and Vice President Domestic Competition;
    - 2.4.4.2.2. two years beginning and ending in the even number years for the Vice President Administration, Vice President Domestic Development and Vice President International Competition.
- 2.4.5. The office of Director shall be automatically vacated:
  - 2.4.5.1. if a Director resigns his office by delivering a written resignation to the CLA Head Office the Association;
  - 2.4.5.2. if a Director is found by a court to be of unsound mind;
  - 2.4.5.3. if at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
  - 2.4.5.4. if a Director is absent from two or more consecutive meetings of the Board of Directors without prior Board of Directors approval;
  - 2.4.5.5. if a Director has been convicted of an indictable offence for which no pardon has been provided;
  - 2.4.5.6. on death.
- 2.4.6. A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is elected or appointed.
- 2.4.7. Board Orientation
  - 2.4.7.1. Newly elected or appointed Directors to the Board will be required to attend a meeting with the CLA Executive Director and President following his or her election to the Board of Directors. This meeting will aid new

# CLA Operations Manual

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Directors in understanding the roles and responsibilities of the Board of Directors, as well as understanding CLA policies, procedures and resources. The meeting may be held by conference call.

2.4.7.2. Newly elected Directors will receive a hard copy of the CLA Operations Manual and any other pertinent documents dependent upon elected position.

2.4.7.3. Newly elected Directors will receive a Board Orientation Package.

## 2.5. **BYLAW 5 - MEETINGS OF THE BOARD OF DIRECTORS**

- 2.5.1. Meetings of the Association may be held at either the Head Office, at any other place within Canada or, by unanimous consent, by teleconference.
- 2.5.2. Questions arising at any meeting shall be decided by a simple majority vote unless otherwise specified within this manual.
- 2.5.3. Roberts Rules of Order will be followed at all meetings on questions where no current Bylaw deals with the question or issue.
- 2.5.4. There will be a meeting of the Board Directors during the period of time organized for the Annual General Meeting and the Semi-Annual General meeting.
- 2.5.5. Any other meeting of the Board of Directors may be convened by the President or simple majority of Directors at any time. Notice of such meetings shall be delivered, mailed, sent by courier, sent by fax, or e-mailed to each Director not less than forty-five (45) days prior to the date the meeting is to take place, provided always that meetings of the Board of Directors may be held at any time without formal notice if all Directors are present, or those absent waive notice or signify, in writing, their consent to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any Director.
- 2.5.6. A majority of members of the Board of Directors shall constitute a quorum. Each Director is authorized to exercise one (1) vote.
- 2.5.7. A quorum is not required for a committee.
- 2.5.8. For the first meeting of the Board of Directors held immediately following the election and appointment of Directors at a general meeting of the members, no notice shall be necessary in order to legally constitute the meeting, provided that a quorum of Directors are present. For a meeting of the Board of Directors at which a Director is appointed to fill a vacancy on the Board, no notice shall be necessary to the newly appointed Director.

## 2.6. **BYLAW 6 – POWER OF DIRECTORS**

- 2.6.1. The Board of Directors of the Association shall administer the affairs of the Association in all things and may make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided, generally, may exercise

all such other powers and do all such other acts and things as the Association is by its charter or otherwise authorized to exercise and do.

- 2.6.2. The Board of Directors shall have power to authorize expenditures on behalf of the Association from time to time and may delegate by resolution to an officer or officers of the Association the right to employ and pay salaries to employees. The Directors shall have the power to make expenditures for the purpose of furthering the objects of the Association. The Directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be available for the benefit of promoting the interest of the Canadian Lacrosse Association in accordance with such terms as the Board of Directors may prescribe.
- 2.6.3. The Board of Directors shall take such steps as they may deem requisite to enable the Association to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Association.
- 2.6.4. The Board of Directors may, by resolution, appoint committees consisting of such number of Directors or other individual Members of this Association, a Member Association, and/or an Associate Member, and may prescribe their duties, powers and remunerations. Any committee so appointed may meet for the transaction of business, adjourn and otherwise regulate its meetings as approved by the Board of Directors. The Board of Directors may, by resolution, dissolve any committee appointed in this manner.
- 2.6.5. The Board of Directors may appoint/employ such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board of Directors at the time of such appointment/hiring.
- 2.6.6. The Vice President Administration shall ensure the care and custody of all the funds and securities of the Association in such banks or other financial institutions as the Board of Directors may direct. The Vice President Administration shall also be bonded in an amount and manner as the Board of Directors may require. No Director shall be liable for failure to require any bond or for the insufficiency of any bond or for loss by reason of the failure of the Association to receive an indemnity provided by such bond

### 2.7. **BYLAW 7 - EXECUTIVE COMMITTEE (OFFICERS)**

- 2.7.1. The Executive Committee is composed of the Officers who shall exercise such powers as are authorized by the Board of Directors. The Executive Committee (Officers) shall be comprised of the President, and the five Vice Presidents. At the discretion of the President, the Past President may also sit on the Executive Committee. The CLA Executive Director is an ex-officio member of the Executive Committee. The CLA Executive Director may be excluded from a meeting or part thereof at the discretion of the Executive

## CLA Operations Manual

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Committee should there be a matter that effects them personally or they have a personal interest in.

- 2.7.2. Members of the Executive Committee shall hold office for the term of their election or appointment to the Board of Directors.
- 2.7.3. The Executive Committee is responsible for overseeing the day to day operations of the Association. They are directly responsible for the implementation of the Letters Patent, Bylaws, Regulations and Polices as laid out in this manual.
- 2.7.4. Meetings of the Executive Committee shall be held quarterly at any time and place to be determined by the members of such Committee, provided that two weeks written notice of such meeting shall be given to each member of such committee. Four (4) members of the Committee shall constitute a quorum, excluding the ex-officio member.
- 2.7.5. The office of Director shall be automatically vacated:
  - 2.7.5.1. if a Director resigns his office by delivering a written resignation to the CLA Head Office the Association;
  - 2.7.5.2. if a Director is found by a court to be of unsound mind;
  - 2.7.5.3. if at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
  - 2.7.5.4. if a Director is absent from two or more consecutive meetings of the Executive Committee or Board of Directors without prior Executive Committee approval;
  - 2.7.5.5. if a Director has been convicted of an indictable offence for which no pardon has been provided;
  - 2.7.5.6. on death.
- 2.7.6. Executive Committee members cannot hold more than one (1) spot on the Association's Board of Directors.
- 2.7.7. Executive Committee members cannot hold any voting position on the Board of a MA or AMA or be an employee of a MA or AMA.
- 2.7.8. Should a position on the Executive Committee become vacant, the Board of Directors may appoint a person to fill such a vacancy for the duration of the respective term as defined in Bylaw 4.

## 2.8. **BYLAW 8 - DUTIES OF EXECUTIVE (OFFICERS)**

### 2.8.1. *Duties of the President*

- 2.8.1.1. The President shall act in the name of the CLA as the chair of the Board of Directors.

## CLA Operations Manual

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- 2.8.1.2. He shall call and preside at all meetings of the Association, the Board of Directors, and Executive Committee or appoint another officer or Board member in his stead.
- 2.8.1.3. The President shall authorize, either directly or indirectly, all activities or undertakings which are directed toward the mandate and objectives of the Association and provide the necessary leadership.
- 2.8.1.4. He shall see that all orders and resolutions of the Board of Directors are carried out.
- 2.8.1.5. In an emergent situation where action must be taken by the CLA in the best interests of lacrosse and it is not reasonably possible to convene a meeting of the Board, the President and any one member of the Executive Committee may take action that the Executive, Board or Sector or Committee may take except in relation to an expenditure of funds over ten thousand (\$10,000) dollars. In such case, the President shall take reasonable steps to contact as many Executive Committee Members, Board Members or Sector Chairpersons, as the case may be, as is reasonable possible for their opinion prior to making the decision.
- 2.8.1.6. The President has the power, on an emergent basis, in the best interests of lacrosse, to discipline any player, coach, manager, trainer, lacrosse team or official for any conduct on or off the floor which is in breach of the Letters Patent, Bylaws, Regulations or Rules of the CLA, subject to the right of appeal to Appeals Committee.
- 2.8.1.7. The President has the power, on an emergent basis where it is in the best interests of lacrosse and where the application of Part III would be contrary to the best interests of lacrosse and where there has been no willful breach of Part III, to allow participation in an event despite non-compliance with Part III. In any such situation the President shall take reasonable steps to consult with as many Executive Committee and Board Members and applicable Sector Chairpersons as is reasonably possible prior to making the decision. The decision, with reasons, shall be reported to the Board. There shall be no appeal from such decision.
- 2.8.1.8. In the event that the President is unable to act, the Vice President of Administration shall act, and if that Vice President cannot act, then the Past President shall act.
- 2.8.2. *Duties of the Vice Presidents*
  - 2.8.2.1. The duties of the Vice Presidents are set by the Executive Committee and approved by the Board of Directors. A summary of duties of the Vice Presidents is set out in the General Regulations section of this manual. More detailed information about the duties of each Vice President can be found in the CLA Human Resources Manual.
- 2.8.3. *Duties of the Past President*

## CLA Operations Manual

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- 2.8.3.1. The duties of the Past President will be determined at the discretion of the President.

### 2.9. **BYLAW 9 - MEETINGS OF MEMBERS**

- 2.9.1. The Annual General Meeting (AGM) shall be held in Canada or outside of Canada in an MA or AMA each year at a time and place chosen by the Board of Directors, but not later than the first day of December in any year. The Semi-Annual General Meeting (SAGM) shall be held in Canada or outside of Canada in an MA or AMA each year at a time and place chosen by the Board of Directors.
- 2.9.2. The AGM shall be held for up to three (3) full days, the first of which (usually Friday) being devoted to a Board of Directors' meeting.
- 2.9.3. The business at the AGM shall include those items required by the Canada Associations Act, Letters Patent and Bylaws, such as the Auditor's Report, Appointment of Auditors, and Elections.
- 2.9.4. A majority of the Board of Directors or the President shall have power to call at any time, a special general meeting of the Members. The Directors shall call a special meeting of members on written requisition of members representing not less than 75% of the member associations.
- 2.9.5. A written notice of a meeting of Members, stating the date, hour, and place of meeting and the general nature of the business to be transacted shall be delivered, sent through the post, postage prepaid, or e-mailed to each Director not less than forty-five (45) days prior to the date the meeting is to take place, provided always that meetings of the Board of Directors may be held at any time without formal notice if all Directors are present, or those absent waive notice or signify, in writing, their consent to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any Director.
- 2.9.6. The notice calling any meeting other than the AGM shall contain sufficient information to allow the member to reach a reasoned decision thereon of the business to be transacted.

### 2.10. **BYLAW 10 – VOTING AT MEETINGS OF MEMBERS**

- 2.10.1. Except where otherwise required by the Canada Associations Act or the Bylaws and Regulations of the Association every question submitted to any meeting of members shall be decided by a simple majority. The Chair may vote only in the event of a tie vote.
- 2.10.2. At any meeting, unless a poll is demanded, a declaration by the Chair that a resolution has been carried or not carried shall be conclusive evidence of the fact.
- 2.10.3. A MA or AMA shall cast its vote(s) by means of a voting delegate or delegates elected or appointed by the MA or AMA. Each voting delegate



## CLA Operations Manual

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shall cast a number of votes on behalf of the MA or AMA which he represents determined by the quotient of the number of votes which a MA or AMA is entitled to vote, or the member may consolidate the vote.

- 2.10.4. In the absence of the President or his delegate, the MAs or AMAs present shall choose another Executive Member as Chair, and if no Executive Member is present or if all the Executive Members present decline to act as Chair, the MAs or AMAs present shall choose another Director to be Chair.
- 2.10.5. If at any time a poll is taken on the election of a Chair or on the question of adjournment, it shall be taken in such manner and either at once or after adjournment as the Chair directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.
- 2.10.6. Each MA or AMA is considered present for the duration of a meeting after roll call has been taken and the declaration and assigning of voting delegates has taken place. Voting delegates will remain present until such time as they inform the Chair they will no longer be taking part in the meeting.
- 2.10.7. *Voting Rights*
- 2.10.7.1. Each MA or AMA which has paid all (membership or other) fees or monies which have been assessed against or are payable by such MA or AMA and which is not suspended or expelled shall be "in good standing" and shall be entitled to vote at the AGM for that year.
- 2.10.7.2. A MA or AMA shall vote at a general meeting by means of a delegate known as a "voting delegate".
- 2.10.7.3. The votes for delegates attending the meetings of members shall be determined as follows:
- 2.10.7.3.1. Each Member of the Board of Directors shall be a voting delegate (maximum 22).
- 2.10.7.3.2. Honourary Life Members and Individual Members shall not have a vote at an annual or general meeting.
- 2.10.7.3.3. Each MA's and AMA's votes shall be calculated as follows:

Registered Players Per Sector Per Category	Number of Votes
Less than 30	0 vote
31 to 250	1 vote
251 to 500	2 votes
501 to 1000	3 votes
Over 1000	4 votes

# CLA Operations Manual

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Sectors are: Men's Field, Women's Field, Box, Intercrosse.  
Categories are: Minor, Intermediate/Junior and Senior.

- 2.10.7.3.3.1. Each MA or AMA must provide their registration numbers on the appropriate CLA form to the CLA Head Office at least fifteen (15) days in advance of the AGM. Failure to submit them by the set deadline will result in a fine of \$1,000. Should the form not be submitted by the AGM, said MA or AMA will have no votes.
- 2.10.7.3.3.2. All votes, as per the table above, will be held by the MA's or AMA's Director on the Board unless assigned by said Director to another individual or individuals from that MA or AMA during roll call at the AGM.
  - 2.10.7.3.3.2.1. Votes may be assigned to another MA or AMA under special circumstances, such as but not limited to an MA or AMA needing to leave the meeting, provided that the remaining voters unanimously agree to said assignment.
- 2.10.7.3.4. MA's and AMA's who have a development program of Intercrosse in their jurisdiction will have 1 vote for that Sector.
- 2.10.7.4. Election to the positions on the Executive Committee of the Association may, by resolution of the meeting, be by secret ballot.

## 2.11. **BYLAW 11 - QUORUM FOR MEETING OF MEMBERS**

- 2.11.1. The presence of a voting delegate or voting delegates representing a majority of MAs or AMAs in good standing in attendance and a majority of the elected and appointed voting Members shall constitute a quorum of any meeting of Members. No business shall be transacted during any meeting unless the requisite quorum be present at the commencement of business.

## 2.12. **BYLAW 12 - FINANCIAL STATEMENTS AND APPOINTMENTS OF AUDITORS**

- 2.12.1. The fiscal year-end of the Association shall be March 31 of each year.
- 2.12.2. The accounts of the Association shall be audited each year immediately following the end of the current fiscal period. The members shall at each Annual General Meeting appoint an auditor to audit the accounts of the Association for report to the members at the next AGM. The auditor shall hold office until the next AGM provided that the Directors may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board of Directors.
- 2.12.3. The approved audited statement(s) will be published as an appendix to the Annual General Meeting report, and will be distributed to the membership. As



## CLA Operations Manual

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a minimum, the Financial Statements will include the following documentation:

- 2.12.3.1. Balance Sheet
- 2.12.3.2. Statement of Revenue and Expense (Profit and Loss Statement)
- 2.12.3.3. Statement of Cash Flow (Accounts Receivable/Accounts Payable)

Separate Schedules of Revenue and Expense for all team, championships or international projects that receive funding from or have expenses paid for the Association, where those projects are not covered under the above reports.

### 2.13. **BYLAW 13 - INDEMNITIES TO DIRECTORS AND OTHERS**

- 2.13.1. Every Director or other person who has undertaken or is about to undertake any liability on behalf of the Association and their heirs, executors, and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association, from and against:
  - 2.13.1.1. All costs, officer charges and expenses which such Director, or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability
  - 2.13.1.2. All other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.
- 2.13.2. No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director or employee, or for joining in any receipt or act for conformity, or for any loss, damage or expense happening to the Association through insufficiency or deficiency of any security or title to any property in or upon which any of the moneys of or belonging to the Association shall be placed or invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or association with whom or which any moneys, securities, or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution or supposed execution of the duties of his respective office or trust or in relation thereto unless the same shall happen, by or through his own willful act or his own willful default.
- 2.13.3. The Association shall procure such liability insurance as from time to time may be required or as directed by Executive Committee.

### 2.14. **BYLAW 14 - CORPORATE SECRETARY**

## CLA Operations Manual

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- 2.14.1. The CLA Executive Director shall be charged with the duties of the Corporate Secretary and shall perform such duties as are required by the *Canada Associations Act*, other government agencies, and the Association through the Letters Patent, Bylaws and Regulations. If required, third party consultants and legal counsel can be contracted by the Association to aid the CLA Executive Director if the President so approves.

### 2.15. **BYLAW 15 – CORPORATE SEAL**

- 2.15.1. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Association. It shall remain in the custody of the CLA Executive Director at the Head Office.

### 2.16. **BYLAW 16 - EXECUTION OF DOCUMENTS**

- 2.16.1. Contracts, documents or any instruments in writing requiring the signature of the Association shall be signed by any two of the following: the President, the Vice President Administration and the CLA Executive Director; and all contracts, documents and instruments in writing so signed shall be binding on the Association without any further authorization or formality. In addition, the Board of Directors shall have the power, from time to time, by resolution, to appoint any two (2) Members or any person or persons on behalf of the Association either to sign specific contracts, documents and instruments in writing.
- 2.16.2. The seal of the Association may, when required, be affixed to contracts, documents and instruments in writing signed as aforesaid or by any Director, person or person appointed as aforesaid by resolution of the Board of Directors.
- 2.16.3. The term "contract, documents and instruments in writing" as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures or other business securities and all paper writings.
- 2.16.4. In particular, without limiting the generality of the foregoing, a minimum of two from the following: the President, Vice President Administration and the CLA Executive Director, shall have authority to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Association and to sign and execute (under the corporate seal of the Association or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting, or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities.

## 2.17. **BYLAW 17 - CUSTODY OF SECURITIES**

- 2.17.1. All shares and securities owned by the Association shall be lodged (in the name of the Association) with a chartered bank or a trust company or in a safety deposit box or with such other depositories or in such other manner as may be determined from time to time by the Board of Directors.

## 2.18. **BYLAW 18 - CHEQUES, DRAFTS, AND NOTES**

- 2.18.1. All cheques, drafts or orders for the payment of money and all notes and acceptance and bills or exchanges shall be signed by such Director or person or persons, whether or not officers of the Association and in such manner as the Board of Directors may from time to time designate.

## 2.19. **BYLAW 19 – BOOKS AND RECORDS**

- 2.19.1. The Executive Committee shall ensure that all necessary books and records of the Association required by the Bylaws of the Association or by any applicable statute or law are regularly and properly kept.

## 2.20. **BYLAW 20 – REGULATIONS**

- 2.20.1. The Board of Directors may prescribe such regulations not inconsistent with these Bylaws relating to the management and operation of the Association as they deem expedient, provided that such regulations shall be added, repealed or amended in accordance with Bylaw 22.

## 2.21. **BYLAW 21 – INTERPRETATION**

- 2.21.1. In these Bylaws and in all other Bylaws of the Association hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and Associations.

## 2.22. **BYLAW 22 - AMENDMENT PROCEDURES**

### 2.22.1. *Amendments to Sections in Part I*

- 2.22.1.1. Notice of any proposed addition to, repeal of, or amendment to the Sections in Part I must be submitted in writing on a policy change form to and received by the CLA Head Office the Association at least forty-five (45) prior to the Annual General Meeting (“AGM”) or, in the case of changes required by the Not for Profit Corporations Act, at the Semi-Annual General Meeting (“SAGM”). The Association shall have circulated to all Directors, MAs and AMAs the proposed changes at least thirty (30) days prior to the AGM.

- 2.22.1.2. Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Sections in Part I may be accepted for consideration from the floor at the AGM or, in the case of changes required by the Not for Profit Corporations Act, at the SAGM, provided a two-thirds (2/3) majority vote to consider the proposed change or changes or by calling a special general meeting excluding changes to rules of play.
- 2.22.1.3. All changes to the Letters Patent, Bylaws and Regulations in Part I must be approved by a two-thirds (2/3) of the voting members.
- 2.22.1.4. Changes to the Letters Patent or Bylaws shall not be enforced until the necessary filings (if any) and approvals (if any) are made to and received from Industry Canada.

### 2.22.2. *Amendments to Sections in Part II*

- 2.22.2.1. Notice of any proposed addition to, repeal of, or amendment to Sections in Part II must be submitted in writing on a policy change form to, and be received by the CLA Head Office the Association at least forty-five (45) days prior to the Board of Directors meeting at either the Semi-Annual General Meeting (SAGM) or the Annual General Meeting ("AGM"). The Association shall circulate to all Directors, Member Associations and Associate Member Associations the proposed changes at least thirty (30) days prior to the meeting.
- 2.22.2.2. Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Sections in Part II may be accepted for consideration from the floor of a Board of Directors Meeting provided a two-thirds (2/3) majority vote to consider the proposed change or changes, excluding changes to rules of play.
- 2.22.2.3. At the discretion of the President, in the period of time between the Semi-Annual or Annual General Meetings of the Association, any additions to, deletions or amendments to Part II, excluding changes to rules of play, shall be resolved in the following manner:
  - 2.22.2.3.1. The President will prepare a Board E-mail Ballot proposal to be circulated to the Board of Directors with all supporting documentation.
  - 2.22.2.3.2. The Board E-mail Ballot Process will consist of the following:
    - 2.22.2.3.2.1. First Reading: The ballot is to be circulated electronically to all board members as per the contact information provided to the CLA Office. Any questions, comments or concerns regarding the proposal are to be submitted to the office within 10 days.
    - 2.22.2.3.2.2. Second Reading: All questions, comments or concerns received (if any) are to be circulated with the appropriate answers or responses to the Board of Directors. Any

suggested improvements to the proposal are to be incorporated at the discretion of the President. Responses to the second reading are due to the CLA office within 7 days after the day the notice is sent out.

2.22.2.3.2.3. Final Reading/Vote: At the end of the Second Reading period, the final proposal is circulated to the Board of Directors including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due in the CLA Office within 5 days. A two-thirds (2/3) majority would constitute approval

2.22.2.3.3. E-mail votes/responses will be accepted. However, only votes received from the appropriate Board Members e-mail address as per what is on file with the CLA will be accepted. Otherwise, a faxed vote must be sent.

2.22.2.3.4. Non-Responses to the final vote will be recorded as approved.

2.22.2.4. Changes made to Sections in Part II shall be adopted, repealed or amended by a motion supported by two-thirds (2/3) majority of votes at a meeting of the Board of Directors. All such changes will take immediate effect, with the exception of changes to rules of play; however they will be reported at a meeting of the Members (i.e. the AGM).

### 2.22.3. *Amendments to Sections in Part III*

2.22.3.1. Changes to the Sections in Part III must first be discussed and subject to a weighted vote at the Sector Level.

2.22.3.2. The votes are based on the number of votes the Board of Director holds for the sector in question as determined by the voting grid established at the CLA Annual General Meeting prior to the meeting of the sector.

2.22.3.3. Notice of any proposed addition to, repeal of, or amendment to any Section in Part III must be submitted in writing on a policy change form to, and be received by the CLA Head Office at least forty-five (45) days prior to the Semi-Annual General Meeting (SAGM). The Association shall circulate to all Directors, Member Associations and Associate Member Associations the proposed changes at least thirty (30) days prior to the meeting.

2.22.3.4. Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Sections in Part III may be accepted for consideration from the floor at a Sector meeting provided a two-thirds (2/3) majority vote to consider the proposed change or changes. Changes shall be adopted, repealed or amended by a motion supported by a majority of votes at a meeting.

## CLA Operations Manual

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- 2.22.3.5. At the discretion of the Sector Chairperson, between full meetings of the Sector, any action requiring a vote, excluding changes to rules of play, shall be resolved in the following manner:
- 2.22.3.5.1. The Sector Chair will prepare a Sector E-mail Ballot proposal to be circulated to the Board of Directors representing their respective MA or AMA.
  - 2.22.3.5.2. The Sector E-mail Ballot Process will consist of the following:
    - 2.22.3.5.2.1. First Reading: The ballot is to be circulated electronically to all Board of Directors representing their respective Member Association as per the contact information provided to the CLA Office. Any questions, comments or concerns regarding the proposal are to be submitted to the office within 20 days.
    - 2.22.3.5.2.2. Second Reading: All questions, comments or concerns received (if any) are to be circulated with the appropriate answers or responses to the Board of Directors representing their respective MA or AMA. Any suggested improvements to the proposal are to be incorporated at the discretion of the President. Responses to the second reading are due to the CLA office within 14 days after the day the notice is sent out.
    - 2.22.3.5.2.1. Final Reading/Vote: The proposal is circulated to the Board of Directors representing their respective MA or AMA including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due in the CLA Office within 10 days. A simple majority will constitute approval.
  - 2.22.3.5.3. Only the responses from the Board of Directors will be accepted unless a proxy has been assigned by informing the office in writing by mail, e-mail or fax. The Board member can choose to proportion the number of votes they carry as they see fit. For example, a member holding 5 votes can choose to vote all 5 for a motion, or can vote 3 for and 2 against if they so choose.
  - 2.22.3.5.4. E-mail votes/responses will be accepted. However, only votes received from the appropriate Board Members e-mail address as per what is on file with the CLA will be accepted. Otherwise, a faxed vote must be sent. If a proxy is used, only the e-mail that is submitted in writing will be accepted.
  - 2.22.3.5.5. Non-Responses to the final vote will be recorded as approved.
  - 2.22.3.5.6. E-mail ballots must be completed and final votes recorded at least (45) days prior to the sector meeting.
  - 2.22.3.5.7. Changes to the Sections in Part III which receive a majority of the votes at the Sector meeting will come forward as a motion to accept the changes to the Board of Directors. The changes shall



## CLA Operations Manual

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be adopted, repealed or amended by a motion supported by a two-thirds (2/3) majority of votes at a meeting of the Board of Directors. Any changes which have been through the email ballot process may, at the discretion of the President, come forward as a motion to the Board of Directors by the email ballot process as set out in Section 2.22.2.3.

- 2.22.3.6. If the change is approved by the Board of Directors, it will take immediate effect. If the change is defeated, it cannot be brought forward again for a minimum of one (1) year.
- 2.22.4. To ensure the accuracy and effectiveness of the Operations Manual, it is the responsibility of the CLA VP Administration to review the bylaws and policies with the CLA Executive Director in advance of the AGM and SAGM and bring forward policy changes and recommendations to the Board of Directors as permitted under the amendment procedures.
- 2.22.5. *Amendments to Regulations Related to Rules of Play*
  - 2.22.5.1. Regulations relating to Rules of play may only be changed in even numbered years through a process of review which is directed by the appropriate Sector Chair and which includes the input of the MAs, AMAs, Coaching Sector and Officiating Sector. Regulations relating to rules of play may also be changed in odd numbered years when necessary in the interest of participant safety or the integrity or image of the game.
  - 2.22.5.2. Proposals for rule changes must be received by the CLA Head Office by March 1. Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Sector Chairpersons by March 15.
  - 2.22.5.3. The Coaching and Officiating Sector Chairpersons will submit their evaluations to the CLA Head Office by April 15. The Head Office will forward the evaluations to the appropriate Sector Chairperson and include the evaluations in a report to the MAs and AMAs at the Sector meeting.
  - 2.22.5.4. All proposals for rule changes must be considered at the Sector Meeting, at which time a vote of the MA and AMA representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Board of Directors of the Association for approval in accordance with the paragraphs below. Any proposals that are defeated will not proceed to the Board of Directors and cannot be brought forward again for a minimum of two (2) years.
  - 2.22.5.5. Proposed rule changes approved by the Directors of the Association, must receive 2/3 majority to be accepted and will be incorporated into the playing rules for the following playing season of the Sector.
- 2.22.6. *Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by the Federation of International Lacrosse.*
  - 2.22.6.1. Regulations passed by the Federation of International Lacrosse relating to Men's or Women's Field Lacrosse Rules of play may be changed at the

next Board of Directors meeting. All such rule changes must be discussed and approved at the Sector level before coming to the Board. If a Sector meeting is not scheduled to occur before the next Board of Directors meeting, the proposed rule changes must be addressed by the appropriate Sector through a Sector ballot.

- 2.22.6.2. All proposals for rule changes must be considered at the Sector level, at which time a vote of the MA and AMA representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Board of Directors of the Association for approval in accordance with the paragraphs below. Any proposals that are defeated will not proceed to the Board of Directors and cannot be brought forward again for a minimum of two (2) years.
  - 2.22.6.3. Proposed rule changes approved by the Directors of the Association, must receive 2/3 majority to be accepted and will be incorporated into the playing rules for the following playing season of the Sector.
- 2.23. Any person who holds a voting position with the Association shall serve without remuneration and may not directly or indirectly receive any profit from that position provided that persons holding positions with the Association shall be paid or reimbursed for reasonable expenses incurred in the performance of the duties of the position.



## **PART I**

### **3. SECTION 3 - GENERAL**

#### **3.1. MISSION AND AUTHORITY**

- 3.1.1. The mission of the Canadian Lacrosse Association is to promote, develop and preserve the sport of Lacrosse and its heritage as Canada's National Summer Sport, working with our partners, to ensure that opportunities exist for individuals to participate and achieve excellence.
- 3.1.2. The affairs of the Association are conducted on a day-to-day basis, guided by the Letters Patent, Bylaws and Regulations in this Manual.
- 3.1.3. It is the responsibility of all Members, the Directors and the Staff, to follow this manual.
- 3.1.4. Should conflict arise between the Regulations and either the Letters Patent or the Bylaws of the Association, the Letters Patent and Bylaws shall govern.

#### **3.2. EXCLUSIVE JURISDICTION**

##### **3.2.1. *Board Decisions – Final and Binding***

- 3.2.1.1. All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, shall accept as final and binding the decisions of the Board of Directors, including, without limiting the generality of the foregoing, the Board's interpretation or construction of the Objectives, Rules, Regulations and Bylaws.

##### **3.2.2. *Court Actions***

- 3.2.2.1. All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, agree that any recourse to any court of law of any jurisdiction prior to all rights and available remedies as provided by these regulations, have been exhausted, is prohibited. Further all Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, agree and consent, by virtue of the privileges that attach to each respective position to have any such action stricken if the Available Remedies have not been exhausted. Further, any such recourse to the law courts as aforesaid shall be deemed by the CLA to be unsportsmanlike conduct enabling the President to suspend the said persons.

#### **3.3. GOVERNANCE STRUCTURE**

- 3.3.1. The Association is governed by a Board of Directors which is comprised of the representatives of each Member Association, the Executive Committee, the First Nations Director, the Hall of Fame Director and the Past President.
- 3.3.2. Sectors are established for Box, Men's Field, Women's Field, Intercrosse, Coaching and Officiating. They are responsible for the activity and development of their respective disciplines in accordance with Board regulations and direction. Chairpersons of each Sector are elected at the meeting of the Sector at the SAGM.

## CLA Operations Manual

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3.3.3. Committees may be established by the Board of Directors or the Executive Committee or the Sectors to deal with an issue or project. These committees will submit their recommendations (s) to the appropriate body which established the committee.

3.3.3.1. The Chairperson of the Committee may be appointed by the Board of Directors or the Executive Committee or the Sectors, as the case may be, but if not so appointed, shall be appointed by the Committee.

3.3.3.2. The Association has the following standing committees whose duties and responsibilities are established within each respective Committee Terms of Reference as contained in the Operation Manual Appendices:

3.3.3.2.1. Appeals Committee

3.3.3.2.2. Discipline Committee

3.3.3.2.3. Nominations Committee

3.3.3.2.4. Finance and Audit Committee

3.3.3.2.5. Minto Cup Committee

3.3.3.2.6. Aboriginal Development Committee

### 3.4. **DIRECTORS**

#### 3.4.1. *Duties of the Board of Directors*

3.4.1.1. All Directors shall be responsible for abiding by the Bylaws, Regulations, and procedures of the CLA. Each Director is required to:

3.4.1.1.1. attend the meetings of the Board of Directors and of the Executive Committee if the person is a member of the Executive Committee;

3.4.1.1.2. submit a written report of activities at least four weeks prior to each meeting of the Board;

3.4.1.1.3. prepare an annual budget for programs under his /her jurisdiction;

3.4.1.1.4. formulate recommendations to the Board as necessary;

3.4.1.1.5. prepare an annual report on his/her program areas;

3.4.1.1.6. monitor the financial position of his / her program area;

3.4.1.1.7. promote the positive image of the CLA and objectively represent the decisions made by the Board and its members;

3.4.1.1.8. attend general meetings of the Association, Board and Executive and other meetings called by the President;

3.4.1.1.9. perform other duties as outlined below or assigned by the Board.

# CLA Operations Manual

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## 3.4.2. *Duties of the First Nations Director*

- 3.4.2.1. To provide education on First Nation lacrosse culture and history to the CLA Board of Directors, sectors and members;
- 3.4.2.2. To act as a liaison with First Nation and Aboriginal organizations in conjunction with the MAs;
- 3.4.2.3. To Chair the CLA's Aboriginal Development Committee;
- 3.4.2.4. Assist the CLA and its Members in contacting and accessing First Nation and Aboriginal communities to initiate development in conjunction with the MAs;
- 3.4.2.5. Represent the CLA at events that are specific to First Nation and Aboriginal development.

## 3.4.3. *Duties of the Executive Committee*

- 3.4.3.1. Acting in the name of the CLA, the Executive Committee introduces policy and authorizes, either directly or indirectly, all activities or undertakings which are directed toward the mandate and objectives of the CLA. More detailed information about the duties of the Executive Committee can be found in the CLA Human Resources Manual.

### 3.4.3.1.1. Duties of the PRESIDENT:

- 3.4.3.1.1.1. provides leadership toward the accomplishment of the mandate and objectives of the CLA;
- 3.4.3.1.1.2. chairs or appoints a chairman for the AGM, the Board of Directors meetings and the Executive Committee meetings;
- 3.4.3.1.1.3. may chair all Board of Directors ad hoc committee meetings;
- 3.4.3.1.1.4. may attend all committee meetings;
- 3.4.3.1.1.5. acts as official representative of the CLA to Sport Canada and other government agencies;
- 3.4.3.1.1.6. maintains contact with the sport community, the corporate sector, the media and the general public, speaking on behalf of the CLA on overall issues related to the sport and the CLA.
- 3.4.3.1.1.7. Liaison with the Canadian Lacrosse Foundation. The President, by mutual agreement, may delegate this role to the CLA Past President, or the CLA VP Administration.

### 3.4.3.1.2. Duties of the VICE PRESIDENTS (5) - General

- 3.4.3.1.2.1. The Vice Presidents administer the affairs of the CLA in all things, and generally, may exercise all such powers and do all other acts and things such as the Association is by its Charter or otherwise authorized to exercise and do.

## CLA Operations Manual

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- 3.4.3.1.2.2. may be committee members of Board of Directors operating committees;
- 3.4.3.1.2.3. maintain contact with the sport community, the corporate sector, the media and the general public speaking on behalf of the CLA on specific issues related to the sport and the CLA;
- 3.4.3.1.2.4. represent the CLA to specific events where appointed (eg. convenors, international, national, or provincial events).
- 3.4.3.1.3. The VICE PRESIDENT - ADMINISTRATION shall be responsible for:
  - 3.4.3.1.3.1. Finance - fulfilling the duties of Treasurer;
  - 3.4.3.1.3.2. Planning;
  - 3.4.3.1.3.3. Office Operations;
  - 3.4.3.1.3.4. Governance of the Association
- 3.4.3.1.4. The VICE PRESIDENT - ORGANIZATION DEVELOPMENT shall be responsible for:
  - 3.4.3.1.4.1. Marketing;
  - 3.4.3.1.4.2. Sponsorships;
  - 3.4.3.1.4.3. Publications;
  - 3.4.3.1.4.4. Volunteer Recognition.
- 3.4.3.1.5. The VICE PRESIDENT – DOMESTIC COMPETITIONS shall be responsible for:
  - 3.4.3.1.5.1. National Championships;
  - 3.4.3.1.5.2. National Invitational Tournaments;
  - 3.4.3.1.5.3. Sanctioning of National Teams;
  - 3.4.3.1.5.4. Appointment of Event Convenors;
  - 3.4.3.1.5.5. Officials to Nationals;
- 3.4.3.1.6. The VICE PRESIDENT - DOMESTIC DEVELOPMENT shall be responsible for:
  - 3.4.3.1.6.1. Coaching (including NCCP);
  - 3.4.3.1.6.2. Officiating (including NOCP);
  - 3.4.3.1.6.3. School Programs;
  - 3.4.3.1.6.4. Bulletins;
  - 3.4.3.1.6.5. How to Programs;
  - 3.4.3.1.6.6. Sector Administration;
  - 3.4.3.1.6.7. Domestic Development Initiatives

# CLA Operations Manual

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- 3.4.3.1.7. The VICE PRESIDENT – INTERNATIONAL DEVELOPMENT AND COMPETITION shall be responsible for:
  - 3.4.3.1.7.1. Management of all National Team programs;
  - 3.4.3.1.7.2. Selecting Canadian Officials to attend International Competitions;
  - 3.4.3.1.7.3. Representing the CLA at all meetings of international lacrosse organizations (Federation of International Lacrosse, FIL);
  - 3.4.3.1.7.4. Recommend to the CLA President a designate to attend any international meeting in the event that he/she is unable to attend. The final approval rests with the President;
  - 3.4.3.1.7.5. Will attend National Team competitions when deemed necessary;
  - 3.4.3.1.7.6. Direct the CLA's role in International Development;
  - 3.4.3.1.7.7. In consultation with the CLA executive determine who will receive CLA endorsement as a International Board representative;
  - 3.4.3.1.7.8. Management of the CLA's bid process to select a host for an International Event.

## 3.5. ACCESS TO COMPETITIONS

- 3.5.1. A card shall be issued to the Directors and the Sector Chairpersons which allows access to all Provincial and National events. It shall be accepted throughout Canada.

## 3.6. SECTORS

- 3.6.1. The Box, Men's Field, Women's Field and Intercrosse Sectors will hold an annual meeting of eligible voting delegates of the MA or AMA in conjunction with the SAGM of the CLA when deemed necessary by the MAs or AMAs, at which time a chairperson shall be elected. The Coaching and Officiating Sectors will hold meetings as per the guidelines set forth in their respective sections of this manual.
- 3.6.2. In the absence of a chairperson or the inability of a chairperson to attend the sector meeting, the Executive will appoint a chairperson to conduct the business of the meeting.
- 3.6.3. The Sector Chairpersons are elected for a term of two years. The Box and Intercrosse Sector Chairpersons are to be elected in the odd number years. The Men's Field and Women's Field Sector Chairpersons are to be elected in the even number years. The Coaching Sector Chairperson is elected as per the Coaching Program section of this manual. The Officiating Sector Chairperson is appointed as per the Officiating Program section of this manual.

## CLA Operations Manual

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### 3.6.3.1. Areas of Responsibility (Box, Men's Field, Women's Field, Inter-Crosse)

#### 3.6.3.1.1. *Administration*

- 3.6.3.1.1.1. planning;
- 3.6.3.1.1.2. budget submissions;
- 3.6.3.1.1.3. implementation in accordance with regulations of the CLA.

#### 3.6.3.1.2. *Rules and Officiating*

- 3.6.3.1.2.1. establish the rules of play for the sector, overseeing the rule change process;
- 3.6.3.1.2.2. work in conjunction with the Officiating Sector Chairperson on the NOCP, assisting in the development of technical materials for officiating;
- 3.6.3.1.2.3. recommend standards of officiating certification at National Championships and encourage Member Associations to adopt reasonable standards;
- 3.6.3.1.2.4. request that the NOCP provide rule interpretations as required;
- 3.6.3.1.2.5. set priorities for the annual directives to officials on rules.

#### 3.6.3.1.3. *Coaching*

- 3.6.3.1.3.1. work in conjunction with the Coaching Chairperson on the development and implementation of the Coaching Certification Program;
- 3.6.3.1.3.2. recommend standards of coach certification at national competitions and encourage Member Associations to adopt reasonable standards;
- 3.6.3.1.3.3. assist in the development of technical materials for coaches.

#### 3.6.3.1.4. *National Championships Program*

- 3.6.3.1.4.1. develop and distribute National Championship Hosting Guidelines and ensure they are followed;
- 3.6.3.1.4.2. select host site of Nationals;
- 3.6.3.1.4.3. consult with Officiating Chairperson on appointment of RICs.

#### 3.6.3.1.5. *International Competition Program*

- 3.6.3.1.5.1. participate in the selection and recommendation of appointment of coaches, National Team Manager;
- 3.6.3.1.5.2. monitor and evaluate National Team Program;
- 3.6.3.1.5.3. ensure representation at the International Federation.

### 3.6.3.1.6. *Domestic Development*

- 3.6.3.1.6.1. set priorities for targeting development initiatives particularly in non-involved areas;
  - 3.6.3.1.6.2. develop programs which will support and encourage grass roots development;
  - 3.6.3.1.6.3. design materials and projects to promote and publicize their Sector to the public and the media.
- 3.6.3.2. The Coaching and Officiating Sector Chairpersons are responsible for planning, development, prioritization, budget submissions and implementation of projects within their area of expertise.
- 3.6.3.3. The Sector Chairperson is responsible to and reports directly to the Executive Committee and must ensure that all areas listed above are being continually developed.
- 3.6.3.4. In addition to sending in a written report at least 45 days prior to an Annual or Semi-Annual General Meeting, the Sector Chairperson is responsible to attend all meetings, workshops, and seminars put on by the Association at the Semi Annual or Annual General meetings.

### 3.7. **OFFICIAL LANGUAGES**

- 3.7.1. The Association is committed to providing all services and programs in both official languages.

### 3.8. **EQUITY AND ACCESS POLICY**

- 3.8.1. The Association is committed to promoting equal access and opportunities to every individual to reach his or her maximum potential in fitness and excellence in the sport of lacrosse.
- 3.8.2. The Association defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, aboriginal status or family status.

### 3.9. **PRIVACY POLICY**

- 3.9.1. The Association's Executive Director will hold the position of privacy officer for the Association.
- 3.9.2. All personal information collected by the Association is for the sole purpose of providing our services and will only be given to third party agents responsible for administering our programs.
- 3.9.3. Personal information is securely stored and is restricted to authorized personnel only.
- 3.9.4. Personal information will not be provided to any third party without the written consent of the individual.



- 3.9.5. The Board of Directors contact information will appear on the Association website for information purpose for our members. This information will be removed upon request of the Director if they so choose.

### 3.10. **HARASSMENT**

- 3.10.1. The CLA is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The CLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, language or an offence for which a pardon has been granted.
- 3.10.2. Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the CLA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 3.10.3. Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 3.10.4. The following types of harassment are intolerable, whether or not individuals complain:
- 3.10.4.1. **Sexual Harassment** - unwelcomed sexual behaviour such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.
  - 3.10.4.2. **Racial Harassment** - racial slurs, jokes or name calling based upon race, ancestry, place of origin, colour, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
  - 3.10.4.3. **Abuse of Authority** - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.
- 3.10.5. It is the overall objective of the CLA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals



who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.

3.10.5.1. Harassment which is unintentional may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviours continue, the individual should file a complaint in the manner described in the CLA Complaint Review Procedure.

3.10.5.2. If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the CLA Complaint Review Procedure.

3.10.5.3. The CLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

3.10.6. The CLA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.

3.10.6.1. If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the CLA Discipline Policy.

### 3.11. **CONFLICT OF INTEREST**

#### 3.11.1. *Policy Statement*

3.11.1.1. The Canadian Lacrosse Association ('CLA') is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

#### 3.11.2. *Purpose*

3.11.2.1. The purpose of this policy is to describe how individuals involved in the CLA shall conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how the CLA will make decisions in situations where conflicts of interest may exist.

#### 3.11.3. *Definition of Conflict of Interest*

3.11.3.1. A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the CLA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in the CLA not being able to achieve a result which would be in the best interest of the CLA.

3.11.3.2. Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships,

friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

### 3.11.4. *Application*

- 3.11.4.1. This policy applies to directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles within the CLA (hereafter referred to as “Representatives” of the CLA).

### 3.11.5. *Statutory Obligations*

- 3.11.5.1. At the time of the adoption of this policy, the CLA is incorporated under the Canada Corporations Act (the “Act”) and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.
- 3.11.5.2. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of the CLA must at all times be resolved in favour of the CLA.
- 3.11.5.3. These statutory obligations continue under the Not-for-Profit Corporations Act (successor legislation to the Canada Corporations Act), with which the CLA will comply on or before October 17, 2014.

### 3.11.6. *Additional Obligations*

- 3.11.6.1. In addition to fulfilling all requirements of the Act or its successor, the CLA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the CLA shall not:
  - 3.11.6.1.1. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the CLA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
  - 3.11.6.1.2. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - 3.11.6.1.3. In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
  - 3.11.6.1.4. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the CLA, where such information is confidential or is not generally available to the public.
  - 3.11.6.1.5. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the CLA, or in which they have an

advantage or appear to have an advantage on the basis of their association with the CLA;

3.11.6.1.6. Use the CLA's property, equipment, supplies or services for activities not associated with the performance of official duties with the CLA;

3.11.6.1.7. Place themselves in positions where they could, by virtue of being a Representative of the CLA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or

3.11.6.1.8. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the CLA.

### 3.11.7. *Disclosure of Conflict of Interest*

3.11.7.1. On an annual basis, all directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any real or perceived conflicts that they might have.

3.11.7.2. At any time that a Representative of the CLA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the VP Administration or Executive Director of the CLA, as appropriate.

3.11.7.3. Any person who is of the view that a Representative of the CLA may be in a position of conflict of interest may report this matter to the VP Administration or Executive Director for the CLA, as appropriate.

### 3.11.8. *Resolving Conflicts in Decision-making*

3.11.8.1. Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of the CLA shall be considered and decided upon by the Committee or Board of the CLA to which the question relates, or, if not related directly to the Board or a Committee, by the Executive, provided that:

3.11.8.1.1. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;

3.11.8.1.2. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;

3.11.8.1.3. The Representative abstains from voting on the proposed decision or transaction;

## CLA Operations Manual

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3.11.8.1.4. The Representative is not included in the determination of quorum for the proposed decision or transaction; and

3.11.8.1.5. The decision or transaction is in the best interests of the CLA.

### 3.11.9. *Enforcement*

3.11.9.1. Failure by a Representative to adhere to this policy may be referred to discipline.

## 3.12. **RISK MANAGEMENT**

### 3.12.1. *Preamble*

3.12.1.1. As the national sport organization that governs Lacrosse throughout Canada, the CLA recognizes that there are risks inherent in all facets of our governance, program delivery and business operations.

3.12.1.2. The CLA is committed to managing risks to the organization and to Member Associations. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed manner.

### 3.12.2. *Purpose*

3.12.2.1. The aim of this policy is to provide a guiding statement on how risk management is to be performed within the CLA. In general, we view risk management as a comprehensive approach to improving organizational performance. This policy has other purposes as well, namely:

3.12.2.1.1. Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;

3.12.2.1.2. Performing an educational function for staff, volunteers, sectors and members;

3.12.2.1.3. Over the longer term, contributing to enhancing a 'risk management culture' within the CLA.

3.12.2.2. Ultimately, successful risk management has the following benefits for the CLA:

3.12.2.2.1. Prevents or limits injury or losses to participants, volunteers and staff;

3.12.2.2.2. Helps to protect the CLA and its sectors and members against litigation;

3.12.2.2.3. Ensures that the CLA is compliant with all applicable laws, regulations and standards;

3.12.2.2.4. Improves the quality and relevance of the programs and services that the CLA provides to its members, participants, partners and sponsors;

## CLA Operations Manual

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- 3.12.2.2.5. Promotes improved business management and human resource management practices;
- 3.12.2.2.6. Enhances CLA's brand, reputation and image in the community;
- 3.12.2.2.7. Overall, enhances the CLA's ability to achieve its strategic objectives.

### 3.12.3. *Scope and Authority*

- 3.12.3.1. The Executive Director is appointed as Risk Manager for the CLA, responsible for the implementation, maintenance and communication of this policy. This policy applies to all activities undertaken by the CLA at the national level. Where the CLA exercises authority over activities below the national level, risk management measures may also be prescribed by the CLA for implementation by members. Members are encouraged to prepare policies similar to this policy, to govern the management of risk within their jurisdictions.

### 3.12.4. *Policy*

- 3.12.4.1. The CLA makes the following commitments to its members:
  - 3.12.4.1.1. All activities and events undertaken by the CLA will be analyzed from a risk management perspective;
  - 3.12.4.1.2. Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the CLA;
  - 3.12.4.1.3. Risk control strategies will be reasonable and will reflect the given standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense).
- 3.12.4.2. The CLA acknowledges that risk management is a broad activity and a shared responsibility. All directors, officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks.

### 3.12.5. *The Risk Management Process*

- 3.12.5.1. Managing risks involves three steps: 1) identify potential risks, 2) assessing the significance of a risk by considering its likelihood and consequences, and 3) developing and implementing measures to address those risks deemed significant by reducing the likelihood, consequences or both.
- 3.12.5.2. Risks arise from a number of categories of the CLA's operations. In the sport domain, facilities, equipment, people and programs all give rise to potential risks. The CLA has determined that the following strategic directions as contained in the CLA's 2012-2016 Strategic Plan will be used when identifying risks:

## CLA Operations Manual

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- 3.12.5.2.1. Direction #1 To continue to develop the sport by expanding participation in the game in all regions and all disciplines so as to position our sport for future participation in the Canada Games
- 3.12.5.2.2. Direction #2 To continue to implement our National Team Strategy, and ensure consistent delivery and quality of national championships
- 3.12.5.2.3. Direction #3 To raise the profile of our brand in Canada and abroad, and improve the image of our sport
- 3.12.5.2.4. Direction #4 To support all our strategic priorities by building a more effective governance structure for the CLA
- 3.12.5.3. All risks faced by the CLA can be addressed by one or more of the following four general strategies:
  - 3.12.5.3.1. Retain the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
  - 3.12.5.3.2. Reduce the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring or education.
  - 3.12.5.3.3. Transfer the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
  - 3.12.5.3.4. Avoid the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.
- 3.12.5.4. The above general strategies translate into a variety of risk control measures, which for the CLA may include (but are not limited to):
  - 3.12.5.4.1. Development of policies, procedures, standards and rules
  - 3.12.5.4.2. Effective communication
  - 3.12.5.4.3. Education, instruction, professional development and specialized training
  - 3.12.5.4.4. Ensuring a core set of organizational values have been identified, defined and communicated throughout the CLA
  - 3.12.5.4.5. Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
  - 3.12.5.4.6. Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)

## CLA Operations Manual

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- 3.12.5.4.7. Improving role clarity through use of written position descriptions and committee terms of reference
  - 3.12.5.4.8. Supervision and monitoring of staff, volunteers, participants and activities
  - 3.12.5.4.9. Establishing and communicating procedures to handle concerns, complaints and disputes
  - 3.12.5.4.10. Implement schedules for regular review, maintenance, repair and replacement of equipment
  - 3.12.5.4.11. Preparing procedures and protocols for emergency response and crisis management
  - 3.12.5.4.12. Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
  - 3.12.5.4.13. Purchasing appropriate insurance coverage for all activities and reviewing regularly
- 3.12.6. *Reporting and Communication*
- 3.12.6.1. To ensure that risk management remains a high priority within the CLA, and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda annually, and on an as needed basis, at board meetings, so that the Executive Director can provide updates as required.
  - 3.12.6.2. The CLA recognizes that communication is an essential part of risk management. This Policy and our Risk Management Program will be communicated to our staff, committees, sectors and members, and we will encourage all members to communicate to the CLA their risk management issues and concerns.
- 3.12.7. *Insurance*
- 3.12.7.1. The CLA maintains a comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the CLA. Upon annual renewal of this policy, the CLA consults with the insurance provider to determine if there are any emerging gaps, issues or deficiencies to be addressed through insurance renewal.
  - 3.12.7.2. Not all risks are insurable. However, as part of its commitment to risk management, the CLA will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of the CLA and that pose significant risks.
- 3.12.8. *Approval*
- 3.12.8.1. This Policy was approved by the Board of Directors on November 17, 2012.





## **PART I**

### **4. SECTION 4: MEMBERSHIP**

- 4.1. Application for membership may be made any time during the year, but all memberships shall expire on November 30 of each year.

4.2. **MEMBERS**

4.2.1. *Member Association (MA)*

- 4.2.1.1. Membership is open to the Lacrosse organization of each province and territory of Canada. Each Association shall be admitted or readmitted to membership in the CLA from time to time by resolution of the Directors of the CLA, and as a condition of membership, shall agree to abide by and comply with the Letters Patent, Bylaws and Regulations, of the CLA and observe faithfully the rulings of those charged with the conduct of its affairs.

- 4.2.1.2. Each MA shall send a copy of the minutes of its Annual General Meeting, including the names of its elected officers for that year, to the CLA Executive Director not later than the first day of March in each year.

4.2.2. *Associate Member Association (AMA)*

- 4.2.2.1. Associate Membership is open to a league or other organization recognized by the CLA in a province, territory, or area where no governing association for that jurisdiction exists. They shall be admitted or readmitted to membership in the CLA from time to time by resolution of the Directors of the CLA, and as a condition of membership, shall agree to abide by and comply with the Letters Patent, Bylaws and Regulations of the CLA and faithfully observe the rulings of those charged with the conduct of its affairs.

- 4.2.2.2. Each AMA shall send a copy of the minutes of its Annual General Meeting, including the names of its elected officers for that year, to the CLA Executive Director not later than the first day of March in each year

4.2.3. *Individual Member*

- 4.2.3.1. The Directors of the CLA may from time to time by resolution admit or readmit individuals as members in the CLA, and as a condition of this membership, these individuals shall agree to abide by and comply with the Letters Patent, Bylaws and Regulations of this Association and observe faithfully the rulings of those charged with the conduct of its affairs.

4.2.4. *Life Members – Lester B. Pearson Award*

- 4.2.4.1. The Lester B. Pearson Award is presented to an individual in recognition of outstanding contributions of sportsmanship and leadership in the game of lacrosse and to the physical and mental development of young Canadians through unselfish dedication as a volunteer.

- 4.2.4.2. Nominations for the Award must be forwarded in writing to the CLA Executive by March 1. Submissions must include details on how the

## CLA Operations Manual

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candidate meets the minimum criteria set out below. Failure to provide the details will result in a rejection of the nomination.

4.2.4.3. If nominated candidates meet the minimum requirements and are not initially selected, their nominations will be automatically reconsidered for a period of four years without the need for resubmission.

4.2.4.4. The following are the minimum criteria for the Award:

4.2.4.4.1. a long term involvement of 10 years or more, at least 5 of which are at a national level, as a volunteer;

4.2.4.4.2. a significant contribution or enhancement or the legacy to the game of lacrosse at the national or international level; and

4.2.4.4.3. promoted a positive image and respect for the game of lacrosse.

4.2.4.5. The Executive may, by majority vote, approve one recipient of the Award per year.

4.2.4.6. The recipient of the Award shall be a Life Member of the CLA.

4.2.4.7. The awarding of the Lester B. Pearson Award shall be announced at the SAGM and the recipient shall be presented with the Lester B. Pearson Plaque.

4.2.4.8. The Award shall also be commemorated by its presentation at the recipient's home MA/AMA's next AGM by the CLA President, or in the absence of the President, another member of the Executive Committee.

4.2.4.9. All Lester B. Pearson Award recipients who have not, due to existing policy at the time, been awarded Life Memberships shall be Life Members.

4.2.4.10. A Life Member is entitled to attend all General Meetings of the Members and to be heard but shall not, by any reason of that status, have a vote.

4.2.5. The interest arising out of membership in the CLA of an individual, Member or Associate Member Association is not transferable, and lapses and ceases to exist upon his death or its dissolution or otherwise in accordance with the Bylaws of the CLA. Any member may resign from membership in the CLA upon notice in writing to the CLA.

4.2.6. The Directors may suspend or revoke membership in the CLA of any Member failing to abide by the obligations of membership.

### 4.3. FEES

4.3.1. The Directors may, by resolution, assess fees against Members and Associate Member Associations and Individual Members for such administrative costs of the CLA as the Directors shall determine. The fees may be reduced, waived, or deferred in whole or in part at the discretion of the Directors according to the financial position or needs of the Member.

## CLA Operations Manual

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- 4.3.2. The fees assessed against MAs and AMAs shall be a combination of an Annual Base Fee, and a Registered Participant Fee based upon registered participants in the MA and AMA.
- 4.3.3. The CLA shall partly base its assessment of fees with a view that the CLA must maintain a balanced budget or a budget which shows an excess of revenues over expenses unless the Directors agree otherwise.
- 4.3.4. In the event that the CLA is prohibited from conducting basic business operations (payment of salaries, employee benefits, rent, office equipment, not including programs), the Association, due to financial hardship, through the budget process, may, in addition to any Fees, establish an Operating Levy as defined in this Section, payable by MAs and AMAs.
- 4.3.5. *Annual Base Membership Fee*
  - 4.3.5.1. Annual fees of MAs and AMAs payable to the CLA shall be set by resolution and shall be paid to CLA Head Office at least fifteen days prior to the Annual General Meeting in each year.
  - 4.3.5.2. The Annual Base Membership Fees are:
    - 4.3.5.2.1. for MAs and AMAs with less than 650 registered players, \$700.00 per annum.
    - 4.3.5.2.2. for MAs and AMAs with 650 and more but less than 1,000 registered players, \$1,400.00 per annum.
    - 4.3.5.2.3. for MAs and AMAs with 1,000 or more registered players, \$2,100.00 per annum.
- 4.3.6. *Annual Registered Participant Fee*
  - 4.3.6.1. The MAs and AMAs shall file with the CLA Head Office by October 15th of each year, the registered participants within their jurisdictions in each of the Sectors. This report shall provide the number of registered participants in all categories.
  - 4.3.6.2. The annual fee per registered participant shall be set at \$3.00. This fee shall be paid to the CLA Head Office by the deadline set in February by the office and forwarded to the MA's and AMA's.
  - 4.3.6.3. When registering Intercrosse participants, MAs and AMAs will have the right to register individual members or to provide an estimate on the number of participants. A flat fee of \$200 will be paid.
- 4.3.7. *Individual Membership Fee*
  - 4.3.7.1. The annual fee for Individual Membership in the CLA shall be \$25.00, and shall be paid to the CLA Head Office at least fifteen (15) days prior to the Annual General Meeting.
- 4.3.8. *Operating Levy*
  - 4.3.8.1. The Operating Levy will be equal to the amount needed to maintain the CLA's basic business operations, if necessary, due to financial hardship.

4.3.8.2. Each MAs and AMAs shall pay a portion of the Operating Levy based upon their percentage of the sum of the sector votes for which each MAs and AMA is eligible according to participant registration numbers for the previous year. The amount of the Operating Levy is calculated as follows:

4.3.8.2.1. MAs or AMAs total sector votes divided by the total of all sector votes for all MAs and AMA's times the amount of the Operating Levy.

4.3.8.3. The amount of the per vote levy will be approved, when a levy is deemed necessary by the voting members. By the voting members at the AGM and shall be payable by March 31 of the following year.

4.3.9. MA's and AMA's must have all invoices and debts to the CLA fully paid or have made payment arrangements with the Head Office to be considered in good standing and eligible to vote at any general meeting of the CLA.

#### 4.4. REQUIREMENTS

4.4.1. To become a Member Association or Associate Member Association, applications must include the following:

4.4.1.1. names and addresses of all board members;

4.4.1.2. designation of the official mailing address and contact name for the association;

4.4.1.3. the MA's or AMA's operating guidelines (i.e. constitution and/or bylaws);

4.4.1.4. the jurisdictional area of the member if other than provincial boundary;

4.4.1.5. the number of registered players residing in the jurisdictional area;

4.4.1.6. a list of the numbers of all registered players within their jurisdiction, broken down by sector and category;

4.4.2. All requirements must be met before the membership is accepted.

4.4.3. Renewal of membership in consecutive years does not require restatement of jurisdictional area, mailing address, or operating guidelines unless they have changed since previous application.

4.4.4. Once accepted as an MA or AMA, the following requirements must be met in order to remain a member in good standing:

4.4.4.1. comply with the Letters Patent, Bylaws, and Regulations of the CLA;

4.4.4.2. submit a copy of the amendments to the MA's and AMA's Letters Patent, Bylaws, Regulations and/or constitution as such amendments are made;

4.4.4.3. notify the CLA in writing within fourteen (14) days of any change in name and/or address of a contact and send an updated list of their Board of Directors and Committees as made available;

4.4.4.4. notify the CLA on the appropriate transfer or release forms of any registered player who moves to another Member Association in accordance with the player transfer and release policies;

## CLA Operations Manual

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- 4.4.4.5. submit a list of tournaments and other events as soon as possible;
- 4.4.4.6. submit a listing of all active coaches and officials on an annual basis who participate under the jurisdiction of the member;
- 4.4.4.7. pay membership fees as per the due date, or the negotiated payment schedule.
- 4.4.5. Each MA or AMA must have a permanent bond on deposit with the CLA to act as a guarantee of performance and compliance with the Bylaws and Regulations of the CLA.
  - 4.4.5.1. The current bonds are:
    - 4.4.5.1.1. for MAs and AMAs with less than 650 registered players, \$1000.00;
    - 4.4.5.1.2. for MAs and AMAs with 650 and more registered players, \$2,000.00;
  - 4.4.5.2. The Permanent Bond may be deemed to be the Performance Bond required by the Sectors for each team attending a national championship.
  - 4.4.5.3. In order to remain in Good Standing, an MA or AMA must maintain its Permanent Bond at its full value. If it has been depleted by the CLA for cause, the bond must be replenished to the required amount no later than thirty (30) days after notice of a deduction.
  - 4.4.5.4. The Permanent Bond may be depleted for the following causes:
    - 4.4.5.4.1. fines levied by the CLA against an MA or AMA that are unpaid after sixty (60) days from the written notice of the fine.
    - 4.4.5.4.2. fines levied by the CLA against a club, team, or individual representing an MA/AMA at a national championship that are unpaid after sixty (60) days from written notice of the fine.
- 4.5. **PRIVILEGES OF MEMBERSHIP**
  - 4.5.1. MAs and AMAs shall be entitled to:
    - 4.5.1.1. one copy of the Letters Patent, Bylaws, and Regulations of the CLA;
    - 4.5.1.2. one copy of the minutes of the AGM and communications regarding the Directors' meetings as requested;
    - 4.5.1.3. the right to apply for hosting of national championships or tournaments;
    - 4.5.1.4. the opportunity to take part in national programs;
    - 4.5.1.5. the opportunity to enter teams into national championships or tournaments;
    - 4.5.1.6. one free rule book at time of publication;
    - 4.5.1.7. copies of each edition of the CLA bulletin;
    - 4.5.1.8. attend meetings of the CLA ;

## CLA Operations Manual

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- 4.5.1.9. regular mailings;
- 4.5.1.10. register players with the CLA, subject to all fees and assessments as determined by the Directors;
- 4.5.1.11. other privileges as determined by the Directors from time to time.
- 4.5.2. Honourary Life Members and Individual Members shall be entitled to:
  - 4.5.2.1. one copy of the minutes of AGM;
  - 4.5.2.2. attend meetings of the CLA at their expense with no voting privileges;
  - 4.5.2.3. regular mailings;
  - 4.5.2.4. other privileges as determined by the Directors from time to time;

## **PART I**

### **5. SECTION 5: PARTICIPANT ELIGIBILITY**

#### **5.1. REGISTRATION WITH MAs/AMAs**

- 5.1.1. All players, coaches, managers, trainers, other team personnel, and officials are required to be registered with the MAs and AMA which has jurisdiction for their area of residence. Participants may be registered with only one (1) MA/AMA per Sector at any time, in accordance with Sector policy. A participant may transfer between MAs and AMAs during the year, subject to the regulations on registration deadlines in the Sector and the regulations on inter-member transfers.
- 5.1.2. Within Canada, no registered participant may play or participate outside the boundaries of their MA or AMA without first obtaining the permission of their MA or AMA, or a transfer through the CLA.
- 5.1.3. No team or official may play or participate outside of Canada (except within the ILA and CanAm) without first obtaining the permission of their MA or AMA. At least 7 days prior to travel, the MA or AMA shall inform the CLA, in writing, in the form (Appendix 25-22 and 25-23) required by the CLA, by providing a list of all participants, including but not limited to players and bench personnel and confirm that all coaches traveling with the team meet the current CLA standards for coaching.
- 5.1.4. Teams not under the jurisdiction of the CLA shall not be permitted to play or participate in a league or event under the jurisdiction of the CLA or MA or AMA unless permission is given by the governing body of such team, the CLA and the MA or AMA under whose jurisdiction the league or event is being operated.
- 5.1.5. No provincial teams traveling outside or within Canada shall refer to themselves as Team Canada. Team Canada refers to only sanctioned and officially recognized Canadian National Teams operated under the jurisdiction of the CLA.
- 5.1.6. Failure to comply with this policy shall constitute an offence and any alleged violation shall be referred to Discipline.
- 5.1.7. Deadlines for registration to be eligible for provincial play are set by the governing MA or AMA.
- 5.1.8. Deadlines for registration to be eligible for national competitions are set by the governing Sector of the CLA.

#### **5.2. INTER-MEMBER AGREEMENTS**

- 5.2.1. A club or local association may have membership in one (1) MA or AMA only, as determined by the political borders of Canada or MA or AMA boundaries approved by the CLA. Notwithstanding this policy, the CLA under its mandate recognizes the responsibility to support initiatives for regional development. In order to have a viable playing arrangement, a club or association may have to play outside its MA's or AMA's borders. The CLA accepts the existence of

## CLA Operations Manual

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bi-partisan agreements which, in order to promote or support regional development, establishes inter-member arrangements.

- 5.2.2. It is under the jurisdiction of the MAs and AMAs to negotiate the terms of such an agreement. Any and all such agreements must be filed in writing with the CLA prior to the development of playing schedules. Where such agreements involve competition at a level which has implications for national championships, the agreement must be approved by the Directors of the CLA prior to implementation.
- 5.2.3. These agreements are negotiated between the clubs and their governing MAs or AMAs. The CLA recognizes MAs and AMA's authority to negotiate in these matters and therefore there is no right of appeal to the CLA. Disputes must be resolved with the appeal process of the MAs and AMAs.



## **PART I**

### **6. SECTION 6: CODE OF CONDUCT AND DISCIPLINE**

#### **6.1. CODE OF CONDUCT**

- 6.1.1. The CLA is committed to:
  - 6.1.1.1. providing a safe and fun environment for athletes, coaches, officials, CLA staff, parents and volunteers;
  - 6.1.1.2. providing a sport environment that promotes equal opportunity and prohibits discriminatory practices.
- 6.1.2. To ensure this atmosphere of safety, respect, equity and fun, the CLA has created a Code of Conduct that sets out overall expectations for participants in our game.
- 6.1.3. This Code of Conduct applies to all events conducted under the exclusive jurisdiction of the CLA, to international events or meetings where the CLA is a participant such as but not limited to:
  - 6.1.3.1. All CLA sanctioned National Championships;
  - 6.1.3.2. All CLA meetings;
  - 6.1.3.3. All CLA recognized International Events and meetings.
- 6.1.4. Where there is a dispute over whether an event falls under this Code of Conduct, the matter shall be decided by the President of the CLA (or his/her designate).
- 6.1.5. This Code of Conduct applies to all MAs, AMAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players hereinafter referred to in this Section as individuals, volunteers and parents and/or guardians of CLA players.
- 6.1.6. This policy does not apply to athletes and coaches of other nations and federations.
- 6.1.7. Violations of the CLA Code of Conduct will be handled according to the discipline procedures outlined in this Manual.
- 6.1.8. Where a violation of the Code of Conduct is investigated and determined to be founded, the possible implications range from verbal warnings to permanent loss of membership. In the case of CLA staff, implications range from a verbal warning to dismissal.
- 6.1.9. In order to participate in CLA High Performance events all athletes, coaches, officials, CLA staff and volunteers involved in the event must sign a CLA Liability Waiver that includes a Code of Conduct statement. The form and content of the CLA Liability Waiver is to be approved by the CLA President who will report back to the Board of Directors with respect to all matters relating to the CLA Liability Waiver form.

## CLA Operations Manual

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- 6.1.10. Coaches and Team Officials may add additional rules or strengthen existing rules in the Code of Conduct as appropriate for the age and composition of the team.
- 6.1.11. All individuals affiliated with the CLA shall:
  - 6.1.11.1. Attempt at all times to work toward the goals and objectives of the CLA and the game of lacrosse, and towards the betterment of its members;
  - 6.1.11.2. Strive to heighten the image and dignity of the CLA and the sport of lacrosse as a whole, and to refrain from behaviour which may discredit or embarrass the CLA or the game;
  - 6.1.11.3. Always be courteous and objective in dealings with other members;
  - 6.1.11.4. Except when made through proper channels, refrain from unfavourable criticism of other members or representatives of the CLA;
  - 6.1.11.5. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug-free Sport;
  - 6.1.11.6. Show respect for the cultural, social and political values of all participants in the sport from other nations;
  - 6.1.11.7. As a guest in a foreign country, abide by the laws of the host country and adhere to any social customs concerning conduct.
- 6.1.12. An individual's conduct shall be in question when they:
  - 6.1.12.1. Use their position within the CLA for personal and/or material gains;
  - 6.1.12.2. Willfully circulate false, malicious statements, derogatory to any other member of the CLA;
  - 6.1.12.3. Willfully ignore or break the bylaws and/or rules and regulations of the CLA;
  - 6.1.12.4. Counsel others to ignore or break the bylaws, rules and/or regulations of the CLA;
  - 6.1.12.5. Act in such a manner as to dishonour, embarrass or disgrace the CLA or any of its members or participants.

## 6.2. **DISCIPLINE**

### 6.2.1. *General Policy*

- 6.2.1.1. All individuals affiliated with the CLA shall comply with the Letters Patent, Bylaws, Regulations, Sector Specific Regulations and Official Rules of Lacrosse

## CLA Operations Manual

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- 6.2.1.2. The CLA has jurisdiction over matters where Member obligations have been breached and/or when individuals have violated the Letter Patent Bylaws, Regulations, Sector Specific Regulations or Official Rules of Lacrosse at the national (including inter-member competitions) or international levels.
- 6.2.1.3. The CLA requires its MAs and AMAs to establish the appropriate regulations and procedures for discipline for matters within their jurisdiction.
- 6.2.1.4. MAs and AMAs agree to honour and enforce disciplinary action taken by the CLA.
- 6.2.1.5. The CLA and its MAs and AMAs agree to honour and enforce disciplinary action taken by another MA or AMA unless otherwise stated within a different section of the CLA Operations Manual.
- 6.2.1.6. The CLA endorses the principles of natural justice.
- 6.2.2. *Discipline Review Procedures*
  - 6.2.2.1. Except for national competitions, any report alleging the action(s) of an individual(s) which constitutes a breach of the Letters Patent, Bylaws, Regulations or Rules of Play shall be submitted in writing to the CLA Head Office within fifteen (15) days of the event or occurrence. The deadline for making a complaint may be extended by the President if the allegation of misconduct has been brought to the attention of the subject of the complaint and an extra-disciplinary resolution has been attempted but failed.
  - 6.2.2.2. Upon receiving a report, the CLA Executive Director shall immediately notify the President who shall within five (5) business days determine whether there may be a breach or violation. If the President decides that there is not a breach, the complainant shall be notified of that decision, with reasons, and the complaint shall stand dismissed.
  - 6.2.2.3. If the President determines that there may be a breach or violation, the President shall within five (5) business days of receiving the report, appoint a Discipline Committee composed of, at the discretion of the President, one or three members.
    - 6.2.2.3.1. Members of the Discipline Committee will be drawn from the Board of Directors or Sector Chairs (excluding the Executive Committee and the Chair of the Appeals Committee) or those persons who have a significant lacrosse background and have served on the Board of Directors or Committees of the MAs/AMAs.
  - 6.2.2.4. A hearing shall be scheduled to take place within fifteen (15) business days.

- 6.2.2.5. All known interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Discipline Committee at their own expense.
- 6.2.2.6. The Discipline Committee may call witnesses, and demand any pertinent information which it deems necessary to arrive at a decision.
- 6.2.2.7. At the discretion of the Chairperson of the Discipline Committee, the hearing may be held by conference call.
- 6.2.2.8. The decision of the Discipline Committee, with reasons will be announced within seven (7) days of the hearing and all known interested parties will be provided with a copy of the decision and reasons.
- 6.2.2.9. At the discretion of the President, deadlines in the Code of Conduct and Discipline section may be extended where circumstances require, to a maximum of 60 days, with the exception of the deadline to submit a complaint.
- 6.2.2.10. For discipline review procedures at National Competitions, see the National Championships section of this manual.
- 6.2.3. *Fines*
  - 6.2.3.1. Individuals may be fined for an infraction of the Letters Patent, Bylaws, Regulations or Rules of Play as defined in this Manual.
  - 6.2.3.2. Fines are payable by the MA or AMA the individual is representing within thirty days of written notification. Failure to pay within the time period may result in further penalties being levied.
- 6.2.4. Individuals may appeal the disciplinary action or the levying of the fine by the CLA by submitting a written notice of appeal as per the Appeals section of this manual.

## **PART I**

### **7. SECTION 7 – APPEALS**

#### **7.1. GENERAL POLICY**

- 7.1.1. The Directors of the CLA shall appoint on an annual basis at the AGM a Chairperson of the Appeals Committee who must be a past or present member of the Board of Directors or a past or present member of the Board of Directors or its equivalent, of an MA/AMA.
- 7.1.2. Upon receiving a notice of appeal from the CLA Head Office, two additional members for the Appeal Committee will be selected by the Chairperson from the Board of Directors and the Sector Chairpersons. The members of the Appeal Committee shall have had no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict. Only two of the three members may be members of the Executive Committee. This group of three will be the Appeal Committee to hear the appeal.
  - 7.1.2.1. In the event that the Chairperson cannot exercise his or her duties, by reason of bias or conflict of interest or absence or otherwise, then the Chairperson, or in his or her absence the President, shall appoint a past or present member of the Board of Directors or a past or present member of the Board of Directors or its equivalent of an MA/AMA to serve as Chairperson in the interim.
- 7.1.3. Any MAs, AMAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers of MAs and MAs, and volunteers of the CLA, hereinafter referred to as individuals, may appeal to the Appeals Committee:
  - 7.1.3.1. decisions for which the CLA's Bylaws or Regulations provide for a right of appeal;
  - 7.1.3.2. any disciplinary decisions made by a CLA Director, Committee, Executive Member or Official relating to a matter dealt with at the CLA level;
  - 7.1.3.3. decisions of a Member or Associate Member where the Chairperson of the Appeals Committee grants leave to appeal
- 7.1.4. No appeal under clause 7.1.3.3 may be brought unless all appeal avenues within the MA or AMA have been exhausted.
- 7.1.5. This policy shall not apply to matters relating to the Rules of the Game.
- 7.1.6. The Appeals Committee is the final authority on actions or recommendations being appealed, including all substantive and procedural decisions required to be made by the Appeals Committee in the course of an appeal.
- 7.1.7. The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention by any court as per policy 3.2.2.1 – Court Actions, with the exception of a further appeal to the alternate dispute resolution services of the Sport Dispute Resolution Centre of Canada for any decisions regarding the implementation and delivery of National Team programs; or the selection of athletes to a team representing Canada at

International events. All costs associated with using the Sport Dispute Resolution Centre of Canada shall be borne by the appellant.

### **7.2. PROCEDURE FOR APPEALS**

- 7.2.1. Any individual who wishes to appeal a decision shall have fifteen (15) days from the date on which they received written notice of the decision with reasons, to submit a written notice of appeal along with a \$500 fee to the CLA Head Office. Should the original decision be upheld, the \$500 fee will be forfeited unless otherwise determined by the Appeals Committee. Each notice of appeal must include the following information:
  - 7.2.1.1. the person, committee or body whose decision is being appealed;
  - 7.2.1.2. the capacity in which that person was acting when he or she made the decision, or the title of the Committee or Body making the decision;
  - 7.2.1.3. the date the decision was made, and;
  - 7.2.1.4. the particulars of his/her grounds for appeal, including a summary of the submissions and arguments in support of the appeal.
- 7.2.2. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the following:
  - 7.2.2.1. making a decision for which there was no authority or jurisdiction as set out in governing documents;
  - 7.2.2.2. failing to follow procedures as laid out in the bylaws or approved regulations of the CLA;
  - 7.2.2.3. making a decision which was influenced by bias;
  - 7.2.2.4. failing to consider relevant information or taking into account irrelevant information in making the decision;
  - 7.2.2.5. exercising its discretion for an improper purpose; and/or
  - 7.2.2.6. making a decision that was unreasonable.
- 7.2.3. Within three (3) business days of receiving notice of an appeal, the CLA Executive Director will forward the notice of appeal to the Chairperson of the Appeals Committee.
- 7.2.4. The Chairperson of the Appeals Committee shall review the information submitted under clause 7.2.1 and 7.2.2 within three (3) business days of receipt and, if in his or her preliminary view, the appeal appears to have no grounds, shall notify the appellant of that opinion, giving the appellant a reasonable opportunity to make further submissions before making a final decision. The final decision shall be made by the Chairperson of the Appeals Committee within three (3) business days of receipt of the further submissions. If the final decision is that the appeal has no grounds, the appellant shall be notified of that decision, in writing, with reasons, and the appeal shall be dismissed.

## CLA Operations Manual

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- 7.2.5. If the Appeals Committee conducts a hearing, it shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:
  - 7.2.5.1. the Hearing shall be held within twenty-one (21) days of the Appeal Committee's appointment;
  - 7.2.5.2. the appellant and respondent shall be given 10 business days written notice of the day, time and place of the hearing;
  - 7.2.5.3. a quorum shall be all three Tribunal members;
  - 7.2.5.4. decisions shall be by majority vote;
  - 7.2.5.5. copies of any written documents and information which either the appellant or respondent wish to have the Appeals Committee consider shall be provided to all parties at least five (5) business days in advance of the hearing;
  - 7.2.5.6. both the appellant and respondent may be accompanied by a representative or adviser, including legal counsel;
  - 7.2.5.7. the Appeals Committee may request that any other individual participate and give evidence at the hearing.
- 7.2.6. In order to keep costs to a reasonable level, the Appeals Committee may conduct the hearing by means of a conference call.
- 7.2.7. Within five (5) business days of concluding the hearing, the Tribunal shall issue its written decision, with reasons. The Appeals Committee may decide to:
  - 7.2.7.1. void, vary or confirm the decision being appealed;
  - 7.2.7.2. make any decision it feels should have made;
  - 7.2.7.3. award costs to the appellant or respondent against the other, if the Appeals Committee is of the opinion that the conduct of either party was grossly unreasonable or in bad faith, but in such case, no award of costs may be made without giving the parties an opportunity to be heard on the issue of costs.
- 7.2.8. A copy of the decision shall be provided to the appellant, the respondent, the CLA President and the CLA Executive Director. The decision will be posted on the CLA website as well.
- 7.2.9. Where just cause is shown, the Chairperson of the Appeals Committee may extend any time deadlines, after giving all interested parties an opportunity to make submissions.
- 7.2.10. If the parties agree, they shall have the right to decline a hearing in favour of a documentary review. Should this be the case, the Appeals Committee shall request both the appellant and the respondent to provide written submissions (if not already provided), upon which the Appeals Committee shall make its decision. The Appeals Committee may direct such timelines, as it deems

appropriate in the circumstances in order to conclude the appeal in a timely manner.

- 7.2.11. An appeal does not operate as a stay but the Chair of the Appeals Committee may, upon application of the appellant, after giving the respondent an opportunity to respond, stay the decision being appealed if:

- 7.2.11.1. the appeal grounds are strong;
- 7.2.11.2. irreparable harm will be occasioned to the Appellant should the decision not be stayed and the Appeal is ultimately successful;
- 7.2.11.3. irreparable harm will not be occasioned to the Respondent or other interested parties;
- 7.2.11.4. the balance of convenience in weighing the above favours a stay

### 7.3. **PROCEDURE FOR THE HEARING**

- 7.3.1. Information about the procedure for the hearing shall be available to the parties from the CLA office.



## **PART I**

### **8. SECTION 8: MEETINGS OF THE ASSOCIATION AND MEETINGS OF MEMBERS**

#### **8.1. GENERAL**

- 8.1.1. This Section is complimentary and in addition to the Bylaws of the Association.
- 8.1.2. All travel costs to the SAGM and AGM by delegates will be on a cost sharing basis as per the Finances section of this manual.
- 8.1.3. A fee of \$100 will be charged to each MA or AMA for each of their delegates who attend the AGM and SAGM at the completion of the meetings. This fee will not be charged for Executive and Sector Chairs.

#### **8.2. ANNUAL GENERAL MEETING (AGM)**

- 8.2.1. The AGM may be attended by MA or AMA representatives and special interest groups. These special interest groups include officials, coaches, players, league representatives and other individuals, groups or agencies involved in or affected by Association programs.
- 8.2.2. The CLA Executive Director, in consultation with the VP Administration and the President, will create an agenda for the AGM. The agenda shall include the following:
  - 8.2.2.1. Call to Order
  - 8.2.2.2. Roll Call of Delegates
  - 8.2.2.3. Address by the President
  - 8.2.2.4. Approval of Agenda
  - 8.2.2.5. Adoption of the Minutes of the Previous Annual General Meeting
  - 8.2.2.6. Auditor's Report and Appointment of Auditor for the Coming Year
  - 8.2.2.7. Strategic and Operation Plan Review
  - 8.2.2.8. Acceptance of the Reports from the Executive Committee, Office Staff and Sector Chairs
  - 8.2.2.9. Acceptance of the Reports from the MAs and AMAs
  - 8.2.2.10. Acceptance of the Reports from the Association's Standing Committees
  - 8.2.2.11. Notification of Directors Elected by Each Member Association
  - 8.2.2.12. Confirmation of Hall of Fame Director
  - 8.2.2.13. Appointment of First Nations Director
  - 8.2.2.14. Resolutions requiring ratification of the Members
  - 8.2.2.15. Presentation and Approval of the Budget for the Coming Fiscal Year
  - 8.2.2.16. Election of Members to the Executive Committee
  - 8.2.2.17. Appointment Appeals Committee Chairperson

## CLA Operations Manual

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8.2.2.18. Appointment of Equipment Review Committee

8.2.2.19. Appointment of Finance and Audit Committee

8.2.2.20. General or New Business (if necessary).

8.2.3. MA, AMA, Executive Committee members, Sector Chairpersons and Association Office Staff must submit a report for inclusion the AGM package by the deadlines specified by the CLA Executive Director.

### 8.3. **SEMI-ANNUAL GENERAL MEETING (SAGM)**

8.3.1. The SAGM may be attended by MA or AMA representatives and Sector representatives. The Box, Men's Field, Women's Field and Intercrosse Sectors will also hold their annual meeting in conjunction with this meeting.

8.3.2. The CLA Executive Director, in consultation with the VP Administration and the President, will create an agenda for the SAGM. The agenda shall include the following:

8.3.2.1. Call to Order

8.3.2.2. Roll Call of Delegates

8.3.2.3. Address by the President

8.3.2.4. Approval of Agenda

8.3.2.5. Adoption of the Minutes of the Previous Board of Directors Meeting

8.3.2.6. Business Arising out of the Previous Minutes

8.3.2.7. Reports from the Executive Committee

8.3.2.8. Reports from the Office Staff

8.3.2.9. Reports from the Association's Standing Committees (if necessary)

8.3.2.10. Association Financial Report and Budget Approval

8.3.2.11. Strategic and Operation Plan Review

8.3.2.12. Policy Change Recommendations

8.3.2.13. Reports from the Sector Chairpersons

8.3.2.14. Appointment of Nominations Committee

8.3.2.15. Bids to host future meetings

8.3.2.16. General or New Business (if necessary)

8.3.3. MA, AMA, Executive Committee members, Sector Chairpersons and Association Office Staff must submit a report for inclusion the SAGM package by the deadlines specified by the CLA Executive Director.

### 8.4. **BID REQUIREMENTS TO HOST THE SAGM AND AGM**

8.4.1. Bids to host either the SAGM or AGM must be submitted to the Directors of the Association at least one year in advance of the respective meeting. For

example, the bid for the 2004 AGM must be submitted for approval at the Board of Directors meeting held during the 2003 AGM.

- 8.4.2. The bids must be submitted by a MA or AMA, not the host city or organization.
- 8.4.3. If there is more than one (1) bid presented at the Director's meeting, all those eligible to vote at the meeting will cast their vote by secret ballot. The bid with the most votes will be the successful bid.
- 8.4.4. If there are no bids in place, the Executive Committee will determine the site of the respective meeting at the earliest meeting following the meeting. The default will be in Ottawa, Ontario.
- 8.4.5. The meeting should be held in a city with a major airport which is defined as one that is serviced by a national carrier. The Host committee is responsible for transportation of delegates to and from the airport to hotel in that major city.
- 8.4.6. Either meeting may be held in a city without a major airport only on the approval of the Directors of the Association and with the following condition.
  - 8.4.6.1. The Host MA or AMA will be responsible for all travel costs incurred by delegates to and from the major airport to the host city.
  - 8.4.6.2. Where available, the Host MA or AMA must use CLA sponsors for the hotel. As this is a CLA event, it supersedes any sponsorship deals an individual MA or AMA may have.
  - 8.4.6.3. The hotel must have the appropriate meeting space available.
- 8.4.7. Once Approved, the Host MA or AMA:
  - 8.4.7.1. must provide a local contact in the host city to work with the CLA Head Office;
  - 8.4.7.2. is responsible for providing a hospitality event for all delegates;
  - 8.4.7.3. is responsible for planning or making available social activities for the delegates and spouses during non-meeting hours.



## **PART I**

### **9. SECTION 9: NOMINATIONS COMMITTEE**

#### **9.1. COMPOSITION**

- 9.1.1. The Directors of the Association shall appoint, at the SAGM, a Nominations Committee which shall be comprised of a Chairperson, who shall be the Past-President and two (2) additional members drawn from the Directors of the Association. The CLA Executive Director shall be an ex-officio, non-voting member of the Committee.

#### **9.2. NOMINATION PROCESS**

- 9.2.1. Candidates for the Executive Committee must be recommended by the Nominating Committee or in writing by a MA or AMA at least 15 days in advance of the AGM.
- 9.2.2. The Nominations Committee shall take into consideration candidates who adequately represent the constituency served by the Association and make recommendations with respect to any vacancies.
- 9.2.3. All interested candidates, whether their name has been put forth by the Nominations Committee or from an MA or AMA must provide a resume of skills, qualifications and experience.
- 9.2.4. Nominations from the floor at the AGM shall be accepted from any voting delegates at the AGM.
- 9.2.5. Nominations for the office of the President shall not be considered upon unless the individual nominated was a Director of the Association in the previous year with the following exception:
  - 9.2.5.1. A special resolution supported by two-thirds (2/3) majority of the voting delegates at the AGM at which the election of the President is to be held may confirm the nomination of an individual who was not a Director of the Association in the previous year.
  - 9.2.5.2. Upon the passage of the special resolution, the nomination of the individual shall be voted upon along with other nominations for the office of the President
- 9.2.6. An individual may be nominated for not more than two (2) offices, but if he or she is elected to the office upon which the first vote is taken, his nomination shall not be considered upon for the second office for which he was nominated.
- 9.2.7. A Nomination Form for Candidates to the Board must be completed and signed by the nominee stating his willingness to stand for the office as set out in the nomination.
- 9.2.8. No paid employee of a MA, AMA or or league is eligible for an elected position on the Association's Board of Directors. A league is defined as an association of teams that organize matches for its players.

## CLA Operations Manual

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- 9.2.9. Nominations for office shall be removed by the CLA Office Staff upon receiving a signed written notice from a nominee that the nominee is no longer willing to stand for the office for which he or she was nominated.
- 9.2.10. Candidates for vacancies must be:
  - 9.2.10.1. a member in good standing of an MA or AMA; or
  - 9.2.10.2. a current member of the Executive Committee; or
  - 9.2.10.3. an individual member in good standing of the Association; or
  - 9.2.10.4. an Honorary Life member of the Association.
- 9.2.11. The Nominations Committee, prior to the AGM shall:
  - 9.2.11.1. Explain to potential candidates their duties and responsibilities as members of the Executive Committee;
  - 9.2.11.2. Obtain from each candidate a written consent to the nomination; and,
  - 9.2.11.3. Recommend a slate of candidates comprising of at least a minimum of one candidate per vacant position, to be elected.

## **PART II**

### **10. SECTION 10: SUBSTANCE ABUSE**

#### **10.1. POSITION STATEMENT**

- 10.1.1. The Canadian Lacrosse Association (CLA) and all Member Associations (MAs) are committed to building drug-free sport and are unequivocally opposed, on ethical, medical, and legal grounds, to the practice of doping in sport.
- 10.1.2. The CLA and MAs fully support the position of Sport Canada and the Canadian Centre for Ethics in Sport (CCES) against the use of banned substances and methods.
- 10.1.3. The CCES is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.
- 10.1.4. The Canadian Lacrosse Association endorses and has adopted the CADP which means lacrosse is part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field.
- 10.1.5. The CLA's anti-doping policy reflects and supports the CADP in that no athlete, official, coach or volunteer shall take prohibited substances, nor may any team official or parent recommend or condone the use of prohibited substances. The CLA expects all members of the lacrosse community to abide by CADP to preserve the integrity of sport.
- 10.1.6. Any sanction by the Canadian Centre for Ethics in Sport (CCES) shall be enforced by the CLA.
- 10.1.7. In the event of an anti-doping assertion and sanction by the CCES and a final outcome as a result of the anti-doping violation, the CLA shall disclose the outcome to the athlete's or team official's Member Association.
- 10.1.8. The CLA reserves the right to impose additional discipline as a result of a Code of Conduct violation.
- 10.1.9. In the event of a confirmed anti-doping violation and sanction issued to an athlete or team official as a result of a violation at a national championship and the violation and the identity of the individual is disclosed publicly by the CCES, the athlete or team official will have his or her name removed from any records or results of the national championship.
- 10.1.10. In the event of more than two anti-doping violations by athletes or team officials on one team, the team shall be subject to the sanctions as described in the Canadian Anti-Doping Code and enforced by the CLA.

## 10.2. ALCOHOL, TOBACCO AND DRUG POLICY

### 10.2.1. *Alcohol*

- 10.2.1.1. All players, team officials and volunteers must respect the laws regarding the consumption of alcohol in the jurisdiction of the event (either provincially or internationally). Underage drinking will not be tolerated.
- 10.2.1.2. Team officials, athletes, officials and volunteers are discouraged from consuming alcohol during a CLA sanctioned event or meeting. If alcohol is consumed during the event or the meeting, the individual must ensure that this consumption does not interfere with their ability to perform their duties.
- 10.2.1.3. No team official should consume alcohol with parents or athletes from the time of team selection through to competition. Team officials should not consume alcohol in the presence of underage players.
- 10.2.1.4. No team member, team officials or volunteer shall be intoxicated at any time between leaving home to travel to and returning home from a CLA event.

### 10.2.2. *Tobacco*

- 10.2.2.1. All players and team officials must respect the laws surrounding tobacco in the jurisdiction of the event (Provincial and International). The CLA discourages the use of tobacco.
- 10.2.2.2. Team officials and players should not use tobacco in the presence of underage players.

### 10.2.3. *Drugs*

- 10.2.3.1. The Association's position statement on substance abuse shall apply to all competitions domestically and internationally.
- 10.2.3.2. All players and team officials must respect the laws surrounding drugs in the jurisdiction of the event (Canada and International). The stricter standard shall apply.
- 10.2.3.3. No athlete, official, coach or volunteer shall take either illegal or performance enhancing drugs. No team official or parent shall recommend or condone the use of illegal or performance enhancing drugs.
- 10.2.3.4. Any individual who has knowledge of the use of illegal or performance enhancing drugs must report the infraction immediately to team management or a CLA official.

- 10.2.4. Failure to follow the above guidelines could result in a Code of Conduct violation.



## **PART II**

### **11. SECTION 11: ABORIGINAL DEVELOPMENT**



## **PART II**

### **12. SECTION 12: SAFETY AND EQUIPMENT**

#### **12.1. SAFETY POLICY**

- 12.1.1. The fundamental concepts of the safety policy are to establish a standard of care intended to reduce the risk of injury from contact which is inherent in and incidental to the sport and to identify the responsibilities of the various participants.

#### **12.2. GENERAL**

- 12.2.1. Player safety and the use of proper equipment is the responsibility of the following parties:
  - 12.2.1.1. Players and parents of minor players are responsible for providing and maintaining proper equipment;
  - 12.2.1.2. Coaches, trainers and team personnel are responsible for inspecting players' equipment and preventing the use of improper equipment;
  - 12.2.1.3. Game officials are responsible for player safety and proper use of equipment by enforcing the rules of the game;
- 12.2.2. All players are required to wear protective equipment as described in the rules of play adopted in accordance with the Equipment section of this manual or as otherwise modified within this Section.
- 12.2.3. Equipment shall be manufactured by a professional manufacturer, and shall not be altered in any way which will decrease the protection to the player, increase the risk of injury to an opponent or void the manufacturer's warranty.
- 12.2.4. Any equipment which violates this Section or the rules of play for the appropriate Sector will be removed from the game and, where required, appropriate penalties will be given.
- 12.2.5. Where an unaltered piece of equipment is used and it becomes dangerous to any player or other person participating in a game, the game officials shall report the occurrence to the CLA Head Office via the standard incident report form. The CLA Executive Director will forward the report to the Chair of the Equipment Review Committee.
- 12.2.6. For Box Lacrosse and Men's Field Lacrosse, all players are required to wear a face mask as described in this section and a chinstrap properly fastened on both sides of the helmet.

#### **12.3. INTRA-ORAL MOUTH GUARDS**

- 12.3.1. For Women's Field Lacrosse, intra-oral mouth guards, properly fitted and worn as recommended, are mandatory.
- 12.3.2. For Box Lacrosse it is mandatory that all minor aged players use an intra-oral mouthpiece. It is recommended for all players above minor to use an intra-oral mouthpiece.

- 12.3.3. For Men's Field Lacrosse all players are required to wear an intra-oral mouth guard.

### 12.4. **HELMETS & FACEMASKS**

- 12.4.1. Lacrosse is a sport with intrinsic hazards and participation in the sport implies the acceptance of some risk of injury. When used as intended for lacrosse and in accordance with the manufacturer's fitting instructions, the use of the helmet certified under these standards is intended to reduce the frequency and severity of head injuries.
- 12.4.2. For Box and Men's Field Lacrosse, all players are required to wear a helmet which must meet either of the following standards:
  - 12.4.2.1. A National Organizing Committee for Safety in Athletic Equipment (NOCSAE) approved helmet and facial protector, approved as a complete unit, for lacrosse.
  - 12.4.2.2. A Canadian Standards Association (CSA) approved for Ice Hockey helmet with the appropriate CSA approved facemask for lacrosse.
  - 12.4.2.3. A Canadian Standards Association (CSA) approved for Ice Hockey helmet with the appropriate CSA approved facemask for hockey with the following exceptions:
    - 12.4.2.3.1. The facemask shall be designed to cover the wearer's entire face to the lower line of the jaw, and prevent the ball or the head of the stick from touching the face of the wearer.
    - 12.4.2.3.2. The facemask must be finished so that it does not create a risk of injury to the wearer or another person when it is used as it is intended.

### 12.5. **GLOVES**

- 12.5.1. In Box Lacrosse all players are required to wear protective gloves which meet the following guidelines:
  - 12.5.1.1. conform to the hand;
  - 12.5.1.2. have a cloth, leather or synthetic material covering;
  - 12.5.1.3. all protective materials must be under the cloth, leather or similar covering with no additional attachments. All cosmetic materials, i.e. plastics, carbon, foam, etc. added to the leather and foam base of the glove to provide benefits of protection for the players must be smooth and free from sharp edges that could cause injuries. The gloves with these added features and benefits must stay within the guidelines of standard player's glove and goalie gloves.
  - 12.5.1.4. player's entire finger must be encased within the finger of the glove;
  - 12.5.1.5. may be palmless;
  - 12.5.1.6. The decision of the Equipment Committee on the approval or non approval of gloves will be at their discretion on the safety of such gloves.

## CLA Operations Manual

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12.5.2. In Men's Field Lacrosse all players are required to wear protective gloves which meet the following guidelines:

12.5.2.1. may be palmless;

12.5.2.2. must be worn in such a manner as not to expose the fingers to the risk of injury;

12.5.2.3. player's entire finger must be encased within the finger of the glove.

12.5.3. Wrist protection pad and the cuff of gloves must be fastened and not allow exposure of the wrist area. It is required that, when wearing gloves specifically designed for lacrosse, the wrist joint protector pad should be in place and properly secured.

12.5.4. In Women's Field Lacrosse, close-fitting gloves may be worn but are not mandatory.

### 12.6. **SHOES**

12.6.1. All players are required to wear suitable athletic shoes. No shoe will be permitted which includes cleats that are made of metal or with a metal tip. All other aesthetic materials not fully covered under the cloth, leather or similar covering shall be manufactured smooth or of a soft material with no sharp edges as to not cause injury to an opponent.

### 12.7. **GOALTENDERS**

12.7.1. The equipment required for the goaltender must be constructed solely for the purpose of protection of the head or body.

12.7.2. In Box Lacrosse, in addition to helmet and facial protection, all goaltenders must wear a suitable throat protector and equipment which meets the following guidelines:

12.7.2.1. *Gloves:*

12.7.2.1.1. conform to the shape of your hand which is round. No blocker style gloves allowed.

12.7.2.1.2. have a cloth or leather covering.

12.7.2.1.3. all protective materials must be under the cloth, leather or similar covering with no additional attachments. All other aesthetic materials not fully covered under the cloth, leather or similar covering shall be manufactured smooth or of a soft material with no sharp edges as to not cause injury to an opponent;

12.7.2.1.4. goaltender's entire finger must be encased within the finger of the glove

12.7.2.1.5. cannot be altered in any way

12.7.2.1.6. cannot exceed the following dimensions:

## CLA Operations Manual

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12.7.2.1.6.1. A maximum length of 15 inches measured from the tip of the middle finger to the top of the cuff.

12.7.2.1.6.2. A maximum width of 8 inches measured from any point

### 12.7.2.2. *Pants:*

12.7.2.2.1. no internal or external padding is permitted on the pant leg or waist beyond that to provide protection. No outside ridges.

12.7.2.2.2. the maximum width (straight line) of the thigh pad across the front of the leg is set in the Official Rules of Box Lacrosse. If the groin and or hip pads extend beyond the front edge of the thigh pad, they are also to be included in this measurement. This measurement is to be taken while the goaltender is in an upright standing position. This measurement is to be made five inches (5") from the bottom of the pant.

### 12.7.2.3. *Shin pads:*

12.7.2.3.1. shall not exceed the width as set in the Official Rules of Box Lacrosse from the base of the shin pad at the ankle to the base of the kneecap when the shin pad is on the leg of the goaltender.

12.7.2.3.2. calf protector must follow the contour of the calf and ankle. No alterations or attachments are permitted.

12.7.2.3.3. knee pads must comply with manufacturing standards, may not be altered, and must conform to the body.

### 12.7.2.4. *Arm and Chest Pad:*

12.7.2.4.1. shoulder cap protectors must follow the contour of the shoulder cap in a rounded manner without any pointed or squared projections or extensions beyond the shoulder.

12.7.2.4.2. the contoured padding must not exceed the maximum width outside the said goaltenders most outer bone point on each side as set in the Official Rules of Box Lacrosse.

12.7.2.4.3. the padding may not climb higher than the maximum as set in the Official Rules of Box Lacrosse above the plane of the said goaltenders shoulder.

### 12.7.2.5. *Jerseys:*

12.7.2.5.1. no inserts or additions are to be added to a standard goaltender cut jersey as produced by the manufacturer.

12.7.2.5.2. no "tying down" of the jersey is allowed at the wrists if it creates a tension across the jersey such that a "webbing effect" is created in the armpit area.

12.7.2.5.3. no other tie downs are allowed that create a "webbing effect".

# CLA Operations Manual

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- 12.7.2.5.4. the length of a jersey is illegal if it covers any area between the goalies' legs.

## 12.8. UNIFORMS

### 12.8.1. *Men's Field*

- 12.8.1.1. Uniforms shall be approved by the Equipment review committee.  
Contained in Appendix

- 12.8.1.2. Players found to be using illegal equipment in the game, will be subject to penalties as specified in the CLA rulebook

### 12.8.2. *Women's Field*

- 12.8.2.1. Numbers must be visible on the front and back of the playing shirts - 8 inch numbers on the back and 4 inch numbers on the front.

- 12.8.2.2. Variations on the required uniform must be approved by the Umpire-in-Chief prior to the first day of competition at the coaches meeting.

## 12.9. OTHER

- 12.9.1. Players may not wear any jewelry, such as, but not limited to earrings, necklaces, bracelets, watches or rings. Medical information bracelets are allowed but should be taped securely to the player.

## 12.10. EQUIPMENT CHART

### CLA GOALTENDER EQUIPMENT SPECIFICATIONS

CLA GOALTENDER EQUIPMENT STANDARD	AGE(S)	AGE DIVISION	CHEST AND ARM PROTECTORS		
			MAX. WIDTH OF PADDING OUTSIDE OF ARM ON EACH SIDE	MAX. WIDTH OF ARM PADDING	MAX. THICKNESS ABOVE SHOULDER PLANE
3	16 + Years	Senior & Junior	4"	8"	3.0"
	13-21 Years	Bantam-Midget-Intermediate	4"	8"	3.0"

## CLA Operations Manual

CLA GOALTENDER EQUIPMENT STANDARD	AGE(S)	AGE DIVISION	CHEST AND ARM PROTECTORS		
			MAX. WIDTH ACROSS SHOULDERS	MAX. WIDTH OF ARM	MAX. THICKNESS ABOVE SHOULDER PLANE
2	11-12 Years	Pee Wee	25"	7.0"	1.5"
1	7-10 Years	Tyke-Novice	20"	6"	1"

**\*\* Note: Shoulder caps must be anchored**

CLA GOALTENDER EQUIPMENT STANDARD	AGE(S)	AGE DIVISION	SHIN GUARDS AND PANTS		PANTS MAX. THIGH WIDTH
			SHIN GUARD MAX. WIDTH BELOW KNEE	SHIN GUARD MAX. OF KNEE CAP	
3	13 + Years	Senior, Junior, Intermediate, Midget and Bantam	Tapered from 9" to 7"	11"	11"
2	11-12 Years	Pee Wee	Tapered from 8" to 5"	9"	9"
1	7-10 Years	Tyke-Novice	Tapered from 7" to 4"	7"	7"

**Junior to Major effective April 1<sup>st</sup> 2010**

Minor Lacrosse grandfathered till 2012

An MA/AMA may apply for an exception to this Rule by submitting a CLA Player Safety Form, including a photo of the goalie wearing the regulation equipment, so that it illustrates the problem, to the Equipment Review Committee Chair for who will make a decision on the request. An exception may only be granted on the basis that it is necessary for player safety. There is no appeal from that decision.

### 12.11. LACROSSE BALLS

- 12.11.1. All lacrosse balls used in Canada for CLA Sanctioned events, games and practices, must be made by a manufacturer who is approved and licensed under the CLA ball endorsement and official licensee program. The approved and licensed manufacturers must have "CLA Approved" stamped on the ball.

The manufacturer must also have their logo on the lacrosse ball.



## **PART II**

### **13. SECTION 13: FINANCE**

#### **13.1. GENERAL**

- 13.1.1. This Association subscribes to the philosophy whereby each series, program and project undertaken will be budgeted and self-sufficient in its entirety. In instances wherein the impossibility of financial self-sufficiency is recognized at the outset, budgetary requirements will be prescribed from general revenues.

#### **13.2. BUDGETING**

- 13.2.1. A budget showing estimated revenue and expenses must be prepared by the CLA Executive Director and the VP Administration.
- 13.2.2. The budget is reviewed by the Executive Committee and is presented to the Directors of the Association at the AGM for approval.
- 13.2.3. The budget, as approved, shall dictate how funds will be expended, and where expected revenue will be obtained in order to operate a financially sound organization.
  - 13.2.3.1. Each Sector or Committee Chairperson is responsible for operating their respective projects or programs within the framework of the budget. For added clarity, each Sector or Committee Chairperson is responsible for monitoring the expenditures in their respective projects or programs to ensure that they do not exceed the budget, and to ensure funds are spent only in the manner in which they have been designated.
- 13.2.4. Should an expenditure be required that has not been previously approved in the budget, the VP Administration must approve the expenditure prior to it being made.

#### **13.3. REVENUE AND EXPENDITURES - GENERAL**

- 13.3.1. The Association's income shall be obtained from MA and AMA fees, private and public grants, publications, sponsorship, fundraising, and from any other appropriate sources with the approval of the Executive Committee.
- 13.3.2. The Executive Committee has the power to make expenditures for the purpose of furthering the objectives of the Association.
- 13.3.3. All revenue shall be deposited by the CLA Staff into the Association's account at a bank approved by the CLA Executive Director and the VP Administration.
- 13.3.4. The CLA Executive Director shall authorize all expenditures included in the budget, and he and the VP Administration will issue cheques for the payment of said expenses.
- 13.3.5. All payroll for CLA Office staff will be made in a timely manner.
- 13.3.6. MAs or AMAs shall be invoiced for all fees, levies, products and services provided by the Association. Accounts are payable upon receipt of the invoice.

## CLA Operations Manual

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13.3.7. MAs or AMAs with accounts over sixty (60) days in arrears for invoices related to products or services shall be refused further credit until bills are paid, and remain on a cash basis until the VP Administration in consultation with Executive Committee feels credit should be reinstated. Accounts that are not paid within sixty (60) days shall be charged interest at the rate of 1.5% per month from the date of the invoice. The following individual fee items will not be subject to interest charges:

13.3.7.1. Officiating Clinic Fees (cost of \$15.00 per official registered during the year)

13.3.7.2. Coach Registration Fee (cost of \$5.00 per coach registered with the province for the year)

13.3.7.3. Registered Participants Fee (cost of \$3.00 per paid registered member)

13.3.8. MAs or AMAs with accounts over sixty (60) days in arrears from the due date for membership fees or levies in the absence of a negotiated payment schedule shall be considered no longer in good standing.

13.3.9. Credit for purchases of goods and services shall not be extended to non-MAs and AMAs with the exception of submitted purchase orders at the discretion of the CLA Executive Director. Goods and services will only be shipped or supplied upon receipt of payment.

### 13.4. **ADMINISTRATIVE EXPENSES**

13.4.1. For Executive Committee and Sector Chairpersons, claims are allowed for postage, telephone, and other reasonable pre-approved expenses such as, but not limited to stationary, supplies and duplicating.

13.4.2. Long distance telephone calls made by the Executive Committee and Sector Chairpersons shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with an Expense Claim form found in Appendix 25-15.

13.4.2.1. Whenever possible, dial direct during periods of the day or week when discount rates are in effect. Under normal circumstances, collect calls will not be accepted.

13.4.3. Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorized by the Executive Committee.

13.4.4. All claims in this category require original receipts.

### 13.5. **USE OF CORPORATE CREDIT CARDS**

13.5.1. The CLA senior staff member and one additional CLA staff member, approved by the VP Administration, will be holders of the corporate credit card.

13.5.2. The credit cards shall remain in the possession of the CLA Head Office and may be used for all budgeted travel expenses. They may also be utilized for other expenses as approved by the CLA Executive Director or the VP Administration.

## CLA Operations Manual

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13.5.3. Members of the Executive Committee and Office Staff are eligible for telephone credit cards as determined by the VP Administration.

13.5.4. Any personal expenses billed to a corporate card shall be charged to the appropriate individual, although personal use is discouraged.

### 13.6. **CASH ADVANCES**

13.6.1. Staff and volunteers may request temporary advances for expenses. These shall be reviewed by the CLA Executive Director and VP Administration.

13.6.2. All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.

13.6.3. If a cash advance is given, the recipient must sign the appropriate documentation to confirm that he has received the advance.

### 13.7. **PAYMENT OF EXPENSES BY THE ASSOCIATION**

13.7.1. All expense claims must be received by the CLA Head Office within 30 days of the event or receipt of the invoice to receive remuneration. Exceptions may be made by the VP Administration or the President in exceptional circumstances where there is a reasonable explanation of the delay. If rejected by the VP Administration or the President, the Board of Directors may approve.

13.7.2. The Expense Claim form must be properly completed, indicating the event to which the claim applies. Original receipts must be attached. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the VP Administration and the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.

13.7.3. The Expense Claim form must be signed by the applicant.

13.7.4. All volunteers' claims will be subject to the approval of the CLA Executive Director and VP Administration prior to payment and are limited to eligible meetings, clinics, conferences and approved activities.

13.7.5. After final approval by the VP Administration and the CLA Executive Director, a cheque will be issued.

### 13.8. **INSTRUCTIONS ON CLAIMING EXPENSES**

13.8.1. Expenses must be claimed for each program individually in the name of each participant.

13.8.2. Separate claims must be submitted for each activity on the Expense Claim forms provided by the Association.

13.8.3. The form is to be completed as fully as possible.

13.8.4. Receipts must be submitted for all expenses except meals. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the VP Administration and the President in exceptional

circumstances where there are reasonable circumstances for the lack of receipts.

- 13.8.5. Claims for payment cannot be processed until all receipts are submitted or until all specific requirements relating to the task for which the expenses are incurred are met.
- 13.8.6. Expense claims must be received by the CLA Head Office within 30 days following the completion date of the activity. Exceptions may be made by the VP Administration or the President in exceptional circumstances where there is a reasonable explanation for the delay. If rejected by the VP Administration or the President, the Board of Directors may approve.

### 13.9. **MEETINGS AND EXPENSES**

- 13.9.1. The payment of expenses for attendance at meetings will be:
  - 13.9.1.1. limited to those approved by the Executive Committee
  - 13.9.1.2. on the approved scale for transportation, meals and per diem allowance as outlined in this section.
- 13.9.2. Members of CLA Committees shall be entitled to claim expenses:
  - 13.9.2.1. for attendance at all related official meetings of the Association
  - 13.9.2.2. for costs incurred in the legitimate performance of their duties as budgeted.
- 13.9.3. The MAs or AMAs shall pay all expenses for their Director and any other Delegates to attend the SAGM and AGM. These expenses will then be forwarded to the office as per the Travel Equalization policy in this Section.
- 13.9.4. Reimbursement of expenses for the VP Administration and the CLA Executive Director shall take into account compensation for expenses necessarily incurred in the performance of their duties.
- 13.9.5. Disagreements on expense claims will be dealt with by the CLA Executive Director and the VP Administration. If unresolved, the matter will be brought forward to the Executive Committee.

### 13.10. **TRAVEL ARRANGEMENTS AND EXPENDITURES**

- 13.10.1. *General Guidelines*
  - 13.10.1.1. All travel that is the responsibility of the Association will be controlled through the CLA Head Office and subject to the regulations of this manual.
  - 13.10.1.2. The Association shall take full advantage of special reduced rates on airlines, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.
  - 13.10.1.3. Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.

## CLA Operations Manual

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13.10.1.4. Anyone making a decision to extend their stay or change their existing travel arrangements (air and ground) will be required to pay the additional costs.

13.10.1.5. Travelers who are not able to arrive at their final destination before 9:00PM local time, unless by their own choice, will have the following options:

13.10.1.5.1. When traveling to a meeting, they may arrive a day earlier and have their accommodations paid by the Association.

13.10.1.5.2. When returning directly from a meeting to home, the traveler may choose to extend their stay by 1 day with their accommodations paid by the Association. If flying, the return flight will be booked on the first reasonably scheduled and priced flight.

13.10.1.6. All travel paid for by the Association, is to be booked by the Association and paid for with the corporate card unless agreed to by the CLA Executive Director.

### 13.10.2. *Failure to Attend*

13.10.2.1. If an authorized individual cannot attend a meeting or event, the CLA Head Office must be notified prior to the activity so that flight and hotel reservations can be cancelled.

13.10.2.2. After airline tickets have been purchased, two weeks prior to departure, the following rules apply:

13.10.2.2.1. if the traveler cancels his trip for reasons other than those excused by the Executive Committee (see below), he will be billed for any cancellation charges;

13.10.2.2.2. if the traveler changes his flight arrangements and a penalty is applicable, he shall be responsible to have the change made and pay the penalty;

13.10.2.2.3. extenuating circumstances in cases of death, a change in requirements or any other bona-fide reason will be considered on an individual basis by the Executive Committee;

### 13.10.3. *Airline Transportation*

13.10.3.1. Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:

13.10.3.1.1. travel shall be arranged at a time convenient to the traveler, considering meeting period, flight availability, cost of travel, airline, and personal or business commitments of the traveler;

13.10.3.1.2. seat sale fares shall be booked if possible;

### 13.10.4. *Ground Transportation - Own Vehicle*

13.10.4.1. The Association will pay for travel in a privately owned vehicle at the rate of \$0.30 per kilometer up to the cost of the lowest available airfare at the time of travel (based on pre-booking).

13.10.4.2. The total transportation claim including motor vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

13.10.4.3. Persons traveling to the same destination should pool their transportation resources where possible.

13.10.4.4. In the case that there is more than one person traveling in the same private motor vehicle, only one person may claim for transportation.

### 13.10.5. *Ground Transportation - Rental Vehicle*

13.10.5.1. Vehicles may be rented as necessary and as approved by the CLA Executive Director.

13.10.5.2. The total claim for the vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

13.10.5.3. Payment can be made on the corporate credit card.

13.10.5.4. A reasonable amount shall be deducted by the renter for personal use of a rental vehicle while the rental charge is being paid for by the Association.

### 13.10.6. *Other Transportation*

13.10.6.1. Rail or bus travel must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

### 13.10.7. *Accommodation Expenses*

#### 13.10.7.1. Hotel/Motel

13.10.7.1.1. All accommodations will be booked by or receive prior approval through the CLA Head Office.

13.10.7.1.2. Accommodations will be billed to the Association, charged to the corporate card, or paid directly to the hotel by the guest.

13.10.7.1.3. Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.

#### 13.10.7.2. Private Accommodations

13.10.7.2.1. Contributions of \$12 per day per person may be provided for accommodation when staying with friends or relatives.

### 13.10.8. *Meals*

13.10.8.1. Executive Committee members, CLA Sector Chairpersons, CLA Committee members and CLA Staff will be entitled to a per diem

## CLA Operations Manual

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allowance of up to \$60.00 per day based on the following guidelines for partial meeting days or individual meal claims:

13.10.8.1.1. Breakfast - \$15.00

13.10.8.1.2. Lunch - \$15.00

13.10.8.1.3. Dinner - \$30.00

13.10.8.2. Receipts are not required for meals.

13.10.8.3. Persons who are on flights or trains which provide meals as part of the service are not eligible to claim those meals as expenses.

13.10.8.4. Outside Canada, reimbursement will be calculated on the basis of \$75.00 per day per person with a daily maximum of \$35.00 for meals.

### 13.11. **PURCHASING**

13.11.1. All purchases over \$100.00 must be authorized by a purchase order from the CLA Head Office.

13.11.2. Items requiring purchase orders must have three written estimates or similar indication of cost.

13.11.3. All printed material and publications must be produced through the CLA Head Office unless given prior approval by the Board of Directors.

### 13.12. **PETTY CASH**

13.12.1. The CLA Executive Director will be advanced, and be accountable for, a petty cash fund of \$100.00. This fund is to be used for the payment in cash of purchases of small value. Cash and proper receipts for disbursements made must equal the total funds at all times. Periodic reimbursements will be made to the CLA Executive Director upon presentation of receipts for amounts paid.

### 13.13. **COST SHARING PROJECTS**

13.13.1. Projects may be operated on a cost-shared basis upon agreement of the CLA and the MAs or AMAs.

13.13.2. The manner in which costs will be apportioned is as follows:

Total Costs - Available Restricted Funds

Number of Participants

13.13.3. The total costs include transportation for all attendees, accommodations, meeting room rental, equipment and supplies for the meeting. It does not include meal allowances for the MA or AMA representatives.

### 13.14. **TRAVEL EQUALIZATION FOR AGM AND SAGM**

13.14.1. *AGM*



## CLA Operations Manual

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13.14.1.1. Each MA's designated Director will submit their cost of travel to the CLA Head Office within 30 days of the end of the AGM. The costs will be totaled and divided among the number of attending Board members to obtain an average cost. This average will be the base by which each MA's cost are compared. Each MA whose costs are below the average will be invoiced the difference by the CLA. Each MA whose costs are above the average will receive a reimbursement from the CLA for the difference.

### 13.14.2. SAGM

13.14.2.1. The same principle as above will apply but is extended to include one (1) of each of the following individuals:

- 13.14.2.1.1. Box Sector representative
- 13.14.2.1.2. Men's Field Sector representative
- 13.14.2.1.3. Women's Field Sector representative
- 13.14.2.1.4. Intercrosse Sector representative
- 13.14.2.1.5. Executive Director of each MA

13.14.3. AMAs do not qualify for Travel Equalization

13.14.4. The division of costs for sector representatives will be divided amongst the MA's that send a representative to each respective Sector meeting.

### 13.15. INVESTMENT STRATEGY

13.15.1. The Association generates two types of income:

13.15.1.1. Operational Income such as, but not limited, to member fees, sponsorship, donations earmarked for specific projects, interest income, and dividends.

13.15.1.2. Non-Operational Income such as, but not limited to, donations not earmarked for specific projects.

13.15.2. Operational Income is used to finance the short term requirements of the Association. Accordingly, Operational Income will be invested in liquid investments including money market accounts, term deposits, guaranteed investments certificates, etc. The maximum term of these investments will not exceed 365 days.

13.15.3. Non-Operational Income is used to create operating income for the association. These funds will be invested in a combination of short and long term products to generate positive returns on the investment.

13.15.4. Dividends and interest income from investments will accumulate annually from November 1 of one calendar year to October 31 of the next calendar year. The cumulative total of all interest and dividend income will be split 60/40 with 60% being transferred to Operational Income in the following fiscal year and 40% being reinvested as Non-Operational Income.

13.15.5. Non-Operational income will be held in short term liquid investments for a maximum of 5 year terms. Once the available Non-Operational income



reaches \$750,000, the Executive will seek proposals from Professional Money Managers and present the proposals to the Board of Directors for approval.

- 13.15.6. Investment Strategy on long term investments such as, but not limited to, the Trafalgar Program will be reviewed by the Executive Committee prior to reinvestment.

### **13.16. PROJECTS**

- 13.16.1. Each year, project proposals are to be submitted to the CLA's Program Coordinator no later than September 1<sup>st</sup> to be considered for the following fiscal year's budget.
- 13.16.2. Project proposals may be submitted by Sector Chairs, Executive Committee members or the chairs of any recognized CLA committees.
- 13.16.3. All project proposals must be submitted on the CLA Project Submission Form, which is available on the CLA website in both official languages.
- 13.16.4. All projects must contain a timeline with an end-date no later than March 31<sup>st</sup> of the fiscal year for which the funds are being requested.
- 13.16.5. All project proposals must contain a breakdown of all foreseeable expenses, including, but not limited to:
  - 13.16.5.1. Travel;
  - 13.16.5.2. Accommodations;
  - 13.16.5.3. Meeting expenses;
  - 13.16.5.4. Per diems;
  - 13.16.5.5. Equipment;
  - 13.16.5.6. Honoraria (to include proposed hourly rate and maximum number of hours).
- 13.16.6. The procedure for considering all project proposals will be as follows:
  - 13.16.6.1. Prior to the AGM, the VP Domestic Development will rank all projects according to merit and relevance within the CLA's current strategic plan and make a recommendation on each project to the Executive Committee.
  - 13.16.6.2. At an Executive Committee meeting prior to the AGM, the Executive Committee will discuss these recommendations and make any necessary changes as agreed upon by the group.
  - 13.16.6.3. At the AGM, the Board of Directors will be presented with the Executive Committee's recommendations regarding project funding and will have the opportunity to suggest and vote on changes.
- 13.16.7. On the last business day of January, the Program Coordinator will provide the VP Domestic Development with a list of projects that have, or are projected to, come in under budget. The VP Domestic Development will then be responsible for proposing a plan to re-allocate the unspent funds. The re-allocation of funds will proceed according to the ranked list of projects that did not receive funding. All re-allocated funds must still be spent by the March 31<sup>st</sup> deadline.

### **13.17. OFFICIAL FEES**

- 13.17.1. At the start of each calendar year, the CLA will invoice its MA/AMAs in the amount of \$15/official for each official registered by that MA/AMA in the

## CLA Operations Manual

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previous calendar year. Payment of these invoices will be due to the CLA Office no later than January 31<sup>st</sup>.

13.17.2. The fees collected will be divided up and allocated as follows:

13.17.2.1. \$10/official to offset the cost of transportation for Referees to National Championships as outlined in Section 24.18.3;

13.17.2.2. \$5/official to offset the cost to develop and maintain the online officiating program.

## **PART II**

### **14. SECTION 14: MARKETING, PROMOTION, COMMUNICATION AND AWARDS**

14.1. The VP Organizational Development shall work with the CLA Executive Director to coordinate the marketing and communication initiatives of the Association.

#### **14.2. MARKETING**

14.2.1. The Association shall engage in efforts to market the sport of lacrosse in terms of:

14.2.1.1. Promotion;

14.2.1.2. Sponsorship, Advertising and Fundraising.

14.2.2. The marketing program shall include all Sectors and other general initiatives.

#### **14.3. PROMOTION**

14.3.1. The CLA shall work to promote the sport of lacrosse through all possible avenues. This includes the publishing of a bulletin, posters, brochures and production of audio-visual resources.

14.3.1.1. Lacrosse Week

14.3.1.1.1. The week which begins on the second Monday in June of each year shall be designated "Lacrosse Week" in Canada.

#### **14.4. SPONSORSHIP, ADVERTISING AND FUNDRAISING**

14.4.1. The aim of this program is to offset operation costs of various programs, bring in additional revenue to the Association, increase the ability of the Association to promote lacrosse, ensure that the Association can fulfill its obligations to the lacrosse community, assist the MAs and AMAs where possible, etc.

14.4.2. There are basically five general areas of concentration of these efforts:

14.4.2.1. general sponsorship and fundraising;

14.4.2.2. program and Sector specific projects;

14.4.2.3. event specific projects such as but not limited to National Championships;

14.4.2.4. publication sponsorship and advertising;

14.4.2.5. special events.

14.4.3. This area encompasses both private and government support.

14.4.4. See the National Championships section of this manual for additional regulations surrounding marketing agreements related to National Championships.

14.4.5. Any person who acquires an approved sponsor for the Association is entitled to a commission, at the discretion of the VP Administration on the gross value of that sponsorship subject to conditions as outlined below:

14.4.5.1. CLA Office staff shall be eligible for the above.

14.4.5.2. Compensation will be awarded where no conflict of interest appears.

14.4.5.3. *Sponsorship agreements of 1 year:*

14.4.5.3.1. If the full amount of sponsorship is received upon the signing of an agreement, a rate of 20% commission will be paid in the first year.

14.4.5.3.2. If an agreement is renewed, a reducing commission will be paid as follows:

14.4.5.3.2.1. 12.5% in the second year

14.4.5.3.2.2. 5% in the third year

14.4.5.3.2.3. 0% in any subsequent years

14.4.5.3.2.4. If an agreement is renewed and the amount of the sponsorship is increased, the previous year's total becomes the base, subject to the reducing commissions as stated above while the difference is subject to the first year commission fee rate.

14.4.5.3.2.5. The new total becomes the base for the following year subject to whatever the reducing commission rate is for that appropriate year.

14.4.5.3.3. If sponsorship revenue is paid over the year, commissions will be based on the amount of the sponsorship received at the time the commissions are calculated.

14.4.5.4. *Multi-year Sponsorship agreements:*

14.4.5.4.1. If the full amount is received upon the signing of an agreement, a rate of 20% commission will be paid on the amount.

14.4.5.4.2. If an agreement calls for multiple payments (i.e.: yearly), commission will be paid upon receipt of the yearly fee based on the reducing scale mentioned above.

14.4.5.4.3. If an agreement is renewed, commissions will be calculated on the reducing scale mentioned above. Each scenario also applies.

14.4.5.5. Agreements which include or are strictly based on Contra, defined as the receipt of services or goods without money changing hands, will be reviewed on an individual basis by the VP Administration to determine the appropriate commission (if any) to be paid.

### 14.5. **COMMUNICATION**

14.5.1. All correspondence to the Association (including all aspects of association business) must be directed to the CLA Head Office.

## CLA Operations Manual

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- 14.5.1.1. All pertinent incoming correspondence as determined by the CLA Executive Director addressed to the Association or its Directors shall be placed on file at the CLA Head Office, with copies distributed as required.
- 14.5.1.2. Any Director receiving or sending correspondence must file a copy with the CLA Head Office, preferably at the time of sending.
- 14.5.1.3. All outgoing correspondence will be kept on file if deemed appropriate by the CLA Executive Director.
- 14.5.2. All rule books and materials used for certification sold by the Association shall be sold through MAs or AMAs. If one does not exist within a particular jurisdiction, the Association will sell these materials within that area or jurisdiction at the same price as it does to its' MA and AMAs.
- 14.5.3. The Association may communicate directly to players for all marketing items related to the game. "Non-marketing" material must be authorized by the MA or AMA before it can be distributed to players.
- 14.5.4. Communication with Sport Canada
  - 14.5.4.1. The CLA Executive Director in consultation with the President will communicate on all policy matters.
  - 14.5.4.2. The VP Administration and the CLA Executive Director will communicate on operational matters.
  - 14.5.4.3. Any Director, MA or AMA who interferes directly, or without prior approval of the President or Directors of the Association, with the financial operation of the Association by dealing directly with the federal minister responsible for Sport Canada or consultant will be indefinitely suspended. Appeals in this circumstance will be heard by the full Board of Directors.
  - 14.5.4.4. Appeal to Sport Canada on funding applications:
    - 14.5.4.4.1. The CLA Executive Director will appeal to the Sport Canada Consultant in writing requesting an explanation for Sport Canada decisions.
    - 14.5.4.4.2. If not satisfactory, a letter will be sent by the CLA Executive Director after consultation with the President, to the Sport Canada Consultant requesting a formal meeting between the President, the CLA Executive Director, the Sport Canada Consultant and their Supervisor.
    - 14.5.4.4.3. If the rationale for the decisions are still not satisfactory, then the Directors of the Association's approval must be obtained prior to using any appeal process including any informal or political process,
    - 14.5.4.4.4. This does not deny the right of private individuals to express concerns on any matter to their Member of Parliament.

### 14.6. **COMMUNICATION WITH INTERNATIONAL LACROSSE FEDERATIONS**

#### 14.6.1. Procedures and principles to be followed:

14.6.1.1. The Association shall take a leadership role at International Federation (IF) Meetings.

14.6.1.2. Attendance at the IF meetings shall be determined by:

14.6.1.2.1. receipt of an agenda in accordance with the advance notice as defined in the IF bylaws or constitution;

14.6.1.2.2. availability of funds.

14.6.1.3. Upon receipt of an agenda, the CLA Executive Director will circulate it to the VP International Competitions.

14.6.1.4. If necessary, input shall be gathered by the VP International Competition from the Executive Committee, MA's and AMA's and the appropriate Sector Chairperson.

14.6.1.5. A written position paper will be prepared on all agenda items requiring a vote.

14.6.1.6. A general briefing shall be given to all Association delegates if necessary.

14.6.1.7. A report on the meeting will be submitted to the Association's Head Office to be included in the AGM package.

### 14.7. **USE OF CLA AND PROGRAM LOGOS**

14.7.1. The CLA has the right to negotiate the rights for use of the CLA logo and all program logos such as, but not limited to, National Teams, Officiating and Coaching.

14.7.2. The phrase "conforms to CLA specifications" may only appear if these rights have been granted.

### 14.8. **CANADIAN LACROSSE HALL OF FAME**

14.8.1. The Association will contribute \$1,000 annually to the Canadian Lacrosse Hall of Fame subject to the submission of a current constitution and bylaws of the Hall, a current financial statement, and minutes of their annual general meeting.

### 14.9. **LESTER B. PEARSON PLAQUE**

14.9.1. This award is dealt with under Section 4.2.4.

### 14.10. **CERTIFICATES OF MERIT**

14.10.1. *Directors* - It is the responsibility of the CLA Head Office to ensure that sufficient certificates are available for presentation to the retiring Directors. During an election year, the Directors not re-elected will receive certificates by mail from the CLA Head Office or be presented in person by a CLA Executive Member or CLA Executive Director at the recipient's home MA Annual Meeting. Outgoing Directors will also be provided with an original commemorative print in recognition of the volunteer contribution to the CLA.

14.10.2. Sector and Standing Committee Chairs – It is the responsibility of the CLA Head Office to ensure that sufficient certificates are available for presentation to retiring Sector and Standing Committee Chairs. The certificates will be sent by mail from the CLA Head Office or be presented in person by a CLA Executive Member or CLA Executive Director at the recipient's home MA Annual Meeting. Outgoing Sector and Standing Committee Chairs will also be provided with an original commemorative print in recognition of the volunteer contribution to the CLA.

14.10.3. *Volunteers* - It is the responsibility of all Sector Chairpersons and MAs or AMAs to forward a list of recipients to the CLA Head Office. The CLA Head Office will ensure the certificates are signed by the current President of the Association or VP Organizational Development and available for presentation to the MA or AMA at the MA or AMA's Annual Meeting. It is the responsibility of the MA or AMA to ensure that all recipients are appropriately presented the certificates.

### 14.11. **CANADIAN SPORTS HALL OF FAME**

14.11.1. It is the responsibility of the VP Organizational Development to ensure that research and follow-up is conducted yearly for nominees into the Canadian Sports Hall of Fame. It is the responsibility of the CLA Head Office to aid this individual in the research portion of the task.

### 14.12. **COPYRIGHT OF MATERIAL**

14.12.1. All materials produced by or for the CLA are copyright protected for the sole benefit of the CLA, for example, the Association, through its coaching sector, develops technical materials to assist in the coaching development in Canada. This information is developed on a project by project basis, using the resources of the Association. In addition to coaching materials, other publications are produced by the Association to assist in the development of the game. These materials, including all publications, marks, symbols and logos are the exclusive intellectual property of the Association.

14.12.2. The Association is entitled to a copyright of this intellectual property under the Copyright Act (R.S. 1985,c.C-42). As the Association has used its resources to produce the material, it also requires control of the material so that it may recover the costs of producing the materials through the sales of its products.

14.12.3. All materials produced by the Association shall have the following inscribed on the finished product:

Copyright © \_\_\_\_\_ (year) by the Canadian Lacrosse Association

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or any information storage or retrieval system without the permission in writing from the Canadian Lacrosse Association.

## CLA Operations Manual

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- 14.12.4. Any reproduction of the Association's materials by MA's or AMA's without the express written approval of the Association will constitute a Code of Conduct Violation as outlined in this Manual.

### 14.13. **SOCIAL MEDIA**

- 14.13.1. The CLA recognizes the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. The *Social Media Guidelines* has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The Association encourages all MAs, AMAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players to explore and engage in social media communities at a level at which they feel comfortable. Approach online worlds in the same way one does the physical one -- by using sound judgment and common sense, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.
- 14.13.2. The CLA expects that all members are aware of and respect the *CLA Social Media Guidelines* (Appendix 25.15)
- 14.13.3. If anyone is found to be in violation of the guidelines to the extent that it is damaging to the CLA, it will be handled using the provisions of Section 6. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined. .



## **PART II**

### **15. SECTION 15: EQUIPMENT REVIEW COMMITTEE**

#### **15.1. MANDATE**

- 15.1.1. formalize the Association's equipment review process;
- 15.1.2. offer manufacturers a review team on lacrosse equipment design and innovations;
- 15.1.3. review lacrosse equipment to determine if it conforms to the Association's existing or proposed playing rules;
- 15.1.4. approve lacrosse equipment for use in Association play

#### **15.2. COMMITTEE MEMBERS**

- 15.2.1. The committee shall be composed of at least one of each of the following:
  - 15.2.1.1. Board member;
  - 15.2.1.2. Executive member;
  - 15.2.1.3. Coaching Representative;
  - 15.2.1.4. Officiating Representative;
  - 15.2.1.5. CLA Executive Director as an ex-officio and non-voting member
  - 15.2.1.6. If the piece of equipment being reviewed is specific to a Sector, the Sector Chairperson may also be consulted.

#### **15.3. DUTIES**

- 15.3.1. review existing and new equipment;
- 15.3.2. make recommendations to manufacturers on possible changes to their equipment;
- 15.3.3. inform manufacturers of their decision in a timely manner.

#### **15.4. AUTHORITY**

- 15.4.1. The Committee has the authority to make decisions on behalf of the Association. All decisions are subject to ratification by the Directors of the Association.
- 15.4.2. Equipment standards and policies set by the Committee and ratified by the Board will be adhered to by all MA's/AMA's without exception.

#### **15.5. ASSOCIATE MEMBERS TO THE COMMITTEE**

- 15.5.1. Associate Member status on the committee will be extended to Manufacturers who express interest. They are entitled to receive all correspondence circulated amongst the review committee, notification of meetings and an opportunity to provide input.

### 15.6. ANNUAL EQUIPMENT REVIEW COMMITTEE MEETING

- 15.6.1. The committee will hold an annual meeting in the month of February.
- 15.6.2. The meeting may be held by teleconference if necessary.
- 15.6.3. Policy changes and rules recommendations will be presented at this meeting, and if passed by the Directors will take effect the next season i.e. regulations or rules presented in February 2004 will become effective for the 2005 season with the following exception:
  - 15.6.3.1. Should it be deemed an important safety or liability issue by the Directors of the Association, the change will take effect immediately.
- 15.6.4. Minutes of the meeting will be circulated to all Committee members and all equipment manufacturers who wished to receive them.
- 15.6.5. The Chairperson of the Committee will provide reports to the Directors of the Association.

### 15.7. SUBMISSION OF EQUIPMENT FOR REVIEW

- 15.7.1. Equipment which meets the current Association specifications does not need to be submitted to the Committee for review. If a piece of equipment is submitted for review, a decision from the Committee will be provided in writing no later than 30 days after the Committee has reviewed the item.

### 15.8. APPEALS

- 15.8.1. Manufacturers have the right to appeal any decision made by the Equipment Review Committee. They must follow the appeals procedure as outline in this Manual.

### 15.9. INSURANCE REQUIREMENTS FOR MANUFACTURERS

- 15.9.1. In order to receive CLA approval for balls and equipment, manufacturers MUST prove they carry AT LEAST \$1,000,000 (1 Million) worth of liability insurance. This proof is required annually and must be submitted by the Annual Equipment Review Committee Meeting held in February. Failure to meet this deadline will result in a loss of CLA approval for a period of time as determined by the Equipment Review Committee.

### 15.10. MEETS CLA STANDARDS VS. CLA APPROVED

- 15.10.1. Manufacturers who are recognized by the Canadian Lacrosse Association, having submitted proof of manufacturer liability insurance, may use the phrase "Meets CLA Requirements" on its' product if the product meets the rules, regulations or policies of the CLA.
- 15.10.2. Manufacturers who are recognized by the Canadian Lacrosse Association, having submitted proof of manufacturer liability insurance, may use the phrase "CLA Approved" on its' product if all of the following criteria have been met:
  - 15.10.2.1. The product meets the rules, regulations or policies of the CLA;

## CLA Operations Manual

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15.10.2.2. The product is submitted to the Equipment Review Committee for review;

15.10.2.3. The results of any tests conducted indicating the standards have been met, when appropriate, are submitted; and

15.10.2.4. A fee of \$100 is submitted.

15.10.2.4.1. This fee will be returned to the manufacturer if the committee determines CLA approval will not be given along with reason



## **PART II**

### **16. SECTION 16: NATIONAL TEAMS**

#### **16.1. GENERAL**

- 16.1.1. The CLA National Team Program Policies and Guidelines have been created to outline the policies, procedures, personnel structure and planning that build the foundation for the CLA's National Team Program. The Canadian Lacrosse Association (CLA), including, but not limited to, national team staff, team members and partners, are expected to reference this document to understand the operation and management requirements for all National Teams.



## **PART II**

### **17. SECTION 17: HUMAN RESOURCES**

#### **17.1. STAFF**

- 17.1.1. The Executive Committee, under the direction of the Board of Directors, hires and supports the full time staff.
- 17.1.2. The VP Administration is responsible for adopting, maintenance and ongoing supervision of all CLA Staff and their respective job descriptions.
- 17.1.3. Job descriptions can be seen in Appendix A of the Human Resource Policy Manual

#### **17.2. HUMAN RESOURCE POLICIES**

- 17.2.1. Human Resource Policies which affect office staff, such as but not limited to criminal records check, anti-harassment, annual vacation, compassionate care leave, persons with a disability, can be found in the CLA Human Resource Policy Manual on file with the CLA Head Office.





## **PART III**

### **18. SECTION 18: BOX SECTOR**

#### **18.1. RULES OF PLAY**

- 18.1.1. All national championships and competitions under the jurisdiction of the Association shall be governed by the Rules of Box Lacrosse as issued by the Canadian Lacrosse Association.
- 18.1.2. For Masters Lacrosse, adjustments to the Rules of Box Lacrosse shall be listed in the Rules of Masters Box Lacrosse issued by the Canadian Lacrosse Association.
- 18.1.3. The rules and regulations of the CLA shall be used by all MA's and AMA's although it is recognized that modifications to the rules and regulations may be used to serve a members' needs with the exception of player's equipment needs and the CLA safety regulations which must be adhered to.
- 18.1.4. Changes to rules of play must follow the procedure as outlined in Section 2 – Amendments to Rules of Play.
- 18.1.5. In all minor box lacrosse (midget & below) it is deemed un-ethical to use an offence/defence tactic while at even strength and any such action can result in suspensions. Offense/Defense is simply defined as ONE, or more players, playing only one end of the floor as a strategic tactic. Replacing the goaltender with another player is not considered a form of Offense/Defense. Special teams on face-offs are not considered a form of Offense/Defense.
- 18.1.6. It is the direct responsibility of all MA'S and AMA'S to advise all coaches that the practice of playing the offence/defence system when even strength is prohibited in Minor Lacrosse in accordance with current CLA operating policy and such action can result in suspensions.
- 18.1.7. All MA'S and AMA'S are responsible to put in place the mechanism for detecting this tactic and setting the length of suspensions as they deem appropriate for the offence. Notwithstanding the suspension guidelines of each member association, the minimum shall not be less than the following:
  - 18.1.7.1. First infraction the offending coach will be issued a warning and the infraction recorded by the MA or AMA.
  - 18.1.7.2. Second offence by the same coach will result in a two game suspension and the infraction recorded.
  - 18.1.7.3. Third offence by the same coach will result in a five game suspension and a hearing by the appropriate forum set by the MA or AMA for possible further discipline action.
- 18.1.8. If, in any minor box lacrosse National event, offence/defence is found to be utilized by a participating coach, they will be issued a verbal warning from the event committee. If they persist in the practice, in either that game, or subsequent games, the game shall be stopped, the coach removed from the

## CLA Operations Manual

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bench and subsequently suspended for the remainder of the event and their name forwarded to the CLA Discipline Committee for further action.

- 18.1.9. It is the direct responsibility of the MA, AMA or their designated authority to ensure that a complete up-to-date record of such infractions is kept.

### 18.2. **COMPETITION STRUCTURE**

#### 18.2.1. *Age Categories*

- 18.2.1.1. Eligibility to compete in programs of the CLA and its MAs and AMAs is governed by the age limits for each category as established by the Sector.

- 18.2.1.2. Competition will be structured in the following categories:

Category	Age
Senior Masters	35 and over
Junior Masters	22 - 34
Senior	Over 21
Junior	21 and under
Intermediate	18 and under
Midget	15 and 16
Bantam	13 and 14
Pee Wee	11 and 12
Novice	9 and 10
Tyke	8 and under

- 18.2.1.3. Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2006 inclusive, the calendar year is 2006. If a player turns 22 years old in 2006, he/she is ineligible to play Junior in 2006

# CLA Operations Manual

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## 18.2.2. *Affiliation Structure*

18.2.2.1. In Section 18.2.2 “team” shall mean a team that plays as a team in a league.

18.2.2.2. The affiliation structure of teams is as follows. The affiliations between teams are listed vertically:

Sr. A	Sr. B	Sr. C	Jr. A	Jr. B
Sr. B	Sr. C	Jr. B	Jr. B	Interm. A
Sr. C	Jr. B	Interm. A	Interm. A	Interm. B
Jr. A	Interm. A	Interm. B	Interm. B	Midget
Jr. B	Interm. B	Midget	Midget	
Interm. A	Midget			

18.2.2.3. Players of affiliated teams shall be eligible to compete with the higher category team in Association play downs provided that a list of applicable affiliations shall be sent to the National Office by the Member/Associate Member Association on or before August 10. The office shall forward a copy of the list(s) to the CLA Convenor and Series Convenor.

18.2.2.4. Unaffiliated players can play with teams of higher category as allowed by their Member or Associate Member Association.

18.2.2.5. Masters Lacrosse will have a two tier structure (Masters-Competitive, and Masters Sportsman) which will be differentiated by the Rules of Play for each tier.

## 18.2.3. *MA or AMA Ratings*

18.2.3.1. A Rating is set by the Box Sector and it identifies a type of team that an MA or AMA may send to CLA National Championships or Competitions. The three Types of teams are:

18.2.3.1.1. Type 1 Team: A club with allowance to pick up players from a lower category affiliated team as defined in this section.

18.2.3.1.2. Type 2 Team: A club with allowance to pick up a maximum three (3) players from the same category and maximum three (3) players from a lower category affiliated team as defined in this section.

18.2.3.1.3. Type 3 Team: An all star or select team in which all players in a given category are eligible. The players must be duly registered with the MA or AMA which they represent.

### 18.3. **PLAYER ELIGIBILITY**

- 18.3.1. July 1 shall be the final date for signing or releasing of players **within** a MA or AMA with the following exception:
  - 18.3.1.1. signed players released from any team **within** a MA or AMA before July 1 can be signed by another team **within** that MA or AMA on or before July 15, and shall be eligible to compete in CLA competitions.
- 18.3.2. Any player securing a release from his MA or AMA can sign with another team within another MA or AMA and still be eligible to compete in CLA competitions provided his release was secured and registered according to the guidelines of the Inter-Member or Associate Member Transfer policy in this Section.
- 18.3.3. Masters players must be registered and in good standing with a Member/Associate Member by July 1 of the competitive year.

### 18.4. **INTER-MEMBER OR ASSOCIATE MEMBER TRANSFERS**

- 18.4.1. The CLA recognizes that all players wishing to play lacrosse in Canada have the privilege to do so provided certain conditions are met. This policy only applies to post-Bantam (i.e. midget and higher) aged players and above.
  - 18.4.1.1. These conditions are not meant to completely restrict the movement of players between Member Association/Associate Member Associations (MA/AMA) however the CLA recognizes that restrictions are necessary to help with the development of players within Members/Associate Members Associations. This policy strikes a balance between complete restriction and the free movement of players.
  - 18.4.1.2. This policy only governs movement of players between MA/AMA's. The CLA maintains no authority for player movement within an MA/AMA with the exception of rules related to the CLA negotiation list.
  - 18.4.1.3. Players who do not sign a playing card for five years within an MA or AMA and does not play lacrosse in any other jurisdiction, either inside the CLA or outside, is free to move without a CLA transfer. An email from the previous MA is required to verify that the player is a Member in good standing prior to the player participating in sanctioned events.
- 18.4.2. Transfers will only be permitted between the first Wednesday of March and must be completed by 11:59PM EST two business days prior to July 1st of any given calendar year.
- 18.4.3. A transfer is not complete until the transfer process as outlined in this Section has been completed.
- 18.4.4. Once a player's transfer is complete, all rights associated with said player belong to the receiving MA or AMA with the following exception:
  - 18.4.4.1. The player can only play at the level at which he was traded/released for the remainder of the season (i.e.: no playing up or down) unless the upper level of lacrosse is not available in the jurisdiction he is transferring from.

## CLA Operations Manual

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After the season is completed, the player can move freely within the MA/AMA subject to the member/associate member association's policies.

- 18.4.5. No team shall permit a player from another MA/AMA to play a league or playoff game within its jurisdiction unless the player has obtained a complete transfer in accordance with these rules. Any alleged violation of this rule shall be referred to the CLA Discipline Committee and a proven violation is subject to a fine of \$5,000 to the team and the suspension of the player and the responsible team personnel. Pending the decision of the Discipline Committee, upon it being determined by the VP Domestic Competition that the player played without a complete transfer, the player, the General Manager and/or the Head Coach shall be suspended.
- 18.4.6. A participant may move from one MA/AMA's jurisdiction to another and be eligible to play under the following circumstances:
  - 18.4.6.1. The player is not on a negotiation list as defined in this Section and is a member in good standing within his current MA/AMA – i.e.: free agent. The player must have his/her current Member Association/Associate member sign a transfer form confirming that the player is in good standing.
  - 18.4.6.2. An agreement to release the player has been reached between the team holding the rights to the individual as indicated on a negotiation list as defined in this Section and the team wishing to acquire those rights.
  - 18.4.6.3. A player who has signed a playing card for the current season or is on a negotiation list must receive a release from the team he was signed or that placed him on a negotiation list, as the case may be.
  - 18.4.6.4. The player changes his residence from one MA's or AMA's jurisdiction to another prior to December 31 where the primary purpose or reason for the move is not to play lacrosse or the player was previously transferred but continued to reside in the transferor MA/AMA while playing in the transferee MA/AMA and that continued residency was not for the primary purpose or reason of playing lacrosse.
    - 18.4.6.4.1. Players may be required to provide confirmation of the purpose or reason for the move or the continued residency. This proof may be requested anytime during the course of the season. This proof must be supplied within 7 days of request by the Transfer Review Committee as defined in this Section. Should it be deemed that the move or residency was not legitimate, the player will be suspended for the balance of the season and the incident will be referred to CLA Discipline Committee.
    - 18.4.6.4.2. The Transfer Review Committee has directed the transfer due to exceptional circumstances.
  - 18.4.6.5. Players under the age of 18 must have a document signed by their parent or guardian granting permission for the player to move, if said player's parent or guardian is not also moving.

- 18.4.6.6. A player who has applied for a transfer to a team and has been denied may not, unless that team and the MA/AMA owning the player's rights have agreed to the transfer, apply for a transfer to the same team in the same year.

### 18.4.7. *Conditional Releases*

- 18.4.7.1. Player transfers that contain conditions such as but not limited to one (1) year releases are considered to have been met or completed by September 30th of the final season that the condition applies to.
- 18.4.7.2. As of October 1, if the conditions are met and the player is in good standing within the MA or AMA who he was registered with for the season, his playing rights revert back to his previous MA or AMA.

### 18.4.8. *Negotiation Lists*

- 18.4.8.1. Each MA or AMA must file annually with the CLA Head Office, a list of players requiring negotiated releases in the format as defined in this section. The deadline for the submission of this list will be February 24<sup>th</sup> of each calendar year. A draft Master List will be created and forwarded to all MAs or AMAs for MA or AMA viewing only by the first Wednesday of March. A final Master List will be released for public viewing once all duplications have been resolved in cooperation with the MAs and AMAs.
- 18.4.8.2. No player can appear on more than one negotiation list at a time, regardless of level.
- 18.4.8.3. A player who is on a negotiation list who does not sign a playing card for the current season within an MA or AMA and does not play lacrosse in any other jurisdiction, either inside the CLA or outside, is free to move without negotiation the following year provided he is a member in good standing within the previous MA or AMA.
- 18.4.8.4. For the purpose of the transfer policy, a refusal to sign a playing card is deemed not to be a valid reason for a suspension outside of the MA or AMA.
- 18.4.8.5. For Senior A, a team's negotiation list shall not exceed thirty five (35).
- 18.4.8.6. For Senior B, a team's, negotiation list shall not exceed twenty five (25) individuals.
- 18.4.8.7. For Senior C, a team's negotiation list is not to exceed twenty five (25) individuals.
- 18.4.8.8. For Junior A, a team's negotiation list is not to exceed twenty five (25) individuals.
- 18.4.8.9. For Junior B, a team's negotiation list is not to exceed twenty five (25) individuals.
- 18.4.8.10. The MA's or AMA's negotiation lists will be submitted electronically in Microsoft Excel, in table format with the following fields completed:

## CLA Operations Manual

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- 18.4.8.10.1. Last Name, First Name, Protected By, Contact Info (e-mail of who to enquire about release of player), Member Assoc., Level (Sr. A/B/C or Jr. A/B and Holdout (Sr. A only).
- 18.4.8.11. Failure of a MA or AMA to submit a negotiation list by the deadline will result in players being considered free agents able to move without negotiation provided that such players still must have their previous MA/AMA sign a transfer form confirming their good standing.
- 18.4.9. *Limit on Imports in Junior*
  - 18.4.9.1. No team shall have on its negotiation list or its 25 player roster more than five (5) players in total who have been acquired by an inter-member association or associated member transfer with the following exceptions. The limit is two (2) imports for Jr. A only.
    - 18.4.9.1.1. where a player moves to another MA's or AMA's jurisdiction to play at a higher level or category which does not exist in the first MA or AMA, they will not count towards the total number of imports.
    - 18.4.9.1.2. where a player who has been transferred is an import in one playing season but, without signing a playing card in a subsequent season in the MA/AMA to which he was transferred, is transferred back to the original MA/AMA, that player will not be classified as an import in that original MA/AMA.
    - 18.4.9.1.3. If a team wishes to have the status of a player reclassified from an import to non-import it may apply to the Transfer Review Committee by submitting an application to the Transfer Review Committee along with a cheque for \$250.00 for each player, to the CLA Head Office. The Committee may return the \$250.00 in the event of success.
      - 18.4.9.1.3.1. The committee will review and respond to all requests within seven (7) business days upon receipt in the CLA Office. The decision of the committee may be appealed following the CLA appeals policy as defined in this manual
  - 18.4.9.2. When a club has exercised their 5 import team limit on the negotiation list they may not drop one of these players to add a 6<sup>th</sup> player. The limit is 2 imports for Jr. A only.
  - 18.4.9.3. Teams caught with more than 5 imports on their negotiation list or roster will face the following sanctions. The limit is 2 imports for Jr. A only.
    - 18.4.9.3.1. \$1,500 fine per game that the team played;
    - 18.4.9.3.2. suspension of all import player(s), head coach and or general manager until such time as they comply with the policy.
    - 18.4.9.3.3. Further discipline as determined by the CLA Discipline Committee, such as, but not limited to:



## CLA Operations Manual

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18.4.9.3.3.1. Forfeiture of the right to participate in CLA National Championships

### 18.4.10. *Limits on Imports in Senior B*

18.4.10.1. No Sr. B team shall have on its 25 player roster more than two (2) players in total who have been acquired by an inter-member association or associated member transfer and who have, in either of the previous two seasons, played Senior A and are 35 or under with the following exceptions:

18.4.10.1.1. Where a player who has been transferred in one playing season but, without signing a playing card in a subsequent season in the MA/AMA to which he was transferred, is transferred back to the original MA/AMA;

18.4.10.1.2. The status of a player is reclassified from an import to non-import by the Transfer Review Committee. An application may be made to the Transfer Review Committee by submitting it, along with a cheque for \$250.00 for each player, to the CLA Head Office. The committee will review and respond to all requests within seven (7) business days upon receipt in the CLA Office. The Committee will return the \$250.00 in the event of success. The decision of the committee may be appealed following the CLA appeals policy as defined in this manual.

18.4.10.2. Breach of this policy will result in the following sanctions:

18.4.10.2.1. \$1,500 fine per game that the team played;

18.4.10.2.2. Suspension of all import player(s), head coach and or general manager until such time as they comply with the policy.

18.4.10.2.3. Further discipline as determined by the CLA Discipline Committee.

### 18.4.11. *Tampering*

18.4.11.1. Prior to the submissions of the negotiation lists, no team or agent of the team from any MA or AMA may communicate with or allow to tryout or participate in its training camp, practices, intra-squad games or exhibition game, a player from another MA or AMA without first having received written permission by either e-mail or fax from the team or league commissioner with which said player was last registered, prior to that player's participation. The exception to this is in the case where the player initiates the communication, in which case the team or agent of the team must advise the player that no further communications may be had unless the written permission has been obtained and the team or agent of the team may contact the team or league commissioner to request written permission.

18.4.11.2. After the submissions of the negotiation lists, no team or agent of the team from any MA or AMA may communicate with or allow to tryout/participate



in its training camp, practices, intra-squad games or exhibition game, a player from another MA or AMA negotiation list without first having received written permission by either e-mail or fax from the team or league commissioner with which said player was last registered as per the negotiation list, prior to that player's participation. The exception to this is in the case where the player initiates the communication, in which case the team or agent of the team must advise the player that no further communications may be had unless the written permission has been obtained and the team or agent of the team may contact the team or league commissioner to request written permission.

18.4.11.3. Failure to comply with this policy will result in:

- 18.4.11.3.1. an automatic fine of one thousand five hundred dollars (\$1,500.00) to the offending team, payable to the CLA within 30 days of notification by the CLA office. The CLA will then forward the fine to the offended team; and
- 18.4.11.3.2. further disciplinary action or sanctions as determined by the CLA Disciplinary Committee. These sanctions may include one or more of the following:
  - 18.4.11.3.2.1. An additional fine;
  - 18.4.11.3.2.2. A ten (10) game suspension to the head coach of the offending team;
  - 18.4.11.3.2.3. A suspension for a period of up to one (1) year to the responsible team officials of the offending team

18.4.11.4. The charge of tampering must be filed by the offended team within 7 days of the offended team discovering the occurrence of the tampering to the CLA in accordance with the CLA Discipline procedure. The burden of proof is with the team filing the tampering charge.

18.4.11.5. Any charge of tampering deemed to be frivolous by the CLA Discipline Committee will result in a penalty being assessed as per the discipline policy.

### 18.4.12. *Transfer Review Committee*

18.4.12.1. Will review and resolve all disputes as directed by the transfer policy. The Transfer Review Committee has the authority to make rulings in the event of disputes about which provincial negotiation list a player should be on. The Transfer Review Committee will not be used for hearing any discipline related issues. However, the committee may forward on its findings to the CLA for further action if the committee deems it appropriate.

18.4.12.2. Will consist of the following individuals:

- 18.4.12.2.1. Box Sector Chair (Chair of the committee);
- 18.4.12.2.2. CLA VP Domestic Competition;
- 18.4.12.2.3. CLA Past President;

## CLA Operations Manual

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- 18.4.12.2.4. Should any of the CLA members not be able to sit on the committee, replacements will be appointed by the CLA President.
- 18.4.12.3. All interested parties are entitled to notice of the meeting and may participate in said meeting. The presidents of each MA or AMA involved are entitled to be represented.
- 18.4.12.4. All submissions to the committee must be accompanied with a cheque of Five Hundred dollars (\$500) or, in the case of an “exceptional circumstances” application, Two Hundred and Fifty (\$250). Should the Transfer Review Committee rule in favour of the applicant, a refund of Five Hundred dollars (\$500) will be made to the applicant and Two Hundred and Fifty dollars (\$250) will be billed to the MA or AMA who originally denied the transfer and, in the case of success on an “exceptional circumstances” application, the \$250 may be returned.
- 18.4.12.5. The committee will review and respond to all requests within seven (7) business days upon receipt at the CLA Head Office.
- 18.4.12.6. The decision of the committee may be appealed following the CLA Appeals policy as defined in this Manual.
- 18.4.13. *Right of Appeal of a Denied Transfer*
  - 18.4.13.1. Should a team or player believe there are exceptional circumstances regarding the denial of a transfer, they can apply to the Transfer Review Committee, as defined in this Section, stating the exceptional circumstances. Grounds for permitting the transfer under the exceptional circumstance clause include but are not limited to the following:
    - 18.4.13.1.1. Player wants to play at a higher level of lacrosse than what is available within their current MA/AMA or is on a negotiation list of a team but wants to move to a team in another MA/AMA which is at a higher level;
    - 18.4.13.1.2. Health reasons;
    - 18.4.13.1.3. Compassionate reasons
  - 18.4.13.2. The Transfer Review Committee will not determine matters of compensation unless a transfer is granted under the Right of Appeal of a Denied Transfer in this Section and the determination of compensation is warranted.
  - 18.4.13.3. All applications and fees must be received by the CLA Head Office within seven (7) business days of the occurrence of denial.
- 18.4.14. *Transfer Process*
  - 18.4.14.1. Player fills out transfer form on-line at [www.lacrosse.ca/transfers.asp](http://www.lacrosse.ca/transfers.asp) and MUST submit it to the CLA Head Office to start the process.
  - 18.4.14.2. Upon receipt of the transfer, the CLA Head Office will forward via e-mail the information to the MA's or AMA's office who currently owns his playing

rights. This will be done within 24 hours for transfers submitted from Sunday to Thursday. Transfers received Friday and Saturday may take 48 hours to begin.

18.4.14.3. The MA or AMA owning his rights will complete Section 2 of the transfer form and submit it back to the CLA Head Office. The MA or AMA must submit the form to the CLA Head Office within 10 business days of receipt. If not submitted, it will be assumed that there are no issues and the player is free to move to the other MA or AMA.

18.4.14.4. Upon receipt of the form or the 10 business days have expired, the Office will send the form to the MA or AMA the player wishes to transfer too within 24 hours to complete section 3.

18.4.14.5. The receiving MA or AMA will have 10 business days to complete the form and return it to the office. Any conditions that affect the status of the player in regard to which MA or AMA holds his rights subsequent to the transfer must be clearly set out on the face of the transfer form and, if those terms or conditions are not set out on the face of the form, the terms and conditions are unenforceable. If the form is not returned, it will be assumed that the transfer is not accepted and the player will remain the property of the team he is protected by.

18.4.14.6. If the receiving MA/AMA accepts the transfer, the transfer is complete when the receiving MA/AMA communicates their acceptance to the CLA Office.

18.4.14.7. The receiving MA or AMA shall file the completed transfer within 2 business days of acceptance and the CLA Head Office will then invoice the receiving MA or AMA for the transfer fee.

### 18.5. **NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

18.5.1. See the National Championship section of this manual for rules and regulations on national championships and competitions.

### 18.6. **PLAYER REMUNERATION**

18.6.1. The Canadian Lacrosse Association and all its member organizations agree and confirm that lacrosse in Canada is an amateur sport.

18.6.2. Failure to comply with this policy will result in:

18.6.2.1. Disciplinary action or sanctions as determined by the CLA Discipline Committee. Upon finding of guilt, there will be a minimum fine of one thousand five hundred dollars (\$1,500.00) payable to the CLA within 30 days of notification by the CLA office; and additional sanctions may include one or more of the following:

18.6.2.1.1. An additional fine;

18.6.2.1.2. A suspension or expulsion to the player having been found guilty of accepting payment;

# CLA Operations Manual

- 18.6.2.1.3. A suspension or expulsion to the responsible team officials of the offending team
- 18.6.2.2. The complaint of player remuneration must be filed with the CLA within 7 days of the discovery of the occurrence of the remuneration in accordance with the CLA Discipline procedure. The burden of proof is on the complainant.
- 18.6.2.3. Any charge of player payment found to be frivolous by the CLA Discipline Committee will result in a penalty being assessed as per the discipline policy.

## 18.7. BOX LACROSSE MINIMUM COACHING STANDARDS

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
Mini-Tyke	Community Initiation Trained	N/A	N/A
Tyke	Community Initiation Trained	N/A	N/A
Rec/House League	Community Development Trained	N/A	N/A
Novice	Community Development Trained	N/A	N/A
Pee Wee	Community Development Trained	Competitive Introduction Certified	N/A
Bantam	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Midget	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Intermediate	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Junior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
Category	Community Initiation	Community Development	Competitive Introduction/Development
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

### NOTES

Head Coaches and Assistant Coaches will be held to the same standard at **ALL** levels.

# CLA Operations Manual

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Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

A third year coach must be 'Certified' (if required above)

**Competitive Development is a new CLA program, therefore:**

The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2012

**In 2012, the following will apply to LFs requiring Competitive Development:**

A first or second year coach may be 'In-Training'

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'



## **PART III**

### **19. SECTION 19 – MEN’S FIELD LACROSSE**

#### **19.1. RULES OF PLAY**

- 19.1.1. All games and competitions under the jurisdiction of the Association shall be governed by the International Lacrosse Rules as issued by the Federation of International Lacrosse (FIL), with specific exceptions as listed in this Manual.
- 19.1.2. All playing rules pertaining to competitions under the jurisdiction of the Association shall be binding on all Member and Associate Member Associations. All regulations, resolutions and their interpretations, made or adopted by the Association shall be binding on all Member Associations and Associate Member Associations.
- 19.1.3. Changes to the specific exceptions referred to in 19.1.1 must follow the procedure as outlined in Section 2.22.4 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by the FIL must follow the procedure as outlined in section 2.22.5 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by the Federation of International Lacrosse.

#### **19.2. PLAYER ELIGIBILITY**

- 19.2.1. Players must be duly registered with their respective MAs or AMA's by August 15 (Youth) and September 10 (Senior) of the competing year in order to be eligible to play in the National Competitions.
- 19.2.2. Players must have played a minimum of three (3) games with the competing team in the current or previous season in order to be eligible for the Canadian National or Invitational Competitions.
- 19.2.3. Players wishing to play in a province or jurisdiction other than their home province or jurisdiction must follow the proper transfer procedures as outlined in this section. A copy of the release documentation must be attached to the player's registration form at the Competitions.
- 19.2.4. Non-Canadian players shall have residency in a province or jurisdiction twelve (12) months prior to the start of national competitions in order to play with that MA's or AMA's team.

#### **19.3. INTER-MEMBER OR ASSOCIATE MEMBER TRANSFERS**

- 19.3.1. A participant may move from one MA's or AMA's jurisdiction to another and be eligible to play Men's Field Lacrosse under the following circumstances:
  - 19.3.1.1. A participant who has signed an MA or AMA certificate or registration for men's field lacrosse for the current year or previous year must obtain a CLA inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MA's or AMA's involved and the CLA prior to commencing play in the receiving MA / AMA.

- 19.3.1.2. Any player who makes a permanent residence change from one MA's or AMA's jurisdiction to another prior to July 15 of the current season must be granted a release from their prior team upon request.
- 19.3.1.3. A participant who has not signed an MA or AMA certificate or registration in either the current year or past year may sign with any MA or AMA.
- 19.3.1.4. No MA or AMA shall permit any participant from another MA or AMA to play within its jurisdiction unless that participant has obtained an inter-member release or an inter-member transfer approved by the respective parties. Violation of this policy shall be referred to the CLA Discipline Committee
- 19.3.1.5. All conditions relating to transfers must be completed and signed by all parties and filed with MA's or AMA's and the CLA Head Office prior to final approval.
- 19.3.1.6. Any player who moves to another Member's jurisdiction under must first obtain a release from his MA or AMA prior to playing in the receiving MA or AMA verifying the current status of the participant in the departing MA or AMA. The verification of status from the departing MA or AMA will indicate if the participant left in good standing. Outstanding obligations or suspensions and sanctions must be indicated on the transfer form. The verification of the registration by the receiving MA or AMA is a confirmation of the registration.

#### 19.4. **COMPETITION STRUCTURE**

##### 19.4.1. *Age Categories*

- 19.4.1.1. Eligibility to compete in programs of the CLA and its MA and AMAs is governed by the age limits for each category as established by the Sector.
- 19.4.1.2. Competition will be structured in the following categories:

<b>Senior Competitions</b>	
<b>Categories</b>	<b>Age</b>
Masters	35 and over
Senior	Over 19

<b>Junior/Youth Competitions</b>	
<b>Categories</b>	<b>Age</b>
Junior Men (U19)	19 and under
Midget Field	15 and 16
Bantam Field	13 and 14
Pee Wee Field	11 and 12
Novice Field	9 and 10
Tyke Field	7 and 8
Mini-Tyke Field	5 and 6



19.4.1.3. Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2006 inclusive, the calendar year is 2006. If a player turns 20 years old in 2006, he is ineligible to play Junior in 2006.

19.4.1.4. For a team to be eligible to compete for the Ross Cup or the Victory Trophy they must have no more than 5 (five) Division 1 players on their team. A Division 1 player is defined as a player who has played in the current calendar year on any of the following:

19.4.1.4.1. Member of the Canadian, US or Iroquois National Team

19.4.1.4.2. National Lacrosse League team,

19.4.1.4.3. Major Lacrosse League team,

19.4.1.4.4. An NCAA men's lacrosse team.

### 19.4.2. *MA or AMA Ratings*

19.4.2.1. A Rating is set by the Men's Field Lacrosse Sector and it identifies a type of team that an MA or AMA may send to CLA National Championships or Competitions. The three Types of teams are:

19.4.2.1.1. Type 1 Team: A club with allowance to pick up players from a lower category affiliated team.

19.4.2.1.2. Type 2 Team: A club with allowance to pick up a maximum three (3) player from the same category and maximum three (3) players from a lower category affiliated team.

19.4.2.1.3. Type 3 Team: An all star or select team in which all players in a given category are eligible. The players must be duly registered with the MA/AMA, which they represent.

## 19.5. **NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

19.5.1. See the National Championship section of this manual for rules and regulations on national championships and competitions.

# CLA Operations Manual

## 19.6. MEN'S FIELD LACROSSE MINIMUM COACHING STANDARDS

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
Rec/House League	Community Development Trained	N/A	N/A
Mini-Tyke	Community Development Trained	N/A	N/A
Tyke	Community Development Trained	N/A	N/A
Novice	Community Development Trained	N/A	N/A
Pee Wee	Community Development Trained	N/A	N/A
Bantam	Community Development Trained	N/A	N/A
Midget	Community Development Trained	Competitive Introduction Certified	N/A
U-19	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
Category	Community Initiation	Community Development	Competitive Introduction/Development
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

### NOTES

Head Coaches and Assistant Coaches will be held to the same standard at **ALL** levels

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

A third year coach must be 'Certified' (if required above)

**Competitive Development is a new CLA program, therefore:**

The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2013

**In 2013, the following will apply to LFs requiring Competitive Development:**

A first or second year coach may be 'In-Training'

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

## **PART III**

### **20. SECTION 20: WOMEN'S FIELD SECTOR**

#### **20.1. RULES OF PLAY**

- 20.1.1. All games and competitions under the jurisdiction of the Association shall be governed by the International Lacrosse Rules as issued by the Federation of International Lacrosse (FIL), with specific exceptions as listed in this Manual.
- 20.1.2. All playing rules pertaining to competitions under the jurisdiction of the Association shall be binding on all Member and Associate Member Associations. All regulations, resolutions and their interpretations, made or adopted by the Association shall be binding on all Member Associations and Associate Member Associations.
- 20.1.3. Changes to the specific exceptions referred to in 20.1.1 must follow the procedure as outlined in Section 2.22.4 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by the FIL must follow the procedure as outlined in Section 2.22.5 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by the Federation of International Lacrosse.

#### **20.2. COMPETITION STRUCTURE**

##### **20.2.1. *Age Categories***

- 20.2.1.1. Eligibility to compete in programs of the CLA and its MAs and AMAs is governed by the age limits for each category as established by the Sector.
- 20.2.1.2. Competition will be structured in the following categories:

<b>Category</b>	<b>Age</b>
Senior	Open
Junior	19 and under

- 20.2.1.3. Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2006 inclusive, the calendar year is 2006. If a player turns 20 years old in 2006, he is ineligible to play Junior in 2006.

#### **20.3. PLAYER ELIGIBILITY**

- 20.3.1. Players must be registered with their respective MAs or AMAs by the guidelines established in each MA or AMA. In order to be eligible to play in a National Championship Tournament, the player must be registered with the MA or AMA no later than one (1) month prior to the commencement of the tournament.
- 20.3.2. Players wishing to play in a province or jurisdiction other than their home province or jurisdiction, must follow the proper transfer as outlined in this

section. A copy of the release documentation must be attached to the player's registration form at the tournament.

- 20.3.3. Non-Canadian players must have residency in a province or jurisdiction six (6) months prior to the start of national championships in order to play with that MA's or AMA's team.

### 20.4. **INTER-MEMBER OR ASSOCIATE MEMBER TRANSFERS**

- 20.4.1. A participant may move from one MA's or AMA's jurisdiction to another and be eligible to play Lacrosse under the following circumstances.
  - 20.4.1.1. A participant who has signed an MA or AMA certificate or registration for the current year must obtain a CLA inter-provincial release from the club with whom they have signed, and an inter-provincial transfer approved by the MAs or AMAs involved and the CLA prior to commencing play in the receiving MA or AMA.
  - 20.4.1.2. A participant who has not signed an MA or AMA certificate or registration for the current year must obtain an inter-provincial transfer, prior to commencing of play in the receiving province, verifying the current status of the participant by the MA or AMA involved. Such verification to be provided not later than 14 days from receipt of the transfer request. The verification of status by the departed MA or AMA will indicate if the participant left in good standing. Outstanding obligations or suspensions and sanctions must be indicated on the transfer form. The verification of the registration by the receiving MA or AMA is a confirmation of the registration.
  - 20.4.1.3. Where a player has requested a transfer or release and been refused, (a non-response by MA to a properly submitted release or transfer request shall be considered a refusal), the player may appeal to the Sector Chairperson or in his absence, the VP Domestic Competitions, who will consult with the MAs or AMAs and render a decision to the parties within 7 days of receipt of the appeal request. If there are circumstances which need to be searched out or verified, with explanation, the response may be longer. The receiving MA or AMA may render the appeal on behalf of the participant, supplying copies of all required documentation. Upon notification of appeal, each involved team shall be responsible to forward \$100.00 to the CLA Head Office. The winner of the appeal shall have their \$100.00 returned.
- 20.4.2. A participant who has not signed an MA or AMA certificate or registration in either the current year or past year may sign with any MA or AMA.
- 20.4.3. No MA or AMA shall permit any participant from another MA or AMA to play within its jurisdiction unless that participant has obtained an inter-member transfer approved by the Association. Violation of this policy shall be referred to the CLA Discipline Committee with a recommended fine of up to \$1,000 and suspension of the party(s) responsible for the balance of the current season.

# CLA Operations Manual

20.4.4. No team from any MA or AMA may lose more than one (1) player by transfer in any one year. The one player per year rule does not apply to the following type of transfer/release:

20.4.4.1. any player who is transferred/released on a bonafide transfer

20.4.4.2. player directly released as a result of negotiations between two teams

20.4.4.3. players who have not signed registration cards in either the current or past year

20.4.4.4. player who resides in the receiving province at February 1 of the current year.

20.4.5. All conditions relating to transfers must be completed and signed by all parties and filed with MAs or AMAs and the CLA prior to final approval.

## 20.5. NATIONAL CHAMPIONSHIPS AND COMPETITIONS

20.5.1. See the National Championship section of this manual for rules and regulations on national championships and competitions.

## 20.6. WOMEN'S FIELD LACROSSE MINIMUM COACHING STANDARDS

Category	Club Minimum Standard		Provincial Teams Minimum Standard		National Teams Minimum Standard	
	Head Coach	Assistant Coach	Head Coach	Assistant Coach	Head Coach	Assistant Coach
Rec/House League	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
5 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
8 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
11 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
15 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
17 and under	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	N/A	N/A
19 and under	Comp-Intro Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified
Senior	Comp-Intro Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified
Category	Community Initiation		Community Development		Comp-Intro/Comp-Dev	
Learning Facilitators	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Dev Certified	Comp-Dev Certified

\* Any fifth year coach must be Comp-Intro In-Training; any sixth year coach must be Comp-Intro Trained.

## CLA Operations Manual

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### **NOTES**

Comm-Dev = Community Development

Comp-Intro = Competition Introduction

Comp-Dev = Competition Development

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

A third year coach must be 'Certified' (if required above)

### **Competitive Development is a new CLA program, therefore:**

The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2014

### **In 2014, the following will apply to LFs requiring Competitive Development:**

A first or second year coach may be 'In-Training'

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

Note: Policy 20.6 will be reviewed prior to the 2018 playing season.

## **PART III**

### **21. SECTION 21: INTERCROSSE SECTOR**

#### **21.1. RULES OF PLAY**

- 21.1.1. All games and competitions under the jurisdiction of the Association shall be governed by the International Intercrosse Rules as issued by the Federation International Inter-Crosse (FIIC) with specific exceptions as listed in this Manual.
- 21.1.2. All playing rules pertaining to competitions under the jurisdiction of the Association shall be binding on all Member and Associate Member Associations. All regulations, resolutions and their interpretations, made or adopted by the Association shall be binding on all Member Associations and Associate Member Associations.
- 21.1.3. Changes to rules of play must follow the procedure as outlined in Section 3 – Amendments to Rules of Play.

#### **21.2. COMPETITION STRUCTURE**

##### **21.2.1. *Age Categories***

- 21.2.1.1. Eligibility to compete in programs of the CLA and its MAs and AMAs is governed by the age limits for each category as established by the Sector.
- 21.2.1.2. Competition will be structured in the following categories:

<b>Category</b>	<b>Age</b>
Adult	Over 19
Junior	19 and under
Youth	13 and under

- 21.2.1.3. Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2006 inclusive, the calendar year is 2006. If a player turns 20 years old in 2006, he/she is ineligible to play Junior in 2006.

#### **21.3. NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

- 21.3.1. See the National Championship section of this manual for rules and regulations on national championships and competitions.





## **PART III**

### **22. SECTION 22: COACHING SECTOR**

#### **22.1. NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)**

- 22.1.1. The Coaching Association of Canada (CAC) established the NCCP which is a coach training and certification program for 65 different sports.
- 22.1.2. NCCP workshops are designed to meet the needs of all types of coaches, from the first-time coach to the head coach of a national team.
- 22.1.3. The NCCP is the recognized national standard for coach training and certification in Canada. As part of the program, all coaches are trained in ethical decision-making and sport safety.
- 22.1.4. The NCCP is made up of three coaching streams and a total of eight contexts, each with its own coaching requirements. Each sport is responsible for identifying how many of the eight contexts are relevant to their sport. The streams are as follows:
  - 22.1.4.1. *Stream 1 – Community Coach:* Coaches in the Community Sport stream typically become involved on a voluntary (and often short-term) basis because their children participate in a sport. They tend to work with participants of all ages who are new to the sport. The Community Sport stream has two coaching contexts: Initiation and Ongoing participation.
  - 22.1.4.2. *Stream 2 – Competitive Coach:* Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions. The Competition stream has three coaching contexts: Introduction, Development, and High performance.
  - 22.1.4.3. *Stream 3 – Instruction:* Coaches in the Instruction stream must have sport-specific skills and training, whether coaching at the beginner or advanced skill levels. Many are former participants in the sport. The Instruction stream has three contexts: Beginners, Intermediate performers, and Advanced performers.
  - 22.1.4.4. The CLA has defined Community Coach – Ongoing Participation as Community Coach – Development.
- 22.1.5. The NCCP program consists of a Training session followed by an Evaluation procedure before complete NCCP Certification is awarded. In some streams the Training & Evaluation is conducted by the MA or AMA and in others it is a combination of MA or AMA and CAC responsibility. The Ethics evaluation is conducted by CAC.
- 22.1.6. The development of the program and training of Master Learning Facilitators (MLF) is a CLA responsibility. The training of the Learning Facilitators (LF) and delivery of the program rests with the MAs or AMAs. MAs and AMAs without MLF'S within their association can request assistance with their training requirements from the CLA or another MA or AMA. Facilitators

## CLA Operations Manual

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trained in this matter will fall under the direct supervision of the Coaching Coordinator who will fill all the obligations outlined in the MLF Job Description in this Section.

- 22.1.6.1. The minimum standards for coaches to be trained as Learning Facilitators are laid out in the CLA's Master LF/Evaluator Guide. When an MA wishes to train new Learning Facilitators, they must first provide the list of candidates to the CLA office for confirmation that they meet the minimum requirements to become an LF. This list will be reviewed by the CLA Program Coordinator, Coaching Sector Chair and the VP Domestic Development.
- 22.1.7. When a coach attends a training session (clinic), he or she shall be considered "In-training". When he or she has successfully completed the evaluation workbook, he or she will be considered "Trained". He or she must submit the evaluation workbook by March 31<sup>st</sup> of the following year. Failure to do so will result in the revocation of his or her "In-Training" status. When he or she has completed the prior two steps and has successfully completed the additional evaluations as set down by CAC, he or she will be considered "Certified"
- 22.1.8. Coaches who wish to bypass either the Community Development or Competitive Introduction course may apply to challenge the evaluation component of the course in question. This application must be sent to their respective MA/AMA, who may approve or deny the request. A copy of the challenge application should be attached to the evaluation workbook when submitted to the CLA Office for evaluation.
- 22.1.9. Under the auspices of the CLA, the CLA's NCCP operates as a structured progressive system through which Lacrosse coaches can upgrade their knowledge and skills.
- 22.1.10. Minimum coaching certification standards are set for the Box Minor, Box Senior, Men's Field, Women's Field and Intercrosse Sectors.
- 22.1.11. The CLA NCCP is based upon the belief that every athlete deserves a certified coach. The CLA is committed to enhancing the effectiveness of all levels of coaches in each of the Sectors of the Association.
- 22.2. **COACHING SECTOR**
  - 22.2.1. The guidance and direction of the CLA NCCP is the responsibility of the Coaching Sector of the CLA. The Sector Chairperson is elected by the members of the Sector for a two (2) year term each odd year and is ratified by the Directors of the CLA. The Sector falls under the VP Domestic Development who shall have a vote at all meetings conducted by the Sector.
  - 22.2.2. The Sector is made up of individuals who are either elected or appointed by the MAs or AMAs. The Sector shall have one Coaching Coordinator with one vote for each MA or AMA in good standing as defined in this Manual.

## CLA Operations Manual

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- 22.2.2.1. Additional members or votes for each MA or AMA will be determined by their registration of participants in each of the following areas:
  - 22.2.2.1.1. Minor Box,
  - 22.2.2.1.2. Senior Box,
  - 22.2.2.1.3. Women's Field,
  - 22.2.2.1.4. Men's Field
  - 22.2.2.1.5. Intercrosse
- 22.2.2.2. Total votes per MA or AMA may not exceed six (6).
- 22.2.2.3. Appendix 25-3 to this Manual contains the CLA NCCP Structure Chart. It indicates the make-up of the Sector and represents the number of votes for each MA or AMA. It is the responsibility of the Chairperson and the CLA Head Office to ensure that 25-3 is updated each playing year.
- 22.2.2.4. The VP Domestic Development shall also have a vote. The Chairperson shall only vote in the case of a tie.
- 22.2.2.5. The number of votes shall be forwarded to the MAs and AMAs each playing year.
- 22.2.3. In all matters requiring voting, the vote will be carried out in person when possible, through written ballot or by electronic means. A vote receiving a majority shall be considered carried. At any time the Coaching Coordinator (or delegate) appointed or elected by the MAs or AMAs may carry the total votes for that MA or AMA.
- 22.2.4. The Sector is responsible for:
  - 22.2.4.1. program planning;
  - 22.2.4.2. development of technical materials;
  - 22.2.4.3. setting priorities on tasks identified in conjunction with the other Sectors;
  - 22.2.4.4. budget submissions;
  - 22.2.4.5. establishing the minimum standards of certification outlined in Sections 18.7, 19.6 and 20.6 for all disciplines and to review these standards on a yearly basis;
  - 22.2.4.6. training of Master Learning Facilitators (MLFs) and ensuring that all MLFs meet the minimum standards laid down by the NCCP policies;
  - 22.2.4.7. communications with MLFs and provincial Coaching Coordinators;
  - 22.2.4.8. assisting the MAs or AMA'S in the development of program delivery;
  - 22.2.4.9. recommendations to the Directors of the Association and the Sectors through the VP Domestic Development on coaching development, certification and program delivery.
- 22.2.5. Meetings of the Sector shall be at the discretion of the Chairperson, by a majority vote of the Sector or the Directors of the Association.

## CLA Operations Manual

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22.2.6. Meetings shall be the financial responsibility of the CLA and will be financed to the extent indicated by the Directors of the Association during the budget discussions. Meetings will normally only be attended by the following:

22.2.6.1. The Chair person;

22.2.6.2. The V-P of Domestic Development;

22.2.6.3. The National Resource Person;

22.2.6.4. Coaching Coordinators of each MA & AMA

22.2.7. When financially feasible, a full meeting with all members will be carried out. MAs or AMAs who wish to have representation by members other than their Coaching Coordinator may do so at their own expense.

22.2.8. The Officiating Sector Chairperson may attend all meetings of the Sector.

### 22.3. **JOB DESCRIPTIONS**

#### 22.3.1. *Chairperson*

22.3.1.1. responsible to the CLA through the VP Domestic Development for the administration of the Sector;

22.3.1.2. responsible to supervise the Sector and its programs;

22.3.1.3. to chair or to delegate a chair for all meetings of the Sector;

22.3.1.4. to act as a direct liaison with the Head Office on behalf of the Sector;

22.3.1.5. ensure that the Sector is represented at all meetings where a input from coaching is required;

22.3.1.6. to develop or have developed all projects and programs which have been selected and approved by the Sector;

22.3.1.7. ensure business plans, including budgets, are submitted for approval by the Directors of the Association;

22.3.1.8. to liaise with the Coaching Association of Canada (CAC) on behalf of the CLA;

22.3.1.9. ensure that reports are provided for all completed projects, on-going programs or yearly reports as may be required;

22.3.1.10. to liaise with the Officiating Sector Chairperson in all matters which have a direct bearing on the interpretations of rules and how they are perceived by the coaches and officials during training sessions;

22.3.1.11. to carry out any other duties as agreed to by the Chairperson and the CLA Executive

#### 22.3.2. *Coaching Coordinators*

22.3.2.1. responsible for the liaison between MAs and AMAs and the Sector;

22.3.2.2. responsible to forward all applicable coaching concerns or problems to the Sector on behalf of the MAs or AMAs;

## CLA Operations Manual

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- 22.3.2.3. responsible to ensure all minimum requirements and deadlines outlined in Sections 18.7, 19.6 and 20.6 are adhered to;
  - 22.3.2.4. assist the MAs or AMAs in ensuring all coaches are registered with CAC and the CLA;
  - 22.3.2.5. attend all Sector meetings or appoint an alternate;
  - 22.3.2.6. ensure all Learning Facilitators (LF) are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;
  - 22.3.2.7. responsible to forward a current list of LFs to the CLA Head Office prior to February 1 yearly;
  - 22.3.2.8. ensure that all MLF's in the MA or AMA receive the appropriate training, meet the minimum requirements of the NCCP policies and work in conjunction with the NRP in all matters concerning content and delivery of coaching program;
  - 22.3.2.9. carry out additional tasks assigned by the Sector agreed to by both parties;
  - 22.3.2.10. act as the direct liaison between the Chairperson and the additional voting members as outlined in the CLA NCCP Structure Chart;
  - 22.3.2.11. carry all votes on behalf of the MA or AMA when attending Sector meetings
- 22.3.3. *Additional Voting Members as defined in this Section*
- 22.3.3.1. act as direct Liaison between MA or AMA coaches in the sector and the Coaching Coordinators;
  - 22.3.3.2. responsible to forward all applicable coaching concerns or problems on behalf of the sector to the Coaching Coordinators;
  - 22.3.3.3. responsible to the Coaching Coordinator to ensure all coaches meet the minimum requirements and deadlines laid out in Sections 18.7, 19.6 and 20.6;
  - 22.3.3.4. to assist the Coaching Coordinator in assuring that all coaches are registered with the CAC and CLA;
  - 22.3.3.5. to participate when required in determining the content and method of training for coaches
- 22.3.4. *National Resource Person (NRP)* - This position shall be by appointment by the Sector for a period of two (2) years each odd year and will be ratified by the Directors of the CLA. The duties include:
- 22.3.4.1. provide the Sector with the necessary technical expertise required to ensure that all coaches achieve the mandates and goals set by the Sector and the Membership of the CLA;
  - 22.3.4.2. ensure all MLFs are trained in the area of adult education and course delivery;

- 22.3.4.3. monitor of all technical materials being developed, rewritten or reviewed to ensure that all mandates and goals set for the Sector are met;
- 22.3.4.4. provide written or electronic material required by the Sector when the terms of the said agreement is acceptable by all parties which include the Chairperson, the NRP and the CLA;
- 22.3.4.5. review all policies set by the NCCP and CAC as they pertain to activities carried out by the Sector;
- 22.3.4.6. attend all meetings of the Sector;
- 22.3.4.7. provide a written report when required by the Chairperson

### 22.3.5. *Master Learning Facilitator*

- 22.3.5.1. responsible to the MA or AMA Coaching Coordinator for the training of all LFs and Evaluators;
- 22.3.5.2. monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;
- 22.3.5.3. responsible for the updating of the LF's and to ensure they have the necessary equipment to conduct training clinics;
- 22.3.5.4. responsible to forward social, moral and technical philosophies for consideration to be incorporated into coach training
- 22.3.5.5. responsible to provide technical and theoretical material to the NRP for consideration for inclusion into course curriculums;
- 22.3.5.6. deliver courses in the areas in which they are qualified and certified as standards require;
- 22.3.5.7. ensure all LFs complete the necessary NCCP paperwork required for ensuring that all coaches receive the appropriate certification as it applies to the training and evaluation components;
- 22.3.5.8. responsible to provide written technical material when mutually agreed to by both parties

### 22.3.6. *Learning Facilitators (LF)*

- 22.3.6.1. liaise with the MA or AMA MLFs and MA or AMA Coaching Coordinators in arranging dates, locations and facilities for clinics identified by the MA or AMA;
- 22.3.6.2. deliver clinics within the guidelines established by the national program while addressing the needs of the candidates;
- 22.3.6.3. ensure all training and evaluations are completed by the candidate before certification is given;
- 22.3.6.4. ensure that all NCCP forms are completed and forwarded to the appropriate body;
- 22.3.6.5. ensure all necessary materials outlined in the "Facilitator Lunch Box" which pertain to the course being delivered are current and up to date;



- 22.3.6.6. To provide the MA or AMA MLFs and MA or AMA Coaching Coordinators with any suggestions and ideas which are obtained through the candidates or in a personnel manner which could enhance the certification program.

### **22.4. NATIONAL COACH REGISTRATION**

- 22.4.1. All lacrosse coaches registered with a MA or AMA shall be registered with the CLA. Cost of said registration shall be determined by the Sector and ratified by the Directors of the Association. Deadline for registration shall be the November 1 of each playing year.
- 22.4.2. Registration applies to all disciplines and all divisions of play.
- 22.4.3. Registration can be in the form of a hard copy or by electronic means as outlined in mutual agreements between the Head Office and the MA or AMA

### **22.5. MINIMUM CERTIFICATION STANDARDS**

- 22.5.1. The minimum certification standards required for Head Coaches and Assistant Coaches at National Championships and Competitions are laid out in the Box (18.7), Men's Field (19.6) and Women's Field (20.6) sections of this manual.
- 22.5.2. The standards are reviewed on a yearly basis and recommendations for alteration of the minimum standards will be reviewed by the appropriate Sector, forwarded to the Coaching Sector Chair for review and the Directors of the Association for ratification.
- 22.5.3. Coaches who fail to meet the minimum standards outlined on the applicable Form 100s by the deadlines set will be considered suspended by the CLA and no longer able to coach.
- 22.5.4. Non-Canadian Coaching staff utilized by teams representing the CLA at International events must be verified to ensure they are recognized coaches in their country of origin and the International Governing Body responsible for the appropriate discipline

### **22.6. PARTICIPANT DEVELOPMENT MODEL (PDMs)**

- 22.6.1. The substance of the certification program is contained in the individual PDMs which are developed for each of the disciplines of lacrosse. The PDM indicates the degree of training and evaluation, which is to be introduced, taught, or reviewed at each level of the athlete's participation through the certification process. The PDMs are also reviewed to provide an overview of the necessary components needed to develop the curriculum. This ensures the material contained in the manuals and workbooks meet the requirements of the coach and the athlete.
- 22.6.2. The development of the PDMs for the various disciplines of lacrosse is the responsibility of the Sector. It is completed with the guidance and assistance from all sectors.

## 22.7. **MANUALS**

22.7.1. The main component of the certification program is the system of instructional and educational manuals for each level of the certification program. This system is divided into three categories:

22.7.1.1. Coach's Manuals (educational and reference manuals for coaches' use),

22.7.1.2. Learning Facilitator's Manuals (to assist in the delivery of certification courses) including appropriate Overheads; and

22.7.1.3. Evaluation Workbooks in the Community Development and all Competitive coaching streams.

22.7.2. The Sector through the CLA must ensure that these support materials are developed and disseminated to the Lacrosse community by the MAs or AMAs. The development, review and rewrite of the manuals are subject to the availability of finances and the needs and priorities as established by the Sector.

22.7.3. The price of the manual shall be set by the CLA Office in consultation with the Sector Chairperson and includes the following:

22.7.3.1. the production of the manual, workbooks and instructional DVD;

22.7.3.2. fees charged by CAC for database updating and royalties for use of materials;

22.7.3.3. a clinic fee charged to every coach who attends a coaching clinic;

22.7.3.4. it does not include the following:

22.7.3.4.1. yearly coach registration fee;

22.7.3.4.2. marking of evaluation workbook fee;

## 22.8. **AUDIO-VISUAL MATERIALS**

22.8.1. Audio-Visual materials are to be developed in conjunction with, and as an adjunct to, the NCCP. The development of these materials is subject to the availability of finances, and the needs and priorities as established by the Sector.

## 22.9. **PROGRAM DELIVERY**

22.9.1. The CLA through the Coaching Sector is responsible for providing:

22.9.1.1. leadership for the ongoing development, maintenance, and evaluation of the NCCP;

22.9.1.2. consultation and assistance to the MAs and AMAs for the implementation of the certification programs;

22.9.1.3. national registration of coaches and a system of storing the data base which accurately records the present certification of coaches and a method of up-dating the data base annually;

22.9.1.4. development and dissemination of support material to the members;



- 22.9.1.5. setting the standard of certification of coaches at International level competitions;
- 22.9.1.6. training and development of MLFs to service the needs of the MAs and AMAs in the delivery of the certification program.
- 22.9.2. The MAs and AMAs are responsible for:
  - 22.9.2.1. delivery of certification courses to the lacrosse community within their jurisdiction;
  - 22.9.2.2. ensuring that LF's are in place to service the needs of the coaches under their authority;
  - 22.9.2.3. ensuring that the delivery of the certification program adheres to the guidelines and minimum certification standards established by the Sectors;
  - 22.9.2.4. ensuring that the administration of the courses is completed and that all qualified coaches are properly accredited;
  - 22.9.2.5. ensuring all coaches who failed to meet the minimum standards of certification are suspended from further coaching duties until the standard is met;
  - 22.9.2.6. providing the name of a person to fill the position of "Coaching Coordinator.



## **PART III**

### **23. SECTION 23: OFFICIATING SECTOR**

#### **23.1. NATIONAL OFFICIATING CERTIFICATION PROGRAM (NOCP)**

- 23.1.1. The NOCP is a comprehensive system of theoretical, technical and practical information which is intended to provide the basic ingredients to officiate Lacrosse in Canada.
- 23.1.2. The program is designed to educate and upgrade officials through instruction, observation and evaluation. The goals of the program are to:
  - 23.1.2.1. recruit new officials;
  - 23.1.2.2. develop the abilities of the existing officials;
  - 23.1.2.3. standardize the methods and techniques of officiating;
  - 23.1.2.4. offer recognition for achievements.
- 23.1.3. Under the auspices of the CLA, the NOCP operates to identify, develop and accredit Canadian officials for competitive and developmental programs up to National and International levels.

#### **23.2. OFFICIATING SECTOR**

- 23.2.1. The Officiating Sector is responsible for guidance and direction of the NOCP. The Officiating Sector Chairperson is elected by the members of the Sector for a two (2) year term each even numbered year and is ratified by the Directors of the Association. The sector falls under the VP Domestic Development.
- 23.2.2. The Sector is made up of the following individuals:
  - 23.2.2.1. Officiating Sector Chair;
  - 23.2.2.2. VP Domestic Development;
  - 23.2.2.3. Box and Men's Field RICs and the Women's Field UIC;
  - 23.2.2.4. MA/AMA representatives who are either elected or appointed by their respective MA or AMA.
    - 23.2.2.4.1. Each MA/AMA may have a maximum of one person appointed to the Officiating Sector at a time. This person should be present at all meetings of the Sector. If an MA/AMA's Sector member cannot attend a meeting, their MA/AMA may appoint a temporary proxy to attend in their stead. Provided they are a member in good standing as defined in this Manual, MA/AMA votes will be one (1) vote determined by their registration of participants in each of the following areas:
      - 23.2.2.4.1.1. Minor Box
      - 23.2.2.4.1.2. Major Box
      - 23.2.2.4.1.3. Men's Field

### 23.2.2.4.1.4. Women's Field

#### 23.2.3. The Chairperson is responsible:

- 23.2.3.1. to the CLA through the VP Domestic Development for the administration of the sector;
- 23.2.3.2. overseeing the operations of the NOCP;
- 23.2.3.3. to chair or to delegate a chair for all meetings of the Sector;
- 23.2.3.4. to act as a direct liaison with the Head Office on behalf of the Sector;
- 23.2.3.5. for ensuring that the Sector is represented at all meetings where an input from officiating is required;
- 23.2.3.6. to develop or have developed all projects and programs which have been selected and approved by the Sector;
- 23.2.3.7. ensure business plans, including budgets, are submitted for approval by the Directors of the Association;
- 23.2.3.8. ensure that reports are provided for all completed projects, ongoing programs or yearly reports as may be required;
- 23.2.3.9. to liaise with the Coaching Sector Chairperson in all matters which have a direct bearing on the interpretations of rules and how they are perceived by the coaches and officials during training sessions;
- 23.2.3.10. to carry out any other duties as agreed to by the Chairperson and the CLA Executive Committee.

#### 23.2.4. Box Referee-in-Chief

- 23.2.4.1. This person shall be recommended by the Box Lacrosse Sector in consultation with the Officiating Sector Chairperson.

- 23.2.4.1.1. The Officiating Sector Chairperson reviews the candidates and request alternates if there is just cause.
  - 23.2.4.1.2. The Executive Committee will ratify the RIC.

#### 23.2.4.2. Responsibilities of the position include:

- 23.2.4.2.1. developing and maintaining an Officials Development and Certification program for the Box Sector;
  - 23.2.4.2.2. administering the Officiating component of the national championships for the Box Sector;
  - 23.2.4.2.3. administering and coordinating the International component of the Officiating program for the Box Sector as required;
  - 23.2.4.2.4. sitting as a member of the Officiating Sector reporting to and being accountable to the Sector Chairperson.

#### 23.2.5. Men's Field Referee-in-Chief (*effective 2014*)

## CLA Operations Manual

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23.2.5.1. This person shall be recommended by the Men's Field Lacrosse Sector in consultation with the Officiating Sector Chairperson for a two (2) year term each even numbered year and be ratified by the Executive Committee.

23.2.5.2. Responsibilities of the position include:

23.2.5.2.1. developing and maintaining an Officials Development and Certification program for the Men's Field Sector;

23.2.5.2.2. administering the Officiating component of the national championships for the Men's Field Sector;

23.2.5.2.3. administering and coordinating the International component of the Officiating program for the Men's Field Sector as required;

23.2.5.2.4. sitting as a member of the Officiating Sector reporting to and being accountable to the Sector Chairperson.

23.2.6. Women's Field Umpire-in-Chief (UIC) (*effective 2014*)

23.2.6.1. This person shall be approved by the MA/AMA and recommended by the CLA Women's Field Lacrosse Sector in consultation with the CLA Officiating Sector Chairperson for a two (2) year term each even numbered year and be ratified by the CLA Executive Committee.

23.2.6.2. Responsibilities of the position include:

23.2.6.2.1. developing and maintaining an Officials Development and Certification program for the Women's Field Sector;

23.2.6.2.2. administering the Officiating component of the national championships for the Women's Field Sector;

23.2.6.2.3. administering and coordinating the International component of the Officiating program for the Women's Field Sector as required;

23.2.6.2.4. sitting as a member of the Officiating Sector reporting to and being accountable to the Women's Field Sector Chair.

23.2.7. NOCP Technical Committee

23.2.7.1. An NOCP technical committee will be created to complete tasks assigned to it.

23.2.7.2. The members of this committee will be appointed by the Officiating Sector Chair in consultation with the Executive Committee.

23.2.7.3. This committee will report back to the Sector.

23.2.7.4. The responsibilities of the NOCP Technical Committee include:

23.2.7.4.1. Continuous upgrading of technical material for the National Officiating Certification Program;

23.2.7.4.2. Ensure word smithing of rules is correct to eliminate confusion and ensure proper administration;

## CLA Operations Manual

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- 23.2.7.4.3. Continuous upgrading of current situations of Rules of Play as required;
- 23.2.7.4.4. Annual review of all documentation/forms placed on the CLA website for officiating.
- 23.2.8. The Sector is responsible for:
  - 23.2.8.1. program planning;
  - 23.2.8.2. development of technical materials;
  - 23.2.8.3. monitoring and maintaining the national database as defined in this section;
  - 23.2.8.4. setting priorities on tasks identified in conjunction with the Sector committees;
  - 23.2.8.5. budget submissions;
  - 23.2.8.6. communications with MA and AMA heads of officiating or Referee-In-Chiefs (RIC);
  - 23.2.8.7. assisting the MAs and AMAs in the development of program delivery;
  - 23.2.8.8. recommendations to the Directors of the CLA and the Sectors on officiating development, certification and program delivery;
  - 23.2.8.9. generating funds through specific projects to support the activities and functions of the Officiating Program;
  - 23.2.8.10. recognizing Official's excellence through an Official's Recognition Program.

### 23.3. **NOCP DATABASE**

- 23.3.1. The national database is a comprehensive listing of all officials across the country and in all sectors. The database will list all pertinent information regarding the officials including:
  - 23.3.1.1. ratings;
  - 23.3.1.2. activity;
  - 23.3.1.3. dates of upgrading;
  - 23.3.1.4. supervisory commentary;
  - 23.3.1.5. contact information.
- 23.3.2. The database will provide a guide for resource and needs assessment as well as provide a statistical and communications base for the Officiating Program.

### 23.4. **MANUALS**

- 23.4.1. The main component of the certification program is the system of instructional and educational manuals to be used by officials.
- 23.4.2. The system of manuals is divided into three categories:

- 23.4.2.1. Official's Manual – the educational and reference work for officials;
- 23.4.2.2. Instructor's Manual – to assist course instructors in the upgrading of officials' qualifications; and
- 23.4.2.3. Supervisor's Manual – to assist in the evaluation and review of officials' performance.

23.4.3. The Sector must ensure that these manuals are developed and disseminated to the officiating community in each MA and AMA. The development of these manuals is subject to the availability of finances, and the needs and priorities as established by the Sector.

### 23.5. **PROGRAM DELIVERY**

23.5.1. The CLA, through the Sector, is responsible for providing:

- 23.5.1.1. leadership for the ongoing development, maintenance, and evaluation of the NOCP;
- 23.5.1.2. consultation and assistance to the MAs and AMAs for the implementation of the certification programs;
- 23.5.1.3. national registration of certified officials, primarily through the National Database, and a system of recognition of the certification of officials;
- 23.5.1.4. development and dissemination of technical materials to the MAs and AMAs;
- 23.5.1.5. development of standards for certification and course delivery;
- 23.5.1.6. training and development of Master Course Conductors to service the needs of the members in the delivery of the certification program.

23.5.2. The MAs and AMAs are responsible for:

- 23.5.2.1. delivery of certification courses to the officials under their authority;
- 23.5.2.2. ensuring that the delivery of the certification program adheres to the guidelines and standards established by the Officiating Committee;
- 23.5.2.3. ensuring that the administration of the courses is completed and that all qualified officials are properly accredited.

### 23.6. **OFFICIALS TO NATIONAL CHAMPIONSHIPS**

23.6.1. See the National Championships section of this manual.

### 23.7. **OFFICIALS TO INTERNATIONAL COMPETITIONS**

23.7.1. Within Canada, certification at the international level may only be awarded by the Officiating Sector under the established guidelines for the appropriate Sector.

23.7.2. *World Indoor (Box) Championships*

- 23.7.2.1. The CLA Chair of Officiating, VP International Competition and the NOCP Committee shall appoint the officials for any International

## CLA Operations Manual

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Championship/Competitions. All officials must have the following qualifications:

- 23.7.2.1.1. Must be able to obtain a Canadian passport
- 23.7.2.1.2. Previous experience officiating at comparable competition level
- 23.7.2.1.3. Registered in the NOCP Data Bank
- 23.7.2.1.4. Certified CLA referee in the current year
- 23.7.2.1.5. Meet FIL eligibility rules for officiating
- 23.7.2.1.6. Recommended by the MA/AMA
  - 23.7.2.1.6.1.1 In the event an MA/AMA does not have an RDC/Referees' Association for that jurisdiction, the RIC has the authority to recommend individuals.
- 23.7.2.1.7. Approved by the CLA RIC of that sector
- 23.7.2.1.8. Criminal record check within one year of departure to the event
- 23.7.3. *World Men's Field Championships (Senior and Junior)*
  - 23.7.3.1. The Selection Committee shall consist of the following persons:
    - 23.7.3.1.1. Men's Field Sector Referee-in-chief;
    - 23.7.3.1.2. Men's Field Sector Chairperson;
    - 23.7.3.1.3. CLA Officiating Sector Chairperson.
    - 23.7.3.1.4. If any of the above are not available, the other members shall appoint a replacement subject to the approval of the CLA Executive.
  - 23.7.3.2. Eligibility
    - 23.7.3.2.1. Candidates must be registered and in good standing with an MA or AMA.
    - 23.7.3.2.2. Candidates must be an active participant in the Officiating Program within the MA or AMA and their application must be approved by the MA or AMA. There is no limit to the number of candidates a MA or AMA may recommend subject to the eligibility criteria.
    - 23.7.3.2.3. Candidates must be certified at level 5 or higher for Men's Field.
    - 23.7.3.2.4. Candidates must have officiated at a Senior or Junior National Championship in the two years prior to the selection year. (e.g. for selection in 2002, the candidate must have officiated at a national championship in 2000 or 2001.)
  - 23.7.3.3. Selection Process
    - 23.7.3.3.1. MAs and AMAs will be notified of the request for eligible candidates by the Sector Chairperson by September 30 two



years prior to the year of the competition. (e.g. for the 2004 Worlds, notice to be sent by September 30, 2002.)

- 23.7.3.3.2. The MAs and AMAs are to submit a list of recommended candidates to the CLA Head Office by January 1 of the year prior to the competition. (e.g. for the 2004 Worlds, submitted by January 1, 2003.)
  - 23.7.3.3.3. The CLA Head Office will forward the list of all candidates to the Selection Committee as defined in this Section.
  - 23.7.3.3.4. The Selection Committee shall review the list of recommended candidates and submit their nomination of two officials and two alternates to the Executive Committee for approval by March 1 of the year prior to the competition.
  - 23.7.3.3.5. The selected candidates shall be notified in writing by the CLA Head Office before April 15 of the year prior to the year of competition. Such notification shall also contain any conditions and financial commitments required of the selected candidates.
  - 23.7.3.3.6. The candidates' acceptance must be received at the CLA Head Office by May 15 of the year prior to the year of competition.
  - 23.7.3.3.7. Letters of regret to unsuccessful candidates shall be sent by the CLA Head Office by May 30 of the year prior to the year of competition.
- 23.7.4. *World Women's Field Championships (Senior and Junior)*
- 23.7.4.1. To be determined
- 23.7.5. *World Intercrosse Championships*
- 23.7.5.1. To be determined
- 23.8. **INTERNATIONAL RELATIONS**
- 23.8.1. International relations regarding officiating should be the responsibility of the designated member of the Officiating Committee or person identified by the Committee. This includes representation on international bodies, input and correspondence with international bodies in matters relating to officiating.



## **PART III**

### **24. SECTION 24: NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

#### **24.1. GENERAL**

24.1.1. All forms referred to in this Section can be obtained from the CLA website at [www.lacrosse.ca](http://www.lacrosse.ca) or through the CLA Head Office. Examples of these forms are included in the Appendices to this manual as follows:

- 24.1.1.1. Notice of Attendance (Appendix 25-5)
- 24.1.1.2. Acknowledgement of Risk and Liability Release and Code of Conduct for Under the Age of Majority (Appendix 25-6)
- 24.1.1.3. Acknowledgement of Risk and Liability Release and Code of Conduct for Over the Age of Majority (Appendix 25-7)
- 24.1.1.4. Team Registration (Rosters) (Appendix 25-8)
- 24.1.1.5. Accommodation Declaration (Appendix 25-9)
- 24.1.1.6. Championship Trophy/Cup Agreement (Appendix 25-10)
- 24.1.1.7. Calendar of CLA National Championships (Appendix 25-12)

#### **24.2. GUIDING POLICY**

- 24.2.1. National Championships and Competitions are an important function of the Association and must be conducted in the best interests of the development of all MAs and AMAs. To be effective they must involve commitment, cooperation and communication among all the MAs and AMAs.
- 24.2.2. The objective of the National Championships and Competitions is to enhance future competition while at the same time protecting the heritage of each championship. This will be accomplished by developing opportunities for personal growth (leadership, friendship, national awareness and fun), and recognition for athletes, coaches and officials.
- 24.2.3. National Championships and Competitions should be perceived as competitive, organized and representative. Regardless of their format they should be the culmination of the year's competition. They must provide a positive image through the promotion of excellence in ethics, skills, fair play and organization, in an atmosphere of mutual respect and camaraderie among all participants.
- 24.2.4. National Championships and Competitions are a vehicle for the enhancement, growth and promotion of the sport of lacrosse to or through the:
  - 24.2.4.1. lacrosse community;
  - 24.2.4.2. general public;
  - 24.2.4.3. corporate sponsors;
  - 24.2.4.4. media;

24.2.4.5. government.

24.2.5. National Championships and Competitions shall adhere to the regulations of this Manual.

24.2.6. National Championship Agreements signed between MAs or AMAs, such as but not limited to the Mann and Minto agreements shall meet or exceed the standards outline in this Section.

24.2.7. The CLA National Event Hosting Guide may also be referenced with respect to hosting a national championship or competition. Where there is an inconsistency between what is included in this guide and the CLA operations manual, the policies described in the CLA operations manual will prevail.

### 24.3. **BOX LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.3.1. In order to be eligible to play in any CLA National Box Championship, a player must meet the eligibility requirements of their respective MA's or AMA's provincial play-downs. For Minor Nationals, a player must be eligible to play in play-downs in any jurisdiction in the MA / AMA where they are registered. They may play for the MA / AMA where they are registered or they may play for the MA / AMA where they reside or for the ILA if they are a member of the Iroquois Confederacy. On an annual basis, upon approval by the Box Sector, exceptions to this policy may be made by the Board to allow an MA/AMA to pickup players from another MA/AMA without the necessity of a transfer.

#### 24.3.2. Approved Championships and Competitions

24.3.2.1. The CLA shall endeavour to conduct national competitions at the Masters, Senior, Junior, Midget, Bantam and Pee wee levels on an annual basis. The Masters, Senior, Junior and intermediate competitions shall be designated as Major Championships. The Midget, Bantam, and Pee wee competitions shall be designated as Minor Competitions.

24.3.2.2. The Senior A championship of Canada shall be conducted annually under the guidelines established by the agreement of participants to which all participating MAs or AMAs, leagues that qualify and the CLA must be signatories.

24.3.2.2.1. Any MA or AMA applying to enter Senior A Championships, shall post a five thousand dollar (\$5000.00) bond with the CLA Head Office. This bond will be held in trust by the CLA until a five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA or AMA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs or AMAs.

24.3.2.3. The Senior B championship of Canada shall be conducted annually on the Labour Day Weekend of September on the basis of one (1) representative team per MA or AMA. The Host MA or AMA shall be allowed to enter the local host association or club as a second team in the competition.

## CLA Operations Manual

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- 24.3.2.3.1. The rating of the MAs or AMAs as defined in Section 18 are as follows:

BC	Type 2	AB	Type 2
SK	Type 3	MB	Type 3
ON	Type 1	QC	Type 3
NS	Type 3	CanAm	Type 2
		ILA	Type 3

- 24.3.2.4. The Junior A championship of Canada shall be conducted under the guidelines established by the agreement of participants to which all participating MAs or AMAs, leagues that qualify and the CLA must be signatories.

24.3.2.4.1. Qualifications

- 24.3.2.4.1.1. The MA or AMA must have a Junior A league registered with two (2) or more teams. The players on the team roster must be registered as Junior A players.
- 24.3.2.4.1.2. The Jr. A League must play a minimum of ten (10) games per team.
- 24.3.2.4.1.3. BCLA and OLA to be type 1 and Alberta type 2 for the Minto Cup National Championship. These players must be non-imports.
- 24.3.2.4.1.4. The MA or AMA has to have a minimum best two (2) out of three (3) playoff round.
- 24.3.2.4.1.5. The MA or AMA Jr. A Champion to move on to National Championships.
- 24.3.2.4.1.6. Any MA or AMA applying to enter Junior A Championships shall post a five thousand dollar (\$5000.00) bond with the CLA Head Office. This bond will be held in trust by the CLA until the five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA or AMA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs or AMAs.

24.3.2.4.2. Engraving of name on Minto Cup Replica

- 24.3.2.4.2.1. Winning teams will have their names engraved on the replica Minto Cup Trophy

## CLA Operations Manual

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- 24.3.2.4.2.2. The total number of names to be engraved will not exceed thirty-five (35).
- 24.3.2.4.2.3. These names will be taken from the team registration form submitted at the coaches meeting prior to the start of the competition as follows:
- 24.3.2.4.2.3.1. The five (5) Bench personnel;
  - 24.3.2.4.2.3.2. The twenty-five (25) players;
  - 24.3.2.4.2.3.3. The twenty-sixth (26) player who is designated as the extra goalie, provided he is included on a game sheet and dressed to play during the competition;
- 24.3.2.4.2.4. In addition to the names above, the following may also be included:
- 24.3.2.4.2.4.1. The team General Manager;
  - 24.3.2.4.2.4.2. The team President;
  - 24.3.2.4.2.4.3. Two additional names of players may be added if extenuating circumstances prevented them from being included on the team registration form. These names must be submitted in writing to the CLA Executive Committee stating reasons for their inclusion by September 30th of the year which the team won the trophy. The decision to include or exclude these individuals rest solely with the Executive Committee and their decision is final and binding and not subject to appeal.
- 24.3.2.5. The Junior B championship of Canada shall be conducted annually commencing the third week of August (unless otherwise approved by the Sector Chair). A total of one team may be entered from any MA or AMA (subject to the approval of their participation by their MA or AMA), as well as a host team.

- 24.3.2.5.1. The rating of the MAs or AMAs as defined in Section 18 are as follows:

BC	Type 2
SK	Type 3
ON	Type 1
NS	Type 3
ILA	Type 3

AB	Type 2
MB	Type 3
QC	Type 3
CanAm	Type 3

24.3.2.6. Midget, Bantam and Pee Wee: Only one representative from each MA or AMA at each minor level meeting the criteria as set out, will be allowed to enter a National Competition.

- 24.3.2.6.1. A representative from at least four MAs or AMAs at each level must be entered in order to conduct the competition at the Minor level.
- 24.3.2.6.2. Each MA or AMA will submit a Provincial All-star team.
- 24.3.2.6.3. All competitions shall be held in one centre that meets the set criteria, to be designated two years in advance.
- 24.3.2.6.4. Minor Competitions shall be held on the first week of August each year.

24.3.2.7. Inter-Member Tournament

- 24.3.2.7.1. Any Minor Association, defined as an association within a MA or AMA meeting their MA or AMA obligations will be eligible to host or attend an Inter-Provincial Tournament
- 24.3.2.7.2. Each eligible association must meet the hosting criteria.
- 24.3.2.7.3. Teams can be Type 1, 2 or 3 as authorized by their governing body and may participate in Tiers A, B, C, etc., as competition dictates.
- 24.3.2.7.4. There must be at least two non-host provinces represented.
- 24.3.2.7.5. Teams must enter by October 31 of the year preceding the competition.

24.3.2.8. Masters: Competitions in the Masters category will be sanctioned as National Invitational Tournaments (NIT).

24.3.2.9. Awarding of Sr. B and Jr. B Championships

- 24.3.2.9.1. The selection of host for Founders tournament will follow odd years in the West (AB, SK, MB, BC) and even years for the East (ILA, QC, NB, NS, OLA). The inability to host would not relegate the MA to the bottom of the rotation if they wish to trade spots with another MA in their East/West group. MA/AMA must participate in the previous year in order to be eligible to host
- 24.3.2.9.2. The selection of host for Presidents Cup will follow even years in the West (AB, SK, MB, BC) and odd years for the East (CANAM, ILA, QC, NB, NS, OLA). The inability to host would not relegate the MA to the bottom of the rotation if they wish to trade spots with another MA in their East/West group. MA/AMA must participate in the previous year in order to be eligible to host.
- 24.3.2.9.3. In the event that there is more than one MA/AMA in the East or West, as the case may be, tendering a bid which satisfies the

minimum criteria, and if any of tendering MA's/AMA's have not hosted the Championship since the other tendering MA/AMA, then only those MA's/AMA's are eligible to be selected to host the Championship.

24.3.2.9.4. Unless otherwise directed at the Box Sector Meeting at the SAGM the selection of the host, for the following year, will be done at that meeting. Any bid must be submitted in writing and comply with CLA hosting criteria.

24.3.2.9.5. The Host must provide notice to the Sector whether they will host their respective championship for the year identified on the rotation. Notice must be given to the CLA Office and Sector Chair, no later than March 1<sup>st</sup> in the year preceding the championship.

### 24.3.3. Approved Trophies and Awards

24.3.3.1. The following is the list of approved trophies for competition at national championships/competitions:

- 24.3.3.1.1. Senior A – The Mann Cup
- 24.3.3.1.2. Senior B – The Presidents' Cup
- 24.3.3.1.3. Junior A – The Minto Cup
- 24.3.3.1.4. Junior B – The Founders' Trophy
- 24.3.3.1.5. Midget A – The Tackaberry Trophy
- 24.3.3.1.6. Bantam A – The Commissioner's Trophy
- 24.3.3.1.7. Bantam B – Unnamed at this time
- 24.3.3.1.8. Pee Wee A – The E.G. Dopp Trophy
- 24.3.3.1.9. Pee Wee B – E.D. Blair Trophy

24.3.3.2. The Host Committee shall award the members of Canadian championship or competition teams suitable medals, plaques or other such award as deemed appropriate by the CLA in the following amounts:

- 24.3.3.2.1. Major Championships – 30
- 24.3.3.2.2. Minor Competitions – 25

### 24.4. **MEN'S FIELD LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.4.1. The men's field lacrosse sector shall govern the following types of competitions:

- 24.4.1.1. Canadian National Championships
- 24.4.1.2. Canadian Invitational Tournaments



### 24.4.2. Approved Competitions

- 24.4.2.1. The Association shall endeavor to conduct competitions at the Masters, Senior, Junior Mens (U/19), Intermediate (U/16) and Youth (U/13) levels on an annual basis.

### 24.4.3. MA or AMA Championship Qualifications

#### 24.4.3.1. Senior Competitions

- 24.4.3.1.1. The Senior Championships of Canada shall be conducted annually on the basis of one (1) representative team per MA or AMA league or province per trophy (i.e. 1 team for the Ross Cup; 1 for the Victory Cup).
- 24.4.3.1.2. The Masters and Senior league players must have played a minimum of three (3) league games in order to play.
- 24.4.3.1.3. If playoffs are used, to determine the representative of a MA or AMA to a national championship they must be completed two (2) weeks prior to the scheduled start of the competition to allow for Host preparations.
- 24.4.3.1.4. The MA or AMA Masters and Senior Champions may move on to the National Championship.

#### 24.4.3.2. Junior/Youth Championships

- 24.4.3.2.1. The Junior Men`s and Midget Field Championships shall be conducted annually on the basis of one (1) provincial team per age division per MA or AMA league or province.
- 24.4.3.3. Any MA or AMA wishing to participate in a national championship for the first time must give notice of intention to compete at the SAGM of the year wishing to compete in.
- 24.4.3.4. Any MA or AMA wishing to host a national championship when it is their turn in the rotation must notify the CLA office and Men's Field Sector Chair no later than March 1st in the year preceding the championship.
  - 24.4.3.4.1. To be eligible to host a national championship when it is their turn in the rotation, an MA/AMA must have sent a team to that championship in the year prior.

#### 24.4.3.5. Tournament Scheduling

- 24.4.3.5.1. Each Championship shall be operated by a format and set of instructions indicated in Appendix 25-12: Calendar of CLA National Championships.
- 24.4.3.5.2. The Masters and Senior shall divide Championship entries into two pools. The MA or AMA Host and their champion will be put into different divisions. The rest of the teams will be placed into each pool by drawing of names. The format followed from this point on must be approved by MA or AMA representatives for

## CLA Operations Manual

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the Division splitting to decide the teams playing for either the Division 1 – Ross Cup or the Division 2 – Victory Cup.

- 24.4.3.5.3. The chart below contains dates and format for each category of competition.

Category	Dates	Format
Masters	To be determined	Division – Round Robin
Senior Division I P.D. Ross Trophy	Long weekend in October	Division – Round Robin
Senior Division II Victory Cup	Long weekend in October	Division – Round Robin
Junior Mens U19 First Nations Trophy	Long weekend in September	Split – Round Robin
Intermediate U16 Alumni Cup	Long weekend in September	Split – Round Robin
Youth U13	To be determined	Split – Round Robin

### 24.4.4. Approved Trophies and Awards

- 24.4.4.1. The following is the list of approved trophies for competition at national championships and competitions:

24.4.4.1.1. Senior – Ross Cup/Victory Trophy

24.4.4.1.2. Junior – First Nations Trophy

24.4.4.1.3. Intermediate – Alumni Cup

- 24.4.4.2. The Host Committee shall award the members of winning teams suitable medals, plaques or other such awards as deemed appropriate by the CLA in the following amounts:

24.4.4.2.1. Senior Competitions – 30

24.4.4.2.2. Youth Competitions – 30

- 24.4.4.3. Awards will be given for Championship MVP and All-Star team by position as follows: 1 – goalie, 3 – big sticks and 3 – middies, 3 – attack).

- 24.4.4.4. The Championship trophy or Championship Cup shall be presented to the winning team. A replica for first time winners will be presented to the

winning team's MA or AMA at the CLA AGM. Previous replica recipients will only receive a plate with the current year to update the replica.

### **24.5. WOMEN'S FIELD LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

#### **24.5.1. Approved Competitions**

24.5.1.1. The Association shall conduct national championships at the Senior and Junior levels on an annual basis. The National Championship Tournament for Women's Field shall be held annually on the third weekend of August for a minimum of 3 days.

24.5.1.2. The Junior tournament shall be held in conjunction with the Senior tournament.

#### **24.5.2. Approved Trophies and Awards**

24.5.2.1. The Dorothy Robertson Trophy is awarded annually to the top Senior Canadian team in the National Championship Tournament.

24.5.2.2. The Jenny Kyle Trophy is awarded annually to the top Junior Canadian team in the National Championship Tournament. Invited and non-Canadian teams are not eligible to compete in the medal round for these awards.

24.5.3. Where non-Canadian or invited teams participate in the Nationals, a National Championship Tournament Trophy is to be awarded annually to the top team in the Tournament. All registered teams participating in the preliminary round are eligible to compete for this award.

24.5.4. The National Championship Medallions (gold, silver and bronze) are awarded to the first, second and third place Canadian teams. Invited and non-Canadian teams are not eligible to receive these awards. The Host is responsible for ordering and purchasing a maximum of twenty (20) of each medallion from the CLA. Requests for medals in excess of this amount are at the cost of the requesting team.

#### **24.5.5. Tournament Scheduling**

24.5.5.1. Each match in the preliminary round will consist of two twenty-five (25) minute periods of running time, with five (5) minutes between halves. The last two minutes of the game will be stop time.

24.5.5.2. During the medal round, each match will consist of two twenty-five (25) minute periods of stop time as per the IFWLA Rule Book.

24.5.5.3. A schedule of games times, transportation arrangements and ceremonies must be made available to the participants prior to the commencement of the competition.

### **24.6. INTERCROSSE NATIONAL GAMES**

#### **24.6.1. Approved Competitions**

24.6.1.1. The Intercrosse National Games are annual competitions between teams emerging from the MAs or AMAs. These Games take the form of either a

# CLA Operations Manual

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National Championship, or a National Festival based on the decision of the Sector at the SAGM. The Intercrosse National Games will take place annually during the Easter weekend in March.

## 24.6.2. The Intercrosse National Games have three specific goals:

- 24.6.2.1. encourage the development of Intercrosse by providing a recognized competition;
- 24.6.2.2. sharing technical expertise, information and resources;
- 24.6.2.3. ensure the improvement of communications among the participants.

## 24.6.3. Festival

- 24.6.3.1. The festival format provides for competition between teams and not between MAs or AMAs. Teams are made up by random draw. The number of teams involved in the Games is determined by the number of MAs or AMAs participating.
- 24.6.3.2. Each team is given a team colour, a coach and then a goaltender. The names of all remaining players for the teams are picked randomly.

## 24.6.4. Championship

- 24.6.4.1. The Championship format provides a competitive focus for the Games with each MA or AMA Team competing as a unit. Each team draws a colour to determine sweater colour and schedule of competition.

## 24.6.5. Approved Awards

- 24.6.5.1. The Host MA or AMA will be responsible for providing participant awards (preferably pins) for each participant in the competition.

## 24.6.6. Tournament Scheduling

- 24.6.6.1. The schedule of games shall be developed by the Host Committee in consultation with the CLA Convenor and the Sector Chairperson using the following guidelines:
  - 24.6.6.1.1. teams shall play no more than three games per day
  - 24.6.6.1.2. colours for the teams will be used in the following order; red, navy blue, yellow, green, orange, purple, black, grey, pink, powder blue, mauve, and brown.

## 24.7. **MEMBER ELIGIBILITY**

- 24.7.1. The National Championship and Competitions are open to all MA's and AMA's.
- 24.7.2. Each MA or AMA who qualifies to enter a team in a National Championship or Competition must have a permanent bond on deposit with the CLA to act as a guarantee of performance and compliance with the regulations of the CLA.
- 24.7.3. All permanent bonds must be in good standing. If the CLA has depleted them for cause, the bond must be replenished to the nominal amount no later than thirty (30) days prior to the first National Championship or Competition for

which the MA's or AMA's teams are registered to participate in. If not, they will forfeit their opportunity to participate.

### 24.8. PERFORMANCE BONDS

- 24.8.1. Each MA's or AMA's permanent bond, on deposit with the CLA, will be used as a performance bond. It will be used to cover all or part of any expenses due to negligence or wrongful activity on the part of the participants representing said MA or AMA at a national championship such as but not limited to arena and hotel damage.
- 24.8.2. Any shortfall between actual expenses and the permanent bond will be billed to the MA or AMA.
- 24.8.3. *Sanction of Host*
  - 24.8.3.1. The selection of the MA or AMA to host a national championship or competition is an operational decision under the authority of the governing Sector and will be made at the Sector meeting the year preceding the championship or competition.
  - 24.8.3.2. The hosting rights are awarded to a MA or AMA in good standing and are conditional on the MA or AMA remaining in good standing with the CLA. Participation by a team from the MA or AMA in the championship or competition in the year prior to hosting is also required.
  - 24.8.3.3. An Application to Host must be submitted by the MA or AMA at the SAGM to the appropriate Sector in the year preceding the competition. The Application must identify a Host Committee. The Sector will review and select the Host.
    - 24.8.3.3.1. Host Committee that will be responsible for the planning and execution of every aspect of the National Championship or Competition.
  - 24.8.3.4. The Directors of the Association shall approve the Host at a meeting of the Directors.
  - 24.8.3.5. A Hosting Agreement, which will be the contract between the CLA, the MA or AMA and the Host shall be completed by the National Office and signed by the three parties within thirty (30) days of the awarding of the hosting rights.
  - 24.8.3.6. The tournament sanction fee is due 30 days after the Hosting Agreement is signed.
  - 24.8.3.7. Failure to comply with the above deadlines will result in a fine of \$100 being applied monthly until the deadline is met.
  - 24.8.3.8. Applications to Host shall contain the following information and criteria:
    - 24.8.3.8.1. facility information and agreement in principle;
    - 24.8.3.8.2. transportation, local and airport arrangements;
    - 24.8.3.8.3. accommodation information and agreement in principle;
    - 24.8.3.8.4. program strategy and information required for production;

- 24.8.3.8.5. volunteer's areas of responsibilities and numbers required;
- 24.8.3.8.6. media strategy and timelines to distribute information and attract coverage;
- 24.8.3.8.7. internet web page content and access strategy for use throughout the championship;
- 24.8.3.8.8. identification of host committee;
- 24.8.3.8.9. proposed event budget.

### **24.9. REGISTRATION FOR NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

- 24.9.1. Teams attending National Championships and Competitions must have the approval of their governing MA or AMA.
- 24.9.2. The MA or AMA is responsible for filing with the CLA Head Office a copy of the Notice of Attendance at National Championship and Competition on behalf of the attending teams.
- 24.9.3. The Notice of Attendance must be filed with the CLA Head Office on or before the date specified in Appendix 25-16: CLA Calendar of National Championships. Where the specific team or teams that will attend have not been decided, the MA or AMA shall file a form indicating that a team or teams to be specified at a later date will be attending specific championships or competitions. Further notice is to be sent when the team or teams have been decided.
- 24.9.4. A registration fee must be paid by the MA's or AMA's for each team that wishes to attend a National Championship or Competition in accordance with the procedures and deadlines as set in this Section.
- 24.9.5. The appropriate CLA Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct Form must be completed and signed by the following individuals:
  - 24.9.5.1. all players or legal guardian;
  - 24.9.5.2. all team personnel;
  - 24.9.5.3. officials;
  - 24.9.5.4. personnel as identified by the CLA Convenor
    - 24.9.5.4.1. All of the above who have not signed the waiver will not be permitted to play or participate in the event.
- 24.9.6. MAs or AMAs not complying with the appropriate due dates shall have their teams deemed ineligible for the Championship or Competition and shall be subject to a fine of \$250. The ruling of the team deemed ineligible will be done by the VP- Domestic Competition in consultation with the CLA Convenor and CLA Head Office.
- 24.9.7. In Box Lacrosse, playoffs to determine the representative of a MA or AMA to a National Championship or Competition must be completed one (1) week prior to the scheduled start of the event to allow for Host time for preparations.

# CLA Operations Manual

## 24.9.8. *In Women's Field Lacrosse:*

24.9.8.1. MAs or AMAs may enter more than one team in the competition. One team must be designated as the MA or AMA representative team. Only the designated team may play in the medal round for the National Championship title.

24.9.8.2. The Host may extend invitations to teams from other countries in order to enhance the competition and profile of the tournament. These teams can only compete for the tournament trophy and not the National Trophies.

## 24.9.9. *In Intercrosse:*

24.9.9.1. Each MA or AMA in good standing with the CLA may send one (1) delegation to the National Games as defined in Section 16. The Host MA or AMA may have two delegations to balance the competition. A maximum of twelve (12) teams may participate in the Games.

## 24.10. **REGISTRATION FEES**

### 24.10.1. *For Major Box Lacrosse National Championships*

24.10.1.1. The Host shall set the registration fees for the Championship or Competition. These fees shall be in consideration of the number of participants and the operating costs of the event. A budget must be filed with the CLA with their application to host. Entry fees will be set the year prior to the competition based on the following:

Competition	Fees	Notes
Presidents' Cup	\$1,000	If multiple venues will be used, the entry fee may be increased by \$200 so the host can cover the expenses of an Assistant RIC and Convenor. A \$2,000 fine is to be charged for withdrawals after June 1 payable to the CLA. Should a host committee incur a financial loss in hosting the event as a direct result of a team withdrawing they may apply in writing with complete financial reporting to the Board of Directors at the CLA AGM for reimbursement equal to that of the fine collected.
Founders' Cup	\$1,200	A \$2,000 fine is to be charged for withdrawals after June 1 payable to the CLA. Should a host committee incur a financial loss in hosting the event as a direct result of a team withdrawing they may apply in writing with complete financial reporting to the Board of Directors at the CLA AGM for reimbursement equal to that of the fine collected.



## CLA Operations Manual

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24.10.1.2. The Host must notify the CLA Head Office the registration fee by May 1 of the year of the competition. The CLA office will notify the MA or AMAs of the fees for each championship.

24.10.1.3. Non-refundable registration fees for Major National Championships shall be paid to the CLA Head Office on or before June 1 of each calendar year. Non-refundable registration fees for all Minor Box Championships shall be paid to the CLA Office on or before April 30th of each calendar year. CLA will forward to each Host Committee the appropriate fees thirty (30) days prior to the start of the championship or competition.

### 24.10.2. *For Men's Field Lacrosse National Championships*

24.10.2.1. The fees for National Championships and Competitions are as follows:

- 24.10.2.1.1. Masters - \$1,300
- 24.10.2.1.2. Senior Division I (P.D. Ross Trophy) - \$1,300
- 24.10.2.1.3. Senior Division II (Victory Cup) - \$1,300
- 24.10.2.1.4. Junior Men's (First Nations Trophy) - \$1,300
- 24.10.2.1.5. Intermediate (Alumni Cup) - \$1,300
- 24.10.2.1.6. Youth (U13) - \$1,100

24.10.2.2. Upon receipt of the registration fee from each participant, the CLA Head Office will deduct \$100.00 to be directed to the National Team Program for that particular age division.

24.10.2.3. Registration fees shall be paid to the CLA Head Office on or before the date indicated in Appendix 25-16: CLA Calendar of National Championships. The CLA Head Office will forward to each Host the appropriate fees thirty (30) days prior to the start of the event. The total amount forwarded to the Host will be less the following:

- 24.10.2.3.1. hosting fee(s)
- 24.10.2.3.2. medals

24.10.2.4. Where the MA or AMA representative has not been finalized, the MA or AMA is responsible for ensuring the registration fee has been paid by the specified date. Failure to pay the fee(s) by the deadline will mean the MA or AMA have forfeited their right to play in the competition.

24.10.2.5. Withdrawal from an event must be made in writing to the Host, copied to the CLA Head Office, no less than thirty (30) days prior to the start of the competition. Failure to give the Host this period of notice will lead to forfeiture of the entry fee and a fine equal to the performance bond.

### 24.10.3. *For Women's Field Lacrosse National Championships*

24.10.3.1. The entry fee is \$525.00 for Senior events and \$450.00 for Junior events, of which \$50.00 of each registration fee will be directed to the Women's Field National Team Program.



24.10.3.2. Registration fees shall be paid to the CLA Head Office on or before the date indicated in Appendix 25-16: CLA Calendar of National Championships. The CLA shall forward to each Host the appropriate fees thirty (30) days prior to the start of the event. A team which fails to adhere to the registration deadline may forfeit an opportunity to participate in the event.

24.10.3.3. Withdrawal from an event must be made in writing to the Host Committee, copied to the CLA Head Office no less than thirty (30) days prior to the start of the event. Failure to give the Host this period of notice will lead to forfeiture of the entry fee and a fine equal to the performance bond.

24.10.4. *For Intercrosse National Games*

24.10.4.1. The local Host shall set the registration fees for the Championship. These fees shall be in consideration of the number of participants and the operating costs for the event. An explanation for the entry fee must be filed with the CLA Head Office. Any entry fee which exceeds \$800.00 must be approved by the Sector.

24.11. **NOTIFICATION OF TEAM REGISTRATION (ROSTERS)**

24.11.1. Team Registration forms must be signed by the MA or AMA the team is representing. This signature confirms that all players are eligible to compete in the championship or competition and all bench personnel have the appropriate certification. MAs or AMAs found, after a hearing, in writing, by the CLA VP Domestic Competition, to have knowingly or without reasonable diligence, signed the form with false information shall be subject to a \$2,000 fine and shall be referred to the Discipline Committee.

24.11.2. *For Box Lacrosse National Championships and Competitions*

24.11.2.1. The MA or AMA shall ensure that all teams attending national championships or competitions shall have copies of their approved registration form.

24.11.2.2. The Team Registration form shall be limited to a maximum of twenty-five (25) players. The number of players dressed for each game shall be governed by the rules of Box Lacrosse as issued by the CLA.

24.11.2.3. The completed Team Registration form, signed by the MA or AMA and the appropriate Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct forms in same order as the names appear on the Team Registration form, must be brought to Coaches meeting prior to tournament.

24.11.2.3.1. Failure to submit the Team Registration and Waiver Forms at the Coaches meeting will result in a fine of \$500 charged to the offending team's MA/AMA.

With the following exception:

## CLA Operations Manual

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24.11.2.3.1.1. Players who appear on the Roster, who do not have a signed waiver at the meeting due to the fact that they have not yet arrived, will not result in a fine.

24.11.2.3.2. The team will not be eligible to compete in the event until the Team Registration form has been submitted to the CLA Convenor. No player or bench personnel may play or participate until a Waiver and Code of Conduct Form has been submitted to the CLA Convenor

### 24.11.3. *For Men's Field Lacrosse Championships and Competitions*

24.11.3.1. The rosters shall be limited to a maximum of twenty-five (25) players. The number of players dressed for each game shall be governed by the rules of Men's Field Lacrosse as issued by the CLA.

24.11.3.2. The completed Team Registration form, signed by the MA or AMA and the appropriate Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct forms in same order as the names appear on the Team Registration form, must be brought to Coaches meeting prior to tournament.

### 24.11.4. *For Women's Field Lacrosse Championships and Competitions*

24.11.4.1. The rosters shall be unlimited. The MA or AMA shall forward to the CLA Head Office at least twenty-one (21) days prior to the start of the event the approved roster of all teams representing their MA or AMA at the event. The CLA Head Office shall forward this information to the CLA Convenor for use in verifying player registrations at the competitions.

### 24.11.5. *For Intercrosse Championships and Competitions*

24.11.5.1. A provincial delegation is made up of twelve (12) athletes and four (4) staff members for a total of sixteen persons. One of the twelve athletes must be a goalkeeper and both genders must be represented at a maximum ratio of three-to-one.

24.11.5.2. The four person staff will have the following responsibilities: one referee, one coach, one manager and a chef de mission.

24.11.6. By signing the Team Registration form, the MA or AMA is confirming the eligibility of all players to participate and that all Coaches and Trainers meet the certification requirements.

24.11.6.1. Teams without qualified coaches will forfeit the opportunity to compete in the event.

## 24.12. **COACH AND TRAINER CERTIFICATION**

24.12.1. The minimum certification standards required for Head Coaches and Assistant Coaches at National Championships and Competitions are laid out in the Box (18.7), Men's Field (19.6) and Women's Field (20.6) sections of this manual.

## CLA Operations Manual

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- 24.12.2. The Head Coaches shall not be a player on the team except in the senior Men's field division where the fully certified coach can also participate as a player. If the fully certified playing coach be expelled from the game and there is not another fully certified coach on the bench, the game shall be forfeit.
- 24.12.3. Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:
- (1) Any St. John Ambulance Emergency First Aid course of 8 hours (or more)
  - (2) Canadian Red Cross Standard First Aid & Basic Rescuer CPR course
  - (3) Canadian Red Cross Sport First Aid course
  - (4) Any CAHA Hockey Trainer's Certification Program
  - (5) A professional designation (examples: MD; RN; Physiotherapist, Policeman; Fireman).
- From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.
- The CLA recognizes only one trainer per team to address those specific activities (activities which would not include coaching athletes).
- A photocopy of a trainer certification card (provided by the above groups) should be attached to the MA's Bench Personnel form.
- 24.12.4. Coaches and Trainers must be able to provide proof of certification if requested.
- 24.12.5. Non-Canadian Coaches and Trainers must meet the certification requirements or acceptable equivalency from programs in their home country or country of residence.
- 24.12.6. Francophone coaches shall be exempt from the level of certification as outlined in Section 22 until one (1) year after the CLA has provided the necessary training materials in the French. They will have to meet the next lowest level of certification available in French.
- 24.12.7. All bench personnel (coaches/trainers) are required to sign the game sheet prior to the game. Coaches will also be required to indicate their coaching number. Trainers will be required to list their certifications.
- 24.12.8. All teams are required to have a minimum of one appropriately certified coach (as per section 24.34.2.4), registered on the team registration form and on the bench, at the start of each game.
- 24.12.8.1. If one or more coaches are unable to be on the bench for a game due to illness or other circumstances and the team will not be able to have a coach on the bench as a result, an appropriately certified coach may be substituted prior to the start of the game. The substitute coach must be a member in good standing of a recognized MA/AMA within the CLA and

must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.12.8.2.If, for any reason other than expulsion, a coach is unable to remain behind the bench for the entirety of the game, and his/her departure would leave the team without an appropriately certified coach, the game may be paused, at the discretion of the officials, for up to 5 minutes to bring in a substitute. The substitute coach must be a member in good standing of a recognized MA/AMA within the CLA and must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.12.8.3.If a singular coach is expelled from the game, that game shall become immediately forfeit to the opposing team and the game shall not continue. An official score of 1-0 for the non-offending team shall apply.

### 24.13. **CLA CONVENORS**

24.13.1. The CLA Convenor is the representative of the CLA at the Championship. The VP of Domestic Competition in consultation with the Executive Committee, host MA or AMA and the appropriate Sector Chairperson appoint the CLA Convenors. That appointed CLA Convenor may appoint an Assistant CLA Convenor to assist him/her at all National Championships, preferably from the Host MA/AMA in consultation with the Host MA/AMA.

24.13.2. The CLA Convenor is responsible to the CLA for the decisions made on behalf of the Association. The nominee should be drawn from (in order of precedence): Executive Committee, CLA Directors, or Sector Chairpersons. If no candidate is available from those individuals, the Host MA or AMA should be asked to provide the name of a prominent and respected member of the lacrosse community.

24.13.3. The CLA Convenor appointment to be confirmed by Executive no later than April 1st.

24.13.4. The role of the CLA Convenor is to act as a general supervisor of the competition. The function of the CLA Convenor is to ensure that the competition adheres to:

24.13.4.1.the regulations of the CLA ;

24.13.4.2.the rules of play;

24.13.4.3.the hosting agreement;

24.13.4.4.The CLA Convenor does not have the authority to change any of the above.

24.13.4.5.Additional duties include:

24.13.4.5.1. confirm all required forms are completed prior to the event ;

24.13.4.5.2. supervise the competition;

## CLA Operations Manual

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- 24.13.4.5.3. verify the registration of the participants prior to the start of the competition;
- 24.13.4.5.4. serve as the chairperson of the Appeals Committee;
- 24.13.4.5.5. conduct a pre-competition meeting with the Host, the Referee-in-Chief and the representatives of the participants;
- 24.13.4.5.6. maintain a close liaison with the Host ;
- 24.13.4.5.7. review all game sheets ensuring that they are complete and accurate, and deal with any items requiring further action;
- 24.13.4.5.8. file a report at the end of the competition, which includes all game sheets, reports of further actions required and evaluations of the competition, the efforts of the hosts and the organization, and any recommendations on improvements to the competition.

24.13.5. The CLA is responsible for the following expenses:

24.13.5.1. Transportation – as per the guidelines in the Finance section of this manual.

24.13.5.2. Per Diem – as per the guidelines in the Finance section of this manual.

24.13.5.3. Accommodation – as per the guidelines in the Finance section of this manual.

24.13.6. Honourariums are paid as per the following schedule

<b>Box Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Mann Cup	CLA	\$500	To be paid upon submission of a report.
Minto Cup	CLA	\$500	To be paid upon submission of a report.
Presidents' Cup	CLA	\$500	To be paid upon submission of a report.
Founders' Cup	CLA	\$500	To be paid upon submission of a report.
Minor Nationals	CLA	\$500 per event	To be paid upon submission of a report
<b>Men's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Masters	Host	\$200	To be paid upon submission of report

## CLA Operations Manual

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Senior	Host	\$200	To be paid upon submission of report
Junior	Host	\$200	To be paid upon submission of report
Intermediate	Host	\$200	To be paid upon submission of report
Youth	Host	\$200	To be paid upon submission of report

### 24.14. **CLA REFEREE-IN-CHIEF (RIC) OR UMPIRE-IN-CHIEF (UIC)**

- 24.14.1. The RIC or UIC is responsible to and reports directly to the CLA Convenor. They serve as the technical resource for the CLA Convenor.
- 24.14.2. The RIC or UIC is a representative of the CLA at the competition. The RIC for National Championships or Competition is appointed by the VP Domestic Competitions, in consultation with the host MA or AMA and the Officiating Sector Chair.
- 24.14.3. The RIC appointment to be confirmed by Executive no later than April 1<sup>st</sup> with the following exception:
  - 24.14.3.1. Intercrosse National Games – Feb 15<sup>th</sup>
- 24.14.4. The UIC of the Women's Field Lacrosse Sector shall be the event UIC. If this person is unavailable, the Women's Field Sector Chair shall nominate an alternate.
- 24.14.5. The RIC or UIC does not work as a game official in the Championship. Notwithstanding the above, should a situation arise which requires the RIC to participate as a game official, it can be approved by the CLA Convenor at the event.
- 24.14.6. Responsibilities include the following:
  - 24.14.6.1. coordinate planning with the Host;
  - 24.14.6.2. attend pre-competition meeting and respond to all questions and issues pertaining to officiating;
  - 24.14.6.3. handle all communications between the participants and the officials;
  - 24.14.6.4. receive and distribute payments to officials;
  - 24.14.6.5. provide input to inquiries or discipline procedures as the representative of the officials under supervision
  - 24.14.6.6. supervise the officials at the competition;
  - 24.14.6.7. recommend assignments to the CLA Convenor for all games of the competition.

## CLA Operations Manual

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24.14.6.8. Complete an event report. See Appendix 25-13 for the required information to be included in the report.

24.14.7. The CLA is responsible for the following expenses:

24.14.7.1. Transportation – as per the guidelines in the Finance section of this manual.

24.14.7.2. Per Diem – as per the guidelines in the Finance section of this manual.

24.14.7.3. Accommodation – as per the guidelines in the Finance section of this manual.

24.14.8. Honourariums are paid as per the following schedule:

<b>Box Competitions</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Sr. Box	CLA	\$500	To be paid upon submission of report
Jr. Box	CLA	\$500	To be paid upon submission of report
Minor Nationals (4 separate events)	CLA	\$250 per Individual RIC	To be paid upon submission of report
<b>Men's Field Competitions</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Masters	Host	\$200	To be paid upon submission of report
Senior	CLA	\$200	To be paid upon submission of report
Junior	CLA	\$200	To be paid upon submission of report
Intermediate	CLA	\$200	To be paid upon submission of report
Youth	Host	\$200	To be paid upon submission of report

24.14.9. In Men's Field, the RIC in consultation with the CLA Convenor may appoint an Assistant RIC based on the need for one. This person should be selected from the host MA whenever possible and will be paid the same as the RIC. These costs are to be covered by the Host.

### 24.15. DISCIPLINE AT NATIONAL CHAMPIONSHIPS AND COMPETITIONS

24.15.1. The Host MA or AMA will designate an individual to Chair the Championship or Competition Discipline Committee (CCDC). The other members of the



committee will be determined by the Chair in consultation with the CLA Convenor.

- 24.15.2. If determined by the CLA Convenor, the Chair of the CCDC or the Pre-determined discipline list below, the committee will review each incident to determine if further action is warranted.
- 24.15.3. All fines levied by the CCDC are payable to the CLA. The CLA Convenor will collect the fines and submit them within fifteen (15) days of the completion of the event along with a report of each incident to the CLA Head Office.
- 24.15.4. Application of any disciplinary action will be automatic in the competition unless, in the opinion of an interested party, the circumstances warrant further consideration or appeal, in which case a hearing will be scheduled by the CLA Convenor as per the guidelines in this Section.
- 24.15.5. Disciplinary actions taken will be considered specific to the Championship or Competition. If the CLA Convenor or CCDC feel additional discipline is warranted, the incident will be forwarded to the CLA Discipline Committee for further review.
- 24.15.6. *General Discipline Guidelines*
  - 24.15.6.1. In addition to any other disciplinary action which may result from an incident, the Head Coach shall be suspended for one (1) game and the team fined \$1,000 for failing to control the benches during an altercation which leads to a bench clearing brawl.
  - 24.15.6.2. Any person suspended under the rules of play, these guidelines, by action of the CCDC or CLA Convenor shall not participate in pre-game, game, or post-game activities of the championship or competition including any medal ceremonies.
- 24.15.7. *Box Sector Pre-Determined Discipline Guidelines*
  - 24.15.7.1. For Minor Lacrosse, any person who incurs a Game Misconduct in the last ten (10) minutes of the third period or anytime in overtime of a game shall be suspended for the next game.
  - 24.15.7.2. The first player from each team who leaves the player's bench during an altercation shall be suspended for two (2) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
  - 24.15.7.3. Any player who leaves the penalty box during an altercation shall receive a two (2) game suspension at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
  - 24.15.7.4. Any person who receives a Gross Misconduct penalty shall be suspended for two (2) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.



24.15.7.5. Any player who receives a Match penalty shall be suspended for three (3) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.

24.15.7.6. Any person who enters into acrimonious discussions, makes abusive or obscene comments or gestures, or threats to referees, the CLA RIC, or the CLA Convenor shall be fined a minimum of \$100 and where applicable, suspended for two (2) games.

### 24.15.8. *Men's Field Sector Pre-Determined Discipline Guidelines*

24.15.8.1 Any person, who enters into acrimonious discussions, makes abusive or obscene comments or gestures, or threats to referees, the Referee-in-Chief, Minor Officials or the CLA Convenor shall be fined a minimum of \$100 and where applicable, dealt with further by the CCDC.

24.15.8.2 Any person falsifying eligibility or certification documentation will be suspended indefinitely, until the CLA Discipline Committee can meet to render a decision.

24.15.8.3 Where a player, substitute, coach, trainer, non-playing member of a squad or any other person officially connected with a team commits an expulsion foul and has been assessed an expulsion penalty under any specific rule from the CLA - RULES OF MEN'S FIELD LACROSSE, the individual shall be suspended for the remainder of the game and any overtime. This is the minimum suspension for all Expulsion Fouls under Rule 77 and 78 and shall be at minimum, the remainder of the game. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.15.8.4 Any player who has been expelled from a game under Rule 78.2, Fighting - When benches frozen, which is the act of leaving the "frozen bench" in order to join in a fight, shall be suspended for a minimum of one (1) game. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.15.8.5 Any player who is assessed an expulsion for joining into a fight shall be assessed a minimum one (1) game suspension. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.15.8.6 Any player, substitute, coach, trainer, non-playing member of a squad or any other person officially connected with a team is assessed an expulsion penalty under Rule 78.4 for Refusal to accept the authority of the officials, or the use of threatening, foul or abusive language or gestures, or flagrant misconduct shall be assessed a one (1) game suspension. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.15.8.7 Any player who is assessed an expulsion who attempts to injure an opponent, official, coach, manager or trainer shall be suspended until the CCDC rules on the incident. The incident shall be reported in writing and shall be dealt with further by the CCDC.

24.15.8.8 Any player who is assessed an expulsion who behaves in a manner of gross misconduct shall be suspended until the CCDC rules on the incident. The incident shall be reported in writing and shall be dealt with further by the CCDC.

Gross Misconduct shall be defined as:

- i. Makes derogatory comments based upon race, ethnic origin, religious background or gender.
- ii. Makes obscene gestures.
- iii. Persists in such behaviour after being expelled from a game.
- iv. Behaves in any manner to dishonour, embarrass, or disgrace the game.

### **24.16. APPEALS AT NATIONAL CHAMPIONSHIP AND COMPETITIONS**

- 24.16.1. The CLA convenor shall chair a committee of three announced prior to the Championship to decide on all protests and appeals arising from competitions under the jurisdiction of the Association.
- 24.16.2. Protests and appeals must be filed with the CLA Convenor of the Championship or Competition within twenty-four (24) hours of the end of the game, or the issuing of the decision being appealed. Such applications must be in writing and accompanied by a certified cheque or money order payable to the CLA, or cash in the amount of \$100.00. The appeal or protest shall then be dealt with by the appointed Appeal Committee. If the appeal is upheld, the fee shall be returned. If the appeal is rejected, the funds shall be forwarded to the CLA.
- 24.16.3. The Committee may call witnesses to help in making their decision.
- 24.16.4. If there is an appeal of an official's call, the CLA Convenor shall only consider the appeal based upon errors in fact or application of the rules, not on the official's judgment.

### **24.17. TRANSPORTATION FOR TEAMS, CLA CONVENOR, CLA RIC**

- 24.17.1. Teams, CLA Convenor and CLA RIC are responsible for their transportation costs to and from the Host community.
- 24.17.2. Participants are required to arrive prior to the first day of play. Teams failing to arrive prior to the first day of play may forfeit the opportunity to play in the tournament.
- 24.17.3. The Host Committee shall make arrangements for transportation for teams, coming to and from the airport. This will also be required for the CLA Convenor and the CLA RIC if necessary.
  - 24.17.3.1. The Host Committee will have the option of charging a fee if necessary.
  - 24.17.3.2. Teams and referees will have the option of accepting the arrangements or making their own.
  - 24.17.3.3. Teams and referees must inform the Host Committee of their decision by the deadline set by the Host Committee.

## CLA Operations Manual

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- 24.17.4. The host committee must provide local transportation to and from the hotel to the competition site(s) for all teams and officials requesting such services prior to the notice of attendance deadline (in the year of competition). Having declared their need for local transportation services, should a team and/or official subsequently decide not to use the service, they will be billed for the transportation costs they are committed to.
- 24.17.5. Teams are expected to travel together and the Host Committee is only responsible to make the appropriate arrangement. Anyone missing the scheduled transportation is responsible for making their own arrangements.
- 24.17.6. Host to provide a list of rental agencies on the website and teams will be responsible for their own transportation.

### 24.18. OFFICIALS TO NATIONAL CHAMPIONSHIPS AND COMPETITIONS

#### 24.18.1. *On-Floor or On-Field Officials*

- 24.18.1.1. Each MA/AMA attending a National Championship has the right to nominate one (1) official to participate in that National Championship. Any MA/AMA sending more than one (1) team to the National Championship shall have the right to nominate one (1) additional official for each subsequent team. Any MA/AMA not attending a National Championship has the right to nominate one (1) official to participate in that National Championship. All nominations are subject to criteria as stated in this section of the manual. The travel costs of these selected official(s) are the responsibility of the nominating MA/AMA.
- 24.18.1.2. The MA's/AMA's can request in writing to send more than one official per participating team at their cost to a competition. The chair of officiating in consultation with the host MA/AMA will review that request.
- 24.18.1.3. The MAs or AMAs shall provide the CLA Officiating Sector Chairperson with a list of officials to work at the National Championships and Competitions by July 15.
- 24.18.1.4. The identification of the number of officials required to work the championship is a function of the Chief Official in conjunction with the CLA Convenor and the Host Committee.
- 24.18.1.5. The travel costs of that Official are the responsibility of the Official's home MA or AMA. Each MA or AMA can apply to the CLA for reimbursement of the travel expenses for all referees as defined in this Section.
- 24.18.1.6. The Host Committee is responsible for the following expenses for Officials:

Item	Fees	Notes
Accommodation		1 room/2 Officials - see note below
Per Diem		As per CLA Guidelines but Excludes Minor Box, Men's Field, Women's Field and Intercrosse Championship and Competitions

## CLA Operations Manual

Game Fee Sr. A - Box	\$310.00	\$125/Official + \$60/standby Official for each game
Game Fee Sr. B – Box	\$250.00	\$100/Official + \$50/standby Official for each game
Game Fee Jr. A – Box	\$250.00	\$100/Official + \$50/standby Official for each game
Game Fee Jr. B – Box	\$200.00	\$80/Official + \$40/standby Official for each game
Game Fee – Masters Field	\$105.00	3 officials x \$35/Official for each game
Game Fee – Sr. Men's Field	\$140.00	4 officials x \$35/Official for each game
Game Fee – Jr. Men's Field	\$135.00	4 officials x \$35/Official for each game
Game Fee – Interm. Men's Field	\$105.00	3 officials x \$35/Official for each game
Game Fee – Youth Men's Field	\$105.00	3 officials x \$35/Official for each game
Game Fee – Women's Field	\$40.00	

**Note:** If an official wishes to have single accommodations, stay at a location other than the option provided by the Host, or have spouse or spousal equivalent included, the Host shall make the arrangements. The official shall pay all costs and be reimbursed by the Host to half the room rate of the accommodation where the official would have stayed

### 24.18.2. *Minor Officials*

24.18.2.1. The Host Committee shall be responsible to ensure the presence of minor officials as per the rules of lacrosse for the various disciplines for all games. This includes but is not limited to scorers, game timekeepers, offensive timekeepers and, where applicable, goal judges.

24.18.2.2. These Officials shall come under the authority of the RIC.

24.18.2.3. In Men's Field, the following minor officials are required:

24.18.2.3.1. Timekeepers are persons recruited to operate the game watches must have a working knowledge of the equipment.

24.18.2.3.2. Scorekeepers are responsible for registering correctly all goals, assists and penalties as given by the Referee's. The game sheet must be signed by the all Referee's and given to the CLA Convener or their delegate after the game.

24.18.2.3.3. Statistician will get the game sheet from the CLA Convener or their delegate after the game. Game sheet information shall be faxed to the necessary media. As well individual and team statistics shall be compiled and posted on the Championship webpage, and given to each team representative. At which time the game sheets will be returned to the CLA Convener or their delegate.

## CLA Operations Manual

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- 24.18.2.3.4. Game Registrar will have each team fill out the game sheet before each game. The registrar must pay special attention to identify suspended players and players not on team's eligibility list.
  - 24.18.2.3.5. Ball Persons are required at each end of the field during all games to retrieve and make available balls that go out of bounds. All ball person shall be a minimum 10 years of age, and shall wear a helmet, gloves and where appropriate a box/cup (Rule 14.3)
  - 24.18.2.4. In Men's Field
    - 24.18.2.4.1. Referees shall conduct themselves in a manner deemed socially acceptable on and off the field
    - 24.18.2.4.2. Referees shall dress appropriately on and off the field.
    - 24.18.2.4.3. Each game will have 4 game Referees
  - 24.18.3. *Reimbursement of MA or AMA Official's Costs*
    - 24.18.3.1. An amount equal to two-thirds of the Officiating Clinic fees as defined in the Finance section of this manual collected from the previous fiscal year will be used to help offset the cost of transportation for Referees to National Championship incurred by their respective governing body based on the following conditions.
      - 24.18.3.1.1. Only MAs or AMAs can apply on behalf of their referees.
      - 24.18.3.1.2. Claims must include original receipts and be submitted to the CLA Head Office by November 15 of the year that the expense was incurred.
      - 24.18.3.1.3. All airline tickets must be purchase no later than 14 days prior to departure. If a ticket is booked within the 14 day prior to departure, a reason must be provided in writing which will be reviewed by the VP Administration.
      - 24.18.3.1.4. The MA or AMA is eligible for full reimbursement of the transportation costs provided there are sufficient funds to cover all claims.
      - 24.18.3.1.5. Should there not be sufficient funds to cover all claims by MAs or AMAs, payments will be made on a percentage based on the following formula:
$$\frac{\text{Amount Claimed}}{\text{Total of All Claims}} \times \text{Amount Available} = \text{Amount Paid out}$$
- 24.19. **OFFICIALS CERTIFICATION**
  - 24.19.1. *For Mann Cup – Senior A*
    - 24.19.1.1. Level 5 (some possible exceptions)

24.19.1.2.NOCP certified in current year

24.19.1.3.Previous experience in a National Championship

24.19.1.4.Recommended by the MA/AMA Officials' Association (RDC in Ontario).

24.19.1.5.Recommendation approved by the MA/AMA where applicable.

24.19.1.6.The Chair will take the recommended officials to the NOCP Committee for ratification

### 24.19.2. *For Presidents' Cup – Senior B*

24.19.2.1.Level 4 (some possible exceptions)

24.19.2.2.NOCP certified in current year

24.19.2.3.Previous experience in:

24.19.2.3.1. A National Championship or

24.19.2.3.2. Provincial Championship or

24.19.2.3.3. CLA sanctioned Invitational Tournament

24.19.2.3.4. Recommended by the MA/AMA Officials' Association (RDC in Ontario).

24.19.2.3.5. Recommendation approved by the MA/AMA.

24.19.2.3.6. The Chair will take the recommended officials to the NOCP Committee for ratification

### 24.19.3. *For Minto Cup – Junior A*

24.19.3.1.Level 5 (some possible exceptions)

24.19.3.2.NOCP certified in current year

24.19.3.3.Previous experience in a National Championship

24.19.3.4.Recommended by the MA/AMA Officials' Association (RDC in Ontario).

24.19.3.5.Recommendation approved by the MA/AMA.

24.19.3.6.The Chair will take the recommended officials to the NOCP Committee for ratification

### 24.19.4. *For Founders' Cup*

24.19.4.1.Level 4 (some possible exceptions)

24.19.4.2.NOCP certified in current year

24.19.4.3.Recommended by the MA/AMA Officials' Association (RDC in Ontario).

24.19.4.4.Recommendation approved by the MA/AMA.

24.19.4.5.The Chair will take the recommended officials to the NOCP Committee for ratification.

# CLA Operations Manual

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## 24.19.5. *For Minor Nationals*

24.19.5.1. Level 3 (some possible exceptions)

24.19.5.2. NOCP certified referee in the current year

24.19.5.3. Recommended by the MA/AMA Officials' Association (RDC in Ontario).

24.19.5.4. Recommendation approved by the MA/AMA.

24.19.5.5. The Chair will take the recommended officials to the Committee for ratification

## 24.19.6. *For Men's Field*

24.19.6.1. For national competitions referees shall be certified at the following minimum levels for each age division;

Masters	Level III
Senior	Level III
Junior Mens (U19)	Level III
Intermediate (U16)	Level III
Youth (U13)	Level II

## 24.20. **ACCOMMODATIONS**

24.20.1. Prior to the competition, the Host Committee must provide to the MA, AMA and if known, the teams the information necessary to arrange accommodations. Where feasible, the Host shall reserve blocks of rooms in local hotel or residences. The Teams are responsible for booking their own accommodations. Teams are responsible for all personal expenses including accommodations, meals and incidentals during their stay in the host community.

24.20.2. When arranging accommodations, CLA sponsorship agreements must be adhered to unless unavailable or unsuitable as approved by CLA Executive Director.

24.20.3. A representative from each team shall complete the Accommodations Declaration Form before accepting rooms on behalf of their teams.

## 24.21. **NATIONAL CHAMPIONSHIP OR COMPETITION TROPHIES**

24.21.1. Approved trophies for the various championships and competitions are listed by discipline in this Section.

24.21.2. Winning teams may retain possession of the trophy or cup until the second Friday of June. A Championship Trophy/Cup Agreement Form must be filled out by the team manager of the winning team. This form must be returned to the CLA Convenor before the team can take possession of the trophy or cup. The form will be sent to the CLA Head Office along with the Convenor report.

24.21.3. All trophies must be returned "PREPAID" to the CLA Head Office, or other place specified by the CLA Executive Director. Trophies not returned by the specified date will result in a fine of \$100 per month until it is received in the



CLA Head Office. Failure to return the trophy may also result in the suspension of the offending team.

- 24.21.4. Each team in a national championship acts as a representative of their MA or AMA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA or AMA.
- 24.21.5. The Host Committee is responsible for the purchase of championship medals from the CLA, or for getting CLA approval of substitute awards. Substitute awards must be submitted to the CLA Head Office two (2) months prior to the championship for approval. The minimum guidelines for numbers and types of medals to be presented are set out in the Section.
- 24.21.6. The original Mann and Minto Cups are kept in the Canadian Lacrosse Hall of Fame. These trophies can only be removed from this repository under expressed (written) permission of the CLA. Presentation trophies shall fall under the regulations for national championship trophies as established in this section.

### **24.22. BANQUET AND CEREMONIES**

- 24.22.1. The Host Committee shall organize opening and closing ceremonies for all championships or competitions. The format and content of these ceremonies shall be up to the discretion of the Host in discussion with the CLA Convenor.
- 24.22.2. In Box Championships or Competitions the Host Committee is not obligated to have an awards banquet. However if official Championship awards are being presented, an awards event that all participants (teams, referees and officials) must attend has to be organized and scheduled. The host committee may have the option of charging a fee if costs are incurred and deemed reasonable by the CLA Head Office. This awards event cost will be added to each teams registration fee, due at the appropriate date.
- 24.22.3. In Men's Field Championships and Competitions individual awards shall be given out at a formal or informal gathering after the preliminary round of the Championships. Team awards and the Championship Trophy/Cup shall be awarded at the end of the final game. The Host Committee is not obligated to have an awards banquet. However, if the Host Committee decides to hold a banquet for participants and approved guests of the National Championship tournament, it will be held on the night before the medal rounds. Effective in 2013, attendance at the banquet for all approved players, coaches and team personnel is mandatory. The costs for the banquet must be approved for reasonableness by the Sector Chair in consultation with the VP Domestic Competition. The cost of the event will be added to the tournament entry fee and is to be paid with the entry fee according to the deadlines outlined in 24.10.2.
- 24.22.4. In Women's Field Championships and Competitions the Host is required to hold a banquet for the participants and guests of the National Championships tournament. The cost of such a function is recoverable by charging the participants a fee.



## CLA Operations Manual

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- 24.22.4.1. All players, coaches and team personnel are expected to attend the banquet.
- 24.22.4.2. The Host Committee will schedule and organize both opening and closing ceremonies. The format of such ceremonies will be left to the discretion of the Host.
- 24.22.4.3. Participants must be informed of the dates and times of the ceremonies. Dress code and other specifics must be included with this information.
- 24.22.4.4. The production of a souvenir program is at the discretion of the Host Committee. Participants must meet the requirements and deadlines for printing, including photographs and rosters.

### 24.23. **MARKETING AGREEMENTS**

- 24.23.1. The CLA is the owner of certain official marks, copyrights and other properties, such as but not limited to; name of event, logos, signage, merchandise, television rights, and is interested in organizing and implementing marketing programs for the purpose of promoting its objectives and supporting the operation of its National Championships and Competitions. The CLA shall work in conjunction with the Host Committee to ensure maximum exposure and return for this promotion.
- 24.23.2. The CLA shall have the right to enter into Official Supplier, Licensing or Sponsorship agreements in connection with certain products or services utilized at the National Championships or Competitions.
- 24.23.3. The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion or other use of the CLA products.
- 24.23.4. The proceeds from any marketing agreement, including contra, will be distributed as per the terms and conditions of the agreement and the Hosting Agreement.
- 24.23.5. The Host Committee(s) shall be obligated to use, display and actively promote the products or services, which are provided as per the terms and conditions of any agreement. This condition applies to a variety of circumstances when the Host Committee(s) is involved or connected with any project, activity or event sanctioned or operated in conjunction with National Championships or Competitions.
- 24.23.6. The CLA Executive Director will provide a list to Host Committee(s) by outlining National Championship or Competition sponsorship agreements.
- 24.23.7. CLA official sponsor's logos to be given to Host Committee by the CLA Head Office to be displayed on the cover sheet of all print material pertaining to the Championship or Competition.

### 24.24. **MEDIA RELATIONS**

- 24.24.1. The CLA owns the exclusive rights to all media properties related or generated from CLA sanctioned championships or competitions, which originate in Canada. All transactions involving media rights must be exercised

## CLA Operations Manual

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through the CLA and with the expressed written consent of the CLA Executive Director.

- 24.24.2. The Host Committee of the national championships or competitions will publicize the event and schedule of competition. They will ensure that game results are given to the media with sufficient time to meet deadline requirements.
- 24.24.3. The Host Committee shall publish a program for the event and donate one (1) page of advertising to the CLA, and one half (1/2) page of advertising to the MA or AMA of which they are a member.
- 24.24.4. The Host Committee shall invite area media (TV, Print & Radio) to all promotional events surrounding the championship.

### 24.25. TIE BREAKING

- 24.25.1. In the event of a tie in point standings in a competition, final standings shall be determined as follows:
  - 24.25.1.1. If two teams are tied, the winner of the game or games between the two teams advances. If a tie still exists, the goal average formula listed below will be used.
    - 24.25.1.1.1. In the situation of multiple games played if the teams are still tied then a winner will be identified by the least penalty minutes in round robin play between two tied teams.
  - 24.25.1.2. If three or more teams are tied, and if one team has defeated the other teams with which it is tied after round robin play, that team shall advance. Otherwise the team with the best goal average shall advance.
  - 24.25.1.3. The goal average is calculated by dividing the total goals for, by the total goals for plus the total goals against. Only the goals scored in games between the tied teams is used in the goal average formula for tie breaking. The team with the greater resultant number shall advance.

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#### GOALS FOR GOALS FOR + GOALS AGAINST

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- 24.25.1.4. The formula is applied once to rank all tied teams.
- 24.25.1.5. In Box Lacrosse, if a tie still exists between teams, the winner of the game(s) between the two teams advances.
  - 24.25.1.5.1. In the situation of multiple games played if the teams are still tied then a winner will be identified by the least penalty minutes in round robin play between the two tied teams.
- 24.25.1.6. In Men's Field, if a tie still exists between teams, the following will be used in order until one method results in a winner being identified:
  - 24.25.1.6.1. Least penalty minutes between tied teams
  - 24.25.1.6.2. Man Up goals

24.25.1.6.3. Names drawn

### 24.26. **CONTINGENCY PLANNING**

- 24.26.1. The local Host Committee must have a medical emergency contingency plan in place. The purpose of the emergency plan is to ensure that injured athletes or other parties will receive professional care as soon as possible.
- 24.26.2. The Host MA or AMA must have liability insurance in place, which will cover all reasonable hazards pertaining to competition.
- 24.26.3. The Host Committee must ensure adequate and proper crowd control at all competitive sites throughout the competition.

### 24.27. **INFORMATION SERVICES**

- 24.27.1. Prior to the championship or competition, the Host Committee must provide to the participating teams if known or the MAs or AMAs if team is unknown the information necessary to arrange accommodations.
- 24.27.2. The Host Committee will provide directions for participating teams to all game sites and accommodations.
- 24.27.3. A schedule of game times, transportation arrangements and ceremonies must be made available to the participating teams if known and to the MAs or AMAs if team is unknown prior to the commencement of the championship or competition.
- 24.27.4. At the beginning of and during the championship or competition, the Host is responsible for providing information on the competition, including results and updates on game times and transportation.

### 24.28. **GAME PASSES OR TICKETS**

- 24.28.1. The Host Committee will provide Championship Game passes or tickets for the following approved groups:
  - 24.28.1.1. Teams will be given a pass or ticket for each eligible player, three coaches, two managers, two trainers, one league commissioner and one MA/AMA representative.
  - 24.28.1.2. Approved Officials or Umpires for the championship or competition will receive a pass or ticket.
  - 24.28.1.3. Two Official or umpire evaluators.
  - 24.28.1.4. Members of the discipline and appeals committee's shall receive two passes or tickets each.
  - 24.28.1.5. The CLA Convenor, the CLA RIC and each attending CLA Executive, Director, Sector Chair, and CLA office staff will receive two passes or tickets. The Host Committee to confirm with the CLA Head Office the number of CLA passes or tickets required for each Championship or Competition.

## 24.29. FACILITIES AND EQUIPMENT

### 24.29.1. Meeting Facilities

24.29.1.1. The Host Committee must ensure that there are facilities readily available for required meetings. These meetings shall include the pre-competition meeting, discipline and appeal committee meetings.

### 24.29.2. Fields for Men's Field:

24.29.2.1. Field markings shall be up to date and accurately applied on each field being used.

24.29.2.2. Adequate dressing rooms for all participants shall be provided by the host when necessary.

24.29.2.3. Washroom facilities shall be made available for participants and spectators during the championships

24.29.2.4. Every effort shall be made to make available food services to participants and spectators during the championships.

24.29.2.5. The Host is responsible to provide a certified trainer on site for the teams attending the National Championships. The teams shall provide their own tape and supplies if required for the training staff to look after their players.

### 24.29.3. Equipment

24.29.3.1. Sound system, time keeper's watches, scoring table materials and weather covering, field chalking materials and two nets with proper dimensions for the age category playing shall be made available at each field.

## 24.30. INTERNET SERVICES

### 24.30.1. Website

24.30.1.1. National Championships and Competitions will have a website linked to the CLA website prior to or before the commencement of the SAGM in the year prior to competition.

24.30.1.2. Information about all aspects of the Championship must be updated as it becomes available.

24.30.1.3. Throughout the competition, the website must be updated at least daily.

24.30.1.4. Website should contain the following:

- 24.30.1.4.1. Host Committee information;
- 24.30.1.4.2. Participating Teams;
- 24.30.1.4.3. Ticket prices;
- 24.30.1.4.4. Schedule, Game results and Standings;
- 24.30.1.4.5. Officials of the Championship or Competition;
- 24.30.1.4.6. Optional Areas:

## CLA Operations Manual

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- 24.30.1.4.6.1. Merchandise available;
- 24.30.1.4.6.2. Individual players stats;
- 24.30.1.4.6.3. Team pictures or individual players;
- 24.30.1.4.6.4. Game summaries

24.30.1.5. CLA sponsors must be listed on website

### 24.30.2. *Web Cast*

24.30.2.1. Whenever or wherever possible, Championship and Competition games should be web cast.

24.30.2.2. CLA Official sponsors to be mentioned once per period or quarter of play during web cast.

### 24.31. **FINANCIAL**

- 24.31.1. Each championship or competition will be budgeted to be self-sufficient. Unless otherwise determined by the Directors of the Association or the Hosting Agreement, the Host Committee will retain any profit resulting from a national championship or competition. Similarly, any deficit resulting from the championship or competition will be the responsibility of the Host Committee.
- 24.31.2. The Host Committee is required to file a financial statement with the CLA Head Office within (90) ninety days of the end of the championship or competition.
- 24.31.3. Failure to submit a financial statement for the Championship with the CLA Head Office will result in a fine of \$100.00 per month assessed to the MA or AMA for late reporting.

### 24.32. **CHAMPIONSHIPS SUMMARY**

- 24.32.1. The Host Committee will be responsible for sending a summary of the Championship or Competition to the CLA within ninety (90) days after the final game.
- 24.32.2. The summary should include:
  - 24.32.2.1. Game results, scoring statistics and highlights;
  - 24.32.2.2. Game action, award winners and winning team pictures with names;
  - 24.32.2.3. Statistics information on attendance, sales, and media, etc.;
  - 24.32.2.4. Copy of Championship or Competition Program
- 24.32.3. Failure to submit a summary will result in host MA or AMA being fined \$500.00.

### 24.33. **ADDITIONAL REGULATIONS AND REQUIREMENTS FOR MEN'S FIELD**

#### 24.33.1. *General Championship Meetings*

- 24.33.1.1. The Host Coordinator will conduct regular organizing committee meeting during the year prior to the Championship.

## CLA Operations Manual

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24.33.1.2. The CLA Convenor and the CLA RIC will be invited to all meetings if individuals have been appointed. Attendance will be at the cost of the CLA Convenor and the CLA RIC. Minutes of these meetings will be kept and distributed within 7 days. A copy of the minutes shall be emailed or mailed to CLA Convenor, CLA RIC and CLA Head Office as required. An overview of these meetings shall be posted on the championship or competition website.

### 24.33.2. *Pre Championship Meeting*

24.33.2.1. The CLA Convenor will chair a meeting with the Host committee, CLA RIC, Officials and one representative team. Discussions will center on Championship special events, rule interpretation, championship format and general information.

### 24.33.3. *Special Events*

24.33.3.1. Participants must be informed of the dates and times of the each special event. Dress code and other specifics must be included with this information.

24.33.3.2. A press conference to introduce the Host committee and distribute information about the participants and Championship will be held days prior to the Championship.

### 24.33.4. *Game Announcer (Optional)*

24.33.4.1. Each game the game announcer will follow a script provided by the Host committee with the approval of the CLA Convenor.

24.33.4.2. The script will explain how to announce goals and penalties, as well as when to introduce sponsors and upcoming special events surrounding the championship.

### 24.33.5. *Evaluation Committees (Optional)*

#### 24.33.5.1. Players

24.33.5.1.1. The men's field and coaching sectors shall provide approved criteria to evaluate player's at all minor national championships.

24.33.5.1.2. A committee of 6 to 10 respected coaches and managers will be assembled to identify the top 36 players at each age level. Selected players to include; 4 goalies, 8 attackmen, 16 midfielders and 8 defensemen.

#### 24.33.5.2. Referees

24.33.5.2.1. The RIC will evaluate all Referees participating in the national championships.

24.33.5.2.2. Were possible, all Referees will be evaluated at least twice during the event and a report submitted to the CLA and its officiating committee.

### 24.33.6. *Championship Merchandise or Promotions*

24.33.6.1. All championship merchandise and promotions information shall be sent to the contacts for each participating group and posted on the championship web site. as soon as finalized.

### 24.33.7. *Tickets*

24.33.7.1. Individual ticket and championship package prices to be sent to MAs or AMAs early for advertising and pre sale. Complimentary tickets to be identified and set aside.

### 24.33.8. *Program*

24.33.8.1. Solicit advertising, championship schedule, format and general information, articles of interest about participating teams and individuals, pictures and archived championship information, etc.

### 24.33.9. *Clothing/Equipment*

24.33.9.1. The championship shall solicit vendors to make available clothing and equipment that participants and the general public can purchase. Agreements with vendors shall follow CLA and MA or AMA guidelines. Information about clothing and equipment should be made available to the championship partners when finalized.

### 24.33.10. *Game Fundraisers*

24.33.10.1. Each host committee has an opportunity to include additional fundraising events as long as they do not detract from the championship and signed agreements.

### 24.33.11. *Championship Statistics*

24.33.11.1. In order to attract potential sponsorship for future championships, statistic shall be kept with regard to the following:

- Sponsors
- Vendors
- Merchandise/Equipment Sales
- Internet Visits
- Fundraising vehicles
- Food and Beverages
- Number of Teams
- Number of Participants
- Attendance
- Individual ticket sales
- Package Ticket Sales
- Game Results
- Award Winners

### 24.33.12. *Canadian Invitational Tournaments*

24.33.12.1. All Canadian Invitational Tournaments shall be operated under the same regulations and guidelines as Canadian National Championships with the following exceptions;

24.33.12.2. Approved Hosts



## CLA Operations Manual

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- 24.33.12.2.1. The CLA may sanction any Youth Association (i.e. Youth through Masters) approved by their MA/AMA to host a National Invitational Tournament. In order to be sanctioned a National Invitational Tournament; there must be at least two non-host provinces in attendance.
- 24.33.12.3. MA or AMA Responsibilities
  - 24.33.12.3.1. The host MA/AMA is responsible for approving the host committee. As well as selection of the tournament convenor, chief of officials, discipline committee and appeals committee.
- 24.33.12.4. Registrations for Tournaments
  - 24.33.12.4.1. Each eligible association (i.e. Youth through Masters) must register directly with the MA/AMA host committee by October 31 of preceding year. All registered approved personal from an MA/AMA are eligible to participate.
- 24.33.12.5. Registration Fees
  - 24.33.12.5.1. The host of a Canadian Invitational Tournament shall pay a \$200.00 registration fee to the CLA office, to go into the national team fund. Team registration fee's are set by the Host and must to be paid directly to the host committee.
- 24.33.12.6. MA or AMA Tournament Qualifications
  - 24.33.12.6.1. Criteria set by the host committee.
- 24.33.12.7. Transportation
  - 24.33.12.7.1. Each participating team is responsible for all transportation requirements during the competition.
- 24.33.12.8. Approved Awards
  - 24.33.12.8.1. All division winners shall receive trophies as per tournament structure. All-star team selections and awards are not required for this type of competition.
- 24.33.12.9. Tournament Information and Format
  - 24.33.12.9.1. Each tournament shall operate under a format that is fair and necessary in order to accomplish its goals. All competitors shall be informed with in a workable time frame of tournament criteria and information. Failure to achieve this may result in their National Invitational Tournament status being evoked.
- 24.33.12.10. Special Events
  - 24.33.12.10.1. All special events surrounding the tournament are at the option and expense of the Host Committee.
- 24.33.12.11. Evaluation Committees



## CLA Operations Manual

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- 24.33.12.11.1. These committees shall not be required at National Invitational Tournaments.
- 24.33.12.12. Tournament Merchandise/Promotions
  - 24.33.12.12.1. All tournament merchandise and promotions are at the option and expense of the Host Committee.
- 24.33.12.13. Tournament Statistic
  - 24.33.12.13.1. Statistics shall be kept and sent as part of the host committee report sent to their MA or AMA.
- 24.34. **MINOR NATIONALS**
  - 24.34.1. *Player Eligibility*
    - 24.34.1.1. Peewee Players to be 12 years of age or under prior to December 31.
    - 24.34.1.2. Bantam Players to be 14 years of age or under prior to December 31.
    - 24.34.1.3. Midget Players to be 16 years of age or under prior to December 31.
    - 24.34.1.4. Must be a resident of Province or registered by the Province and being the closest MA for the player to play in where there is no lacrosse offered.
    - 24.34.1.5. Must be registered and approved by the MA.
    - 24.34.1.6. All teams must be an All-star format.
    - 24.34.1.7. You can register up to 23 players.
    - 24.34.1.8. You can only dress 18 players and 2 goalies.
  - 24.34.2. *Bench Personnel Eligibility*
    - 24.34.2.1. All Bench Personnel must be certified and meet CLA guidelines.
    - 24.34.2.2. Trainers must hold valid St. John's, Red Cross, or Sport Training Certificate MA recognized. (Medical Doctors, Registered Nurses, Fire Fighters and Paramedics.)
    - 24.34.2.3. Bench Personnel must be registered and approved by the MA.
    - 24.34.2.4. A minimum of 2 and a maximum of 5 Bench Personnel on the game sheet and on the bench during games, one of whom must be a certified trainer (Note: 1 less than the CLA Box rulebook)
  - 24.34.3. *Team Uniforms*
    - 24.34.3.1. All MA's will have specified colours for your uniforms; permission would have to be given for any changes from the Box Sector.
    - 24.34.3.2. MA's to work with CLA Office to find one supplier for all MA's to purchase uniforms.
  - 24.34.4. *Referees*
    - 24.34.4.1. Must be certified in current season (Level 3 preferred)
    - 24.34.4.2. Must be at least 18 years of age.

## CLA Operations Manual

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24.34.4.3.MA's responsibility to get the referee to the Host Province.

24.34.4.4.Host to supply accommodations.

24.34.4.5.Host to supply meals or per diem.

24.34.4.6.Host to supply transportation from the Official Hotel.

### 24.34.5. *Game Structure*

24.34.5.1.CLA rules apply, with the following exceptions:

24.34.5.2.Offence/Defense style coaching not permitted at Minor Nationals.

24.34.5.3.Peewee

24.34.5.3.1. 3-15 minute periods, the 3rd period last 5 minutes stop time.

24.34.5.4.Bantam

24.34.5.4.1. 3-17 minute periods, the 3rd period last 5 minutes stop time.

24.34.5.5.Midget

24.34.5.5.1. 3-20 minute periods, the 3rd period last 5 minutes stop time.

24.34.5.6.3 minute rest between periods

24.34.5.7.Full round robin if 6 or more teams participating, double round robin for less than 6 teams participating.

24.34.5.8.Preliminary Games if tied after 3 periods

24.34.5.8.1. Full five minute stop time overtime period.

24.34.5.8.2. If still tied sudden victory 10 minute periods of stop time.

24.34.5.9.Tie breaker if two teams tied with the same ranking.

24.34.5.9.1. Head to head game(s) winner advances.

24.34.5.9.2. If still tie, team with fewest penalty minutes advances.

24.34.5.10. Tie breaker with 3 or more teams.

24.34.5.10.1. Section 24.25.1 of the CLA operating policy will apply.

24.34.5.11. Positioning games, Bronze and Gold games if tied after 3 Periods.

24.34.5.11.1. Full 10 minute overtime period.

24.34.5.11.2. If still tied sudden victory 10 minute periods.

24.34.5.11.3. 3 minute break between periods.

24.34.5.11.4. In overtime the teams do not change ends as per CLA rule 19 situation 3.

### 24.34.6. *Championship Round (based on 10 teams)*

24.34.6.1.1st placed team gets a bye to the Gold A Game.

24.34.6.2.2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

## CLA Operations Manual

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24.34.6.3.4th place team gets a bye to the A Bronze Game.

24.34.6.4.5th place team gets a bye to the Gold B Game.

24.34.6.5.6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.34.6.6.8th place team gets a bye to the B Bronze game.

24.34.6.7.9th vs. 10th for the Consolation.

### 24.34.7. *(Based on 9 teams)*

24.34.7.1.1st placed team gets a bye to the Gold A Game.

24.34.7.2.2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.34.7.3.4th place team gets a bye to the A Bronze Game.

24.34.7.4.5th place team gets a bye to the Gold B Game.

24.34.7.5.6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.34.7.6.8th place team gets a bye to the B Bronze game.

24.34.7.7.9th team eliminated.

### 24.34.8. *(Based on 8 teams)*

24.34.8.1.1st placed team gets a bye to the Gold A Game.

24.34.8.2.2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.34.8.3.4th place team gets a bye to the A Bronze Game.

24.34.8.4.5th place team gets a bye to the Gold B Game.

24.34.8.5.6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.34.8.6.8th place team gets a bye to the B Bronze game.

### 24.34.9. *(Based on 7 teams)*

24.34.9.1.1st placed team gets a bye to the Gold A Game.

24.34.9.2.2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.34.9.3.4th place team gets a bye to the A Bronze Game.

24.34.9.4.5th place team gets a bye to the Gold B Game.

24.34.9.5.6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser eliminated.

### 24.34.10. *(Based on 6 teams)*

24.34.10.1. 1st placed team gets a bye to the Gold A Game.

24.34.10.2. 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.34.10.3. 4th place team gets a bye to the A Bronze Game.

24.34.10.4. 5th place and 6th place team gets a bye to the Gold B Game.

24.34.11. (Based on 5 teams) – Double Round Robin

24.34.11.1. 1<sup>st</sup> place team gets a bye to the Gold A Game.

24.34.11.2. 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.34.11.3. 4<sup>th</sup> place team earns bye to Bronze A game. 5<sup>th</sup> place team is eliminated.

24.34.12. (Based on 4 teams) – Double Round Robin

24.34.12.1. 1<sup>st</sup> place team get a bye to the Gold A Game.

24.34.12.2. 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.34.12.3. 4<sup>th</sup> place team earns bye into Bronze A game.

24.34.13. *Entry Fees*

24.34.13.1. \$1600.00 per team commitment to be made by January 31st, non refundable fee to be paid by April 30th. (if you decide you can not commit after your January 31st deadline the MA will be charged the entry fee.)

24.34.13.2. No gate fees to be charged except the Championship day all participating MA's will receive 50 free tickets per team.

24.34.14. *Practice Times*

24.34.14.1. To be arranged and paid for by the participating teams. (host to supply contact information)

24.34.15. *Opening Ceremonies*

24.34.15.1. Minimum Criteria

24.34.15.1.1. All teams will parade out on to the floor.

24.34.15.1.2. Referees will parade out on to the floor.

24.34.15.1.3. CLA President or delegate (must speak)

24.34.15.1.4. MA President and or their delegate.

24.34.15.1.5. O Canada in both English and French.

24.34.15.1.6. Host requirements to have Provincial flags for opening and closing ceremonies.

24.34.16. *Closing Ceremonies*

24.34.16.1. Teams come out in order of ranking (host to identify entry point)

## CLA Operations Manual

---

24.34.16.2. Medal Presentations.

24.34.16.3. MVP of each team (host to supply award and selection criteria.)

24.34.17. *Arrival/Departure*

24.34.17.1. Host to announce Arrival and Departure dates by the CLA AGM.

24.34.18. *Accommodations*

24.34.18.1. To be arranged by host MA, all participants must stay at the official residence.

24.34.18.2. Transportation will be provided from the Official Residence to the event.

24.34.18.3. Transportation to and from the Airport.

24.34.19. *Cost Sharing of Transportation*

24.34.19.1. To be approved by the Box Sector and added to this format.



## **PART III**

### **25. SECTION 25: APPENDICES AND FORMS**



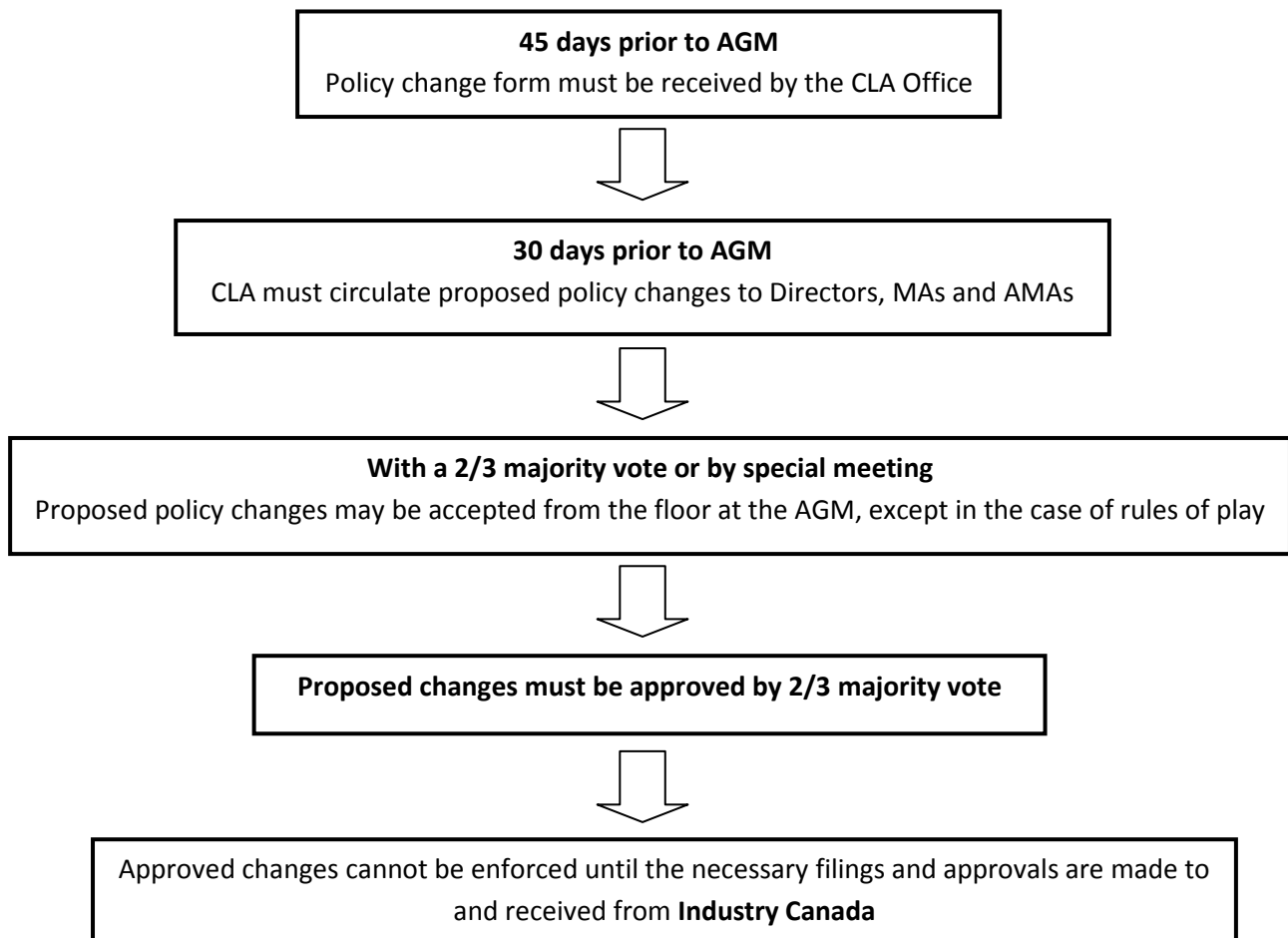


## APPENDIX 25-1

### POLICY CHANGE PROCEDURE

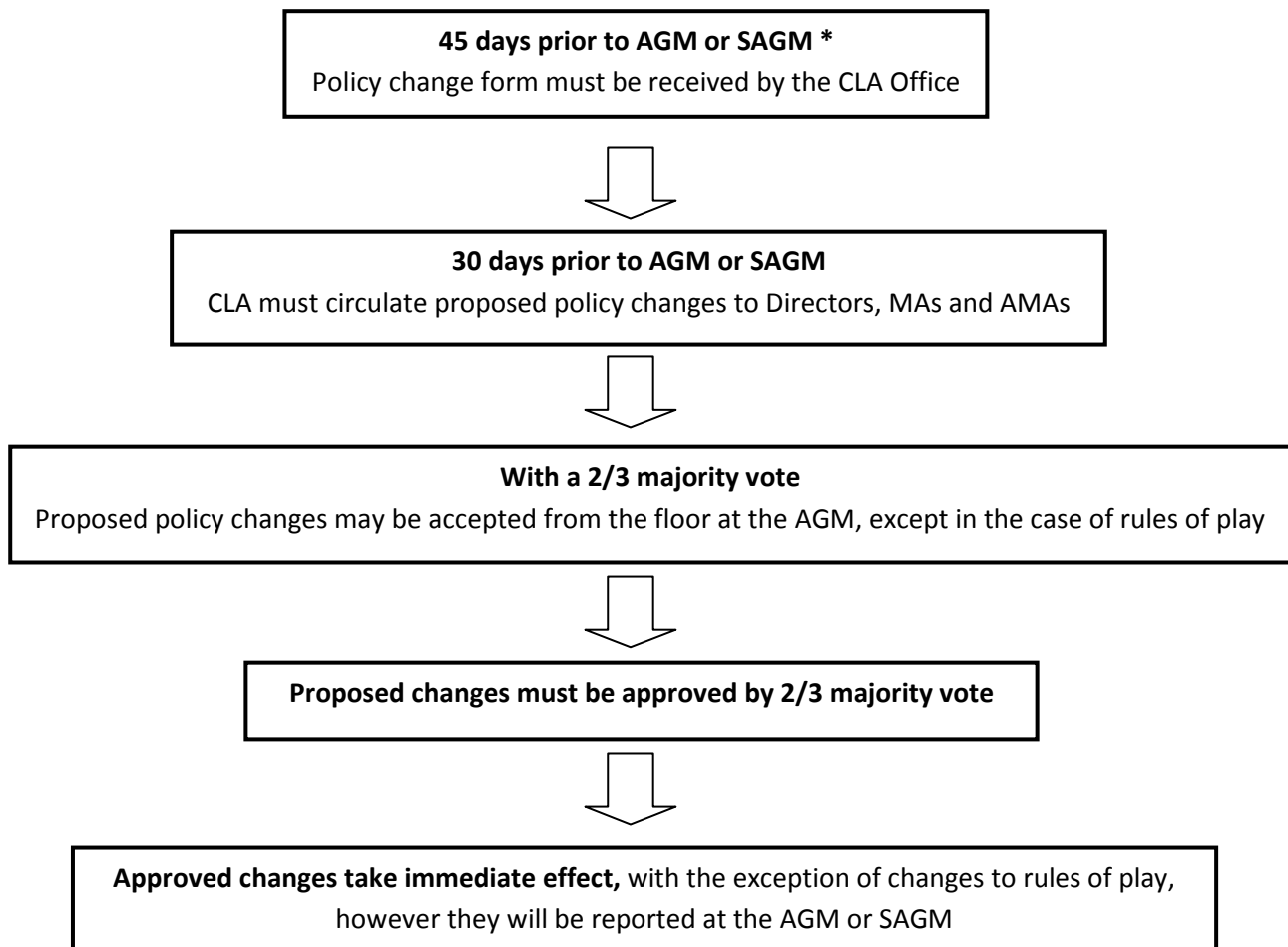
#### FOR PART I:

- Applies to Sections 1 through 9: Letters Patent, Bylaws, General Regulations, Membership, participant Eligibility, Code of Conduct and Discipline, Appeals, Meetings of the Directors and the Association, Nominations Committee.



**FOR PART II:**

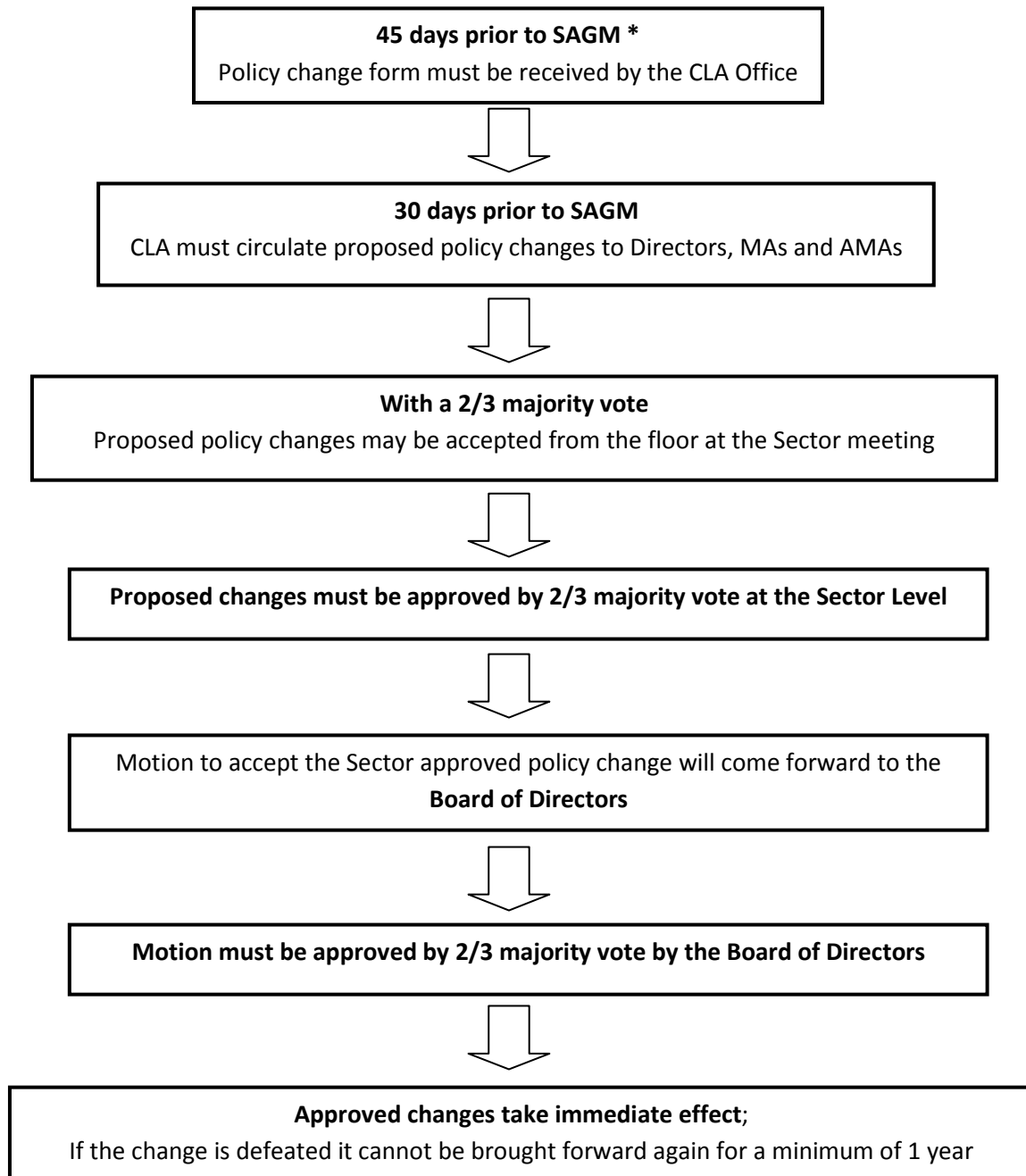
- **Applies to Sections 10 through 17: Substance Abuse, Athlete Development, Equipment, Finance, Marketing, Promotion, Communications and Awards, Equipment Review Committee, National Teams, Human Resources.**



**\*In the period between the SAGM and AGM proposed Part II policy changes, excluding rules of play, can be dealt with by Board E-Mail Ballot.**

**FOR PART III:**

- **Applies to Sections 18 through 24: Box Sector, Men's Field Sector, Women's Field Sector, Inter-Lacrosse Sector, Coaching Program, Officiating Program, National Championships.**



**\*At the discretion of the Sector Chairperson between Sector meetings proposed Part III policy changes, excluding rules of play, can be dealt with by Sector E-Mail Ballot.**



## **APPENDIX 25-2**

### **RULE CHANGE PROCEDURE**

#### **Even Numbered Years**

Regulations relating to Rules of play may only be changed in even numbered years.



#### **Proposal Deadline March 1st**

Proposal for rule changes must be received by the CLA Head Office by March 1<sup>st</sup>.



#### **Proposal submissions to Sector Chairs – March 15<sup>th</sup>**

Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Sector Chairpersons by March 15<sup>th</sup>.



#### **Submit Evaluations to CLA Office – April 15<sup>th</sup>**

The Coaching and Officiating Sector Chairpersons will submit their evaluations to the CLA Head Office by April 15<sup>th</sup>. The Head Office will forward the evaluations to the appropriate Sector Chairperson and include the evaluations in a report to the MA/AMAs at the Sector Meeting.



#### **Sector Approval requires 2/3 majority**

All proposals for rule changes must be considered at the Sector Meeting at which time a vote of the MA/AMA representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Board of Directors Meeting. Any proposals that are defeated will not proceed to the Board of Directors and cannot be brought forward again for a minimum of two (2) years.

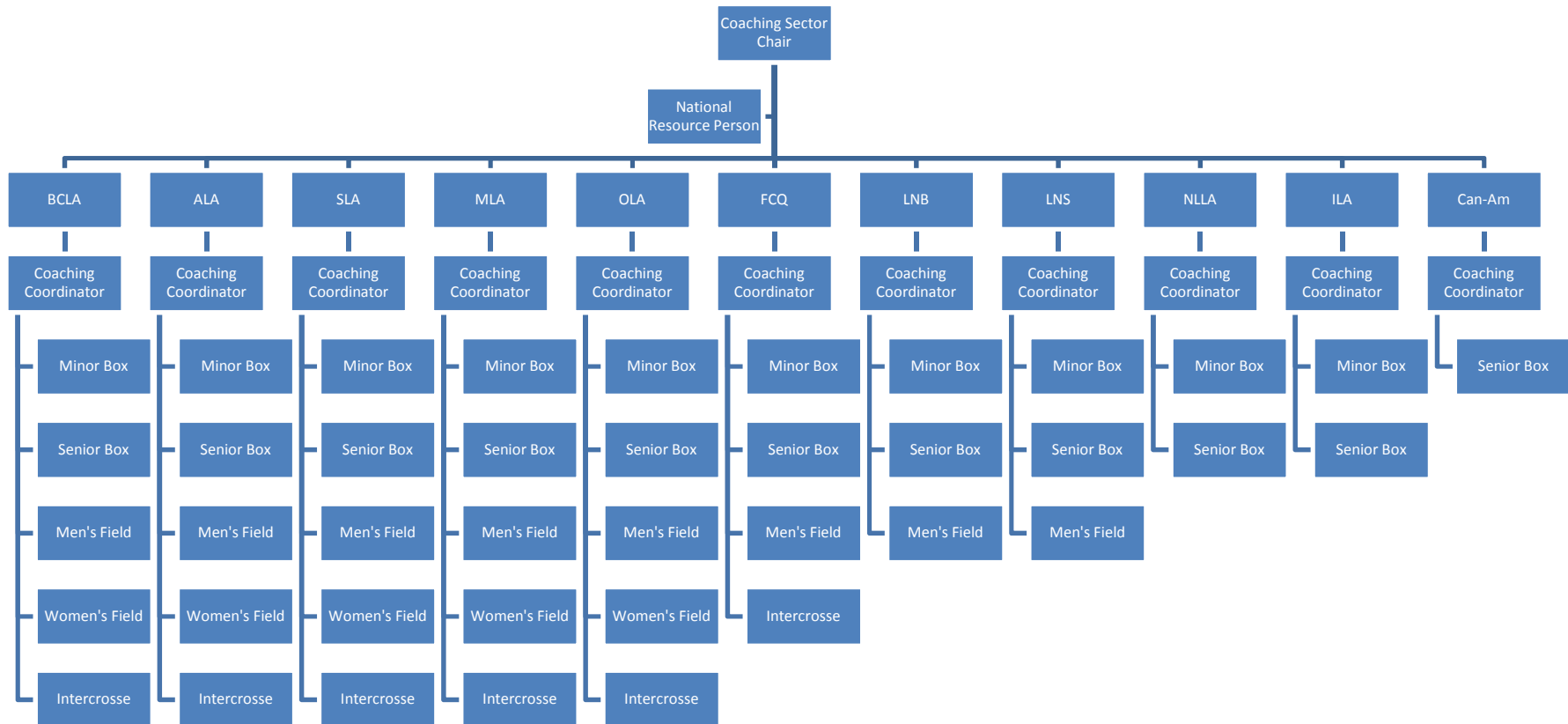


#### **Board of Directors Approval requires 2/3 majority**

Rule changes approved by the Board of Directors, must receive 2/3 majority to be accepted and will be incorporated into the playing rules for the following playing season of the Sector



## Appendix 25-3: CLA NCCP Organizational Chart









It is mandatory that the clubs/associations have this form completed and returned to the appropriate body for registration.

<b>Club or Association Name:</b>	
<b>Division and Calibre:</b>	
<b>Year of Current Season:</b>	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with a Member Association of the CLA.

Coaching Staff Registration (PLEASE PRINT OR TYPE)				
	Head Coach	Assistant Coach	Assistant Coach	Assistant Coach
<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>				
<b>Postal Code:</b>				
<b>Phone Number:</b>				
<b>E-Mail Address:</b>				
<b>NCCP #</b>				
<b>Police Check (If Required):</b>				
<b>Date of Birth (MM/DD/YYYY):</b>				

Please submit the appropriate registration fee for each listed coach above, along with this form.  
Coaches are not considered registered until registration fees are paid.

Bench Personnel Registration			
	Name:	Address:	Phone #
<b>Manager:</b>			
<b>Trainer:</b>			
<b>Equip. Manager:</b>			
<b>Other:</b>			

- Please note:
1. Team Head Coaches are responsible for the conduct of ALL personnel.
  2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.

**Important - See reverse for Coaching Certification Program Minimum Standards**



Minimum Standards for Inter-Crosse Coaches	Trained				Certified
	Community Initiation	Community Development (Level 1 Certified)	Competitive Introduction (Level 2 or 3 Certified)	Competitive Development	Competitive Introduction (Level 2 or 3 Certified)
<b>House/Recreational</b>	HC/AC				
<b>Mini-Youth to U15</b>		HC/AC			
<b>U17 to Senior</b>		AC	HC*		HC
<b>National Competitions</b>			HC/AC*		HC/AC
<b>International Competitions</b>			HC/AC*		HC/AC

## NOTES:

1) HC = Head Coach, AC= Assistant Coach

2) \*First year coach can be 'Trained' in Competitive Introduction. Second year coaches must be 'Certified.'

3) Trained indicates the coach has attended a clinic. Certified indicates a coach has attended the training and has successfully completed the evaluation process. The coach requiring a minimum standard of "Certified" must complete the certification process (Evaluation) before the start of the playing season immediately following the year the training was completed.

4) It is the responsibility of the individual coach to ensure he/she has been registered by the MA and it is the responsibility of the MA to ensure the coach is registered with the CLA and the NCCP.

5) Coaches are only required to meet the minimum standards outlined for their particular division of play and are not required to take other training unless specifically called for by their MA or the CLA.

6) For the sake of clarity, the term "House League" shall only apply to those athletes (Teams) who have been divided up equally and play only within their own registered association

Signature of Head Coach: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of MA: \_\_\_\_\_

Date: \_\_\_\_\_

**Association  
canadienne  
de crosse**



**Canadian  
Lacrosse  
Association**

**Notice of Attendance at National Competition**

**Notice of Intent to Attend a National Competition**

Provincial/Associate Member Association: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**Competition**

**Box**

☐ Masters    ☐ Senior A    ☐ Senior B    ☐ Junior A    ☐ Junior B  
☐ Midget    ☐ Bantam    ☐ Pee wee

**Men's Field**

☐ Senior    ☐ Junior    ☐ Intermediate    ☐ Youth

**Women's Field**

☐ Senior    ☐ Junior

**Identification of Club/Team**

Has the participating Club/Team been Identified    ☐ Yes    ☐ No

*If the Club/Team has been identified, please complete the following:*

Name of Club/Team \_\_\_\_\_

City \_\_\_\_\_

*Contact Information for Club/Team:*

Name of Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

**Registration Fee - Payable to the Canadian Lacrosse Association**

☐ Full Payment Enclosed    ☐ Deposit    ☐ Payment to Follow



## Appendix 25-6

### **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY**

For Participants Under the Age of Majority in the Province or Territory in which the Athletic Activities are Provided by the Organization

#### **WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!**

The Parent/Guardian Must Read and Understand this Waiver Prior to the Minor Participating in Athletic Activities

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me on behalf of the Minor Participant (the "Minor") with and for the benefit of Canadian Lacrosse Association., its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). "Occupiers" is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

1. I am the Parent/Guardian of the Minor and am executing this waiver on behalf of the Minor in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Minor for all legal purposes.
2. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Minor by the Organization.
3. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to the Minor's state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which the Minor conducts him or herself while participating in Athletic Activities.
4. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from the Minor's participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me or the Minor in the Minor's participation in Athletic Activities.
5. I acknowledge on behalf of the Minor the Minor's obligation to immediately inform the nearest employee or others of the Organization if he or she feels any pain, discomfort, fatigue or other symptoms that he or she may suffer during and immediately after his or her participation in Athletic Activities. I understand the Minor may stop participation at any time, and may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
6. In addition to consideration given to the Organization for the Minor's participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns, as well as the Minor and his or her heirs, next of kin, executors, administrators and assigns (collectively our "Legal Representatives"), agree:
  - a. to waive all claims that I or the Minor have or may have in the future against the Organization;
  - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from the Minor's participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and
  - c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with the Minor's participation in Athletic Activities.
7. I acknowledge that the minor's image may be replicated by photograph or video during a CLA event and I hereby release any proprietary rights that I may have in those images to the CLA and its member associations for the purposes of promoting the sport of lacrosse in Canada.
8. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself as Parent/Guardian, the Minor and our Legal Representatives.

Please initial the box after reading and understanding the above statements and conditions.

**Please Print Clearly**

<b>Minor Participant Name</b>	<b>Minor Participant Address</b>	
<b>Parent/Guardian Name</b>	<b>Parent/Guardian Address:</b>	<b>Parent/Guardian Signature</b>
<b>Organization Witness Name</b>	<b>Organization Witness Signature</b>	
<b>Signed this                      day of    , 20                     </b>		

**\* I (participant) also agree to abide by the CLA Code of Conduct included on the reverse of this form**



## Code of Conduct Agreement

By signing the **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY** form, I am also indicating that I have read and understand of the following code of conduct for this Championship.

### CODE OF CONDUCT

This code for conduct identifies the standard of behaviour, which is expected of all CLA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in CLA activities and events.

CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA shall conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.

During the course of all CLA activities and events, members shall avoid behaviour, which brings the CLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

CLA members and participants shall at all times adhere to the CLA's operational policies, to rules and regulations governing CLA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the CLA.

Members and participants of the CLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the CLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the CLA's Harassment policy.

Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of the CLA. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in CLA activities and events, both present and future.

## **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY**

For Participants over the Age of Majority in the Province or Territory in which the Athletic Activities are provided by the Organization

### **WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!**

Every Person MUST Read and Understand this Waiver before Participating in Athletic Activities

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me (the "Participant") with and for the benefit of Canadian Lacrosse Association, its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). "Occupiers" is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

**Please initial each item below after Reading and Understanding each item:**

1. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Participant by the Organization.
2. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to my own state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which I conduct myself while participating in Athletic Activities.
3. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from my participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me in my participation in Athletic Activities.
4. I acknowledge my obligation to immediately inform the nearest employee or others of the Organization if I feel any pain, discomfort, fatigue or other symptoms that I may suffer during and immediately after my participation in Athletic Activities. I understand I may stop participation at any time, and I may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
5. I confirm that I have reached the age of majority in the province or territory in which I am participating in Athletic Activities.
6. In addition to consideration given to the Organization for my participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns (collectively my "Legal Representatives"), agree:
  - a. to waive all claims that I have or may have in the future against the Organization;
  - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from my participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and
  - c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with my participation in Athletic Activities.
7. I acknowledge that my image may be replicated by photograph or video during a CLA event and I hereby release any proprietary rights that I may have in those images to the CLA and its member associations for the purposes of promoting the sport of lacrosse in Canada.
8. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself and my Legal Representatives.

Please initial the box after reading and understanding the above statements and conditions.

**Please Print Clearly**

<b>Participant Name</b>	<b>Participant Address</b>	<b>Participant Signature</b>
<b>Organization Witness Name</b>	<b>Organization Witness Signature</b>	
Signed this                      day of                      , 20		

**\* I (participant) also agree to abide by the CLA Code of Conduct included on the reverse of this form**



## Code of Conduct Agreement

By signing the **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY** form, I am also indicating that I have read and understand of the following code of conduct for this Championship.

### Code of Conduct

This code for conduct identifies the standard of behaviour, which is expected of all CLA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in CLA activities and events.

CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA shall conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.

During the course of all CLA activities and events, members shall avoid behaviour, which brings the CLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

CLA members and participants shall at all times adhere to the CLA's operational policies, to rules and regulations governing CLA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the CLA.

Members and participants of the CLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the CLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the CLA's Harassment policy.

Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of the CLA. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in CLA activities and events, both present and future.



Member Association			Association, Club or League			City					
Team Name			Team Colours		<div>Age Category</div> <div> <div>P</div> <div>B</div> <div>M</div> <div>I/Jv</div> <div>Y</div> <div>Jr</div> <div>Sr</div> <div>Ms</div> </div> <div>Field:</div> <div> <div>U13</div> <div>U15</div> <div>U16</div> <div>U19</div> <div>Sr</div> <div>Ms</div> </div>						
<div>Sector</div> <div>Box    Men's Field    Women's</div> <div>Field</div>			<div>Level</div> <div>A/Div 1    B/Div 2</div> <div>C</div>		Tournament						

[illegible]

List team staff and certification below

			NCCP #	Qualifications
Coach				
Coach				
Coach				
Coach				
Coach				
Trainer				
Manager				

Provincial/territorial use only		
Information Verified By:	PMA Approval:	Date:

**MEMBER ASSOCIATIONS: MA's found to have signed this form with false coach qualifications or player information shall forfeit entry to any national championship in the following year.**



**Association  
canadienne  
de crosse**



**Canadian  
Lacrosse  
Association**

## Accommodations Declaration Form

On behalf of the \_\_\_\_\_ (team) I declare that our rooms are in adequate condition at check in.

With the following noticeable exceptions:

Room #	
Room #	
Room #	
Room #	
Room #	
Room #	
Room #	

Team Representative:	Dated:
Host Representative:	Dated:





## Championship Trophy/Cup Agreement

I \_\_\_\_\_ (Team Representative) on behalf of the \_\_\_\_\_ team sign this form

indicating procession of the \_\_\_\_\_

Championship Trophy/Cup on this day \_\_\_\_\_.

I here by guarantee that the \_\_\_\_\_ Championship Trophy/Cup will be back to the Canadian Lacrosse Association in the same condition as received by the second Friday of June following the year it is won.

### CLA Operations Manual-Section 24: National Championships

- 24.21.2 Winning teams may retain possession of the trophy or cup until the second Friday of June. A Championship Trophy/Cup Agreement Form must be filled out by the team manager of the winning team. This form must be returned to the CLA Convenor before the team can take possession of the trophy or cup. The form will be sent to the CLA Head Office along with the Convenor report.
- 24.21.3 All trophies must be returned "PREPAID" to the CLA Head Office, or other place specified by the Senior CLA Staff member. Trophies not returned by the specified date will result in a fine of \$100 per month until it is received in the CLA Head Office. Failure to return the trophy may also result in the suspension of the offending team.
- 24.21.4 Each team in a national championship acts as a representative of their MA or AMA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA or AMA.

Team Representative: \_\_\_\_\_ Date: \_\_\_\_\_

CLA Convenor: \_\_\_\_\_ Date: \_\_\_\_\_

To be included with report to the CLA Office by Championship Convener





## APPENDIX 25-11

### TRAVEL AND ADMINISTRATIVE EXPENSE CLAIM DEMANDE DE REMBOURSEMENT DE FRAIS DE DÉPLACEMENT ET D'ADMINISTRATION (Please print/Écrire en lettres moulées S.V.P.)

18 Louisa Street, Suite 310  
Ottawa, Ontario, K1R 6Y6  
(phone) (613) 260-2028  
(fax) (613) 260-2029

NAME / NOM: \_\_\_\_\_

ADDRESS/ADRESSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVENT / ÉVÉNEMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TRAVEL EXPENSE / FRAIS DE DÉPLACEMENT	AMOUNT / MONTANT
Air, rail / Par avion, train	
Airport transportation (receipt required) Transport à ou de l'aéroport (reçu obligatoire)	
Taxi (receipt required / reçu obligatoire)	
Car rental (requires prior approval and receipts) Location de voiture (autorisation préalable et reçus obligatoires)	
Private motor vehicle / Par voiture particulière _____ Kilometers / kilomètres @ \$0.30	
MEALS / REPAS	AMOUNT / MONTANT
Breakfast / Petit déjeuner _____ @ \$15.00 _____	
Lunch / Déjeuner _____ @ \$15.00 _____	
Dinner / Souper _____ @ \$30.00 _____	
ADMINISTRATIVE / ADMINISTRATION	AMOUNT / MONTANT
Postage / Frais de poste	
Telephone / Téléphone (Attach telephone log / Dresser la liste des appels)	
Printing and duplication / Impression et polycopie	
Stationery and supplies / Fournitures de bureau	
Other (Specify / Préciser)	

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature / Signature de demandeur

\_\_\_\_\_  
Authorized signature / Signature autorisée





## APPENDIX 25-12: CALENDAR OF CLA NATIONAL CHAMPIONSHIPS

	AUGUST				SEPTEMBER		OCTOBER
Championship	1st Week	2nd Week	3rd Week	Final Week	Labour Day W/E	2nd-3rd Week	Thanksgiving W/E
Pee Wee (Box)							
Bantam (Box)							
Bantam Girls (Box)							
Midget (Box)							
Founders - Jr. B (Box)							
Minto - Jr. A (Box)							
President's - Sr. B (Box)							
Mann - Sr. A (Box)							
Alumni - U16 (MF)							
First Nations - U19 (MF)							
Ross - Sr. A (MF)							
Victory - Sr. B (MF)							
Jenny Kyle - Jr. (WF)							
Robertson - Sr. (WF)							

Championship	Age	Site Selection	Duration	Team Eligibility	Teams/MA	Notice of Attendance	Entry Fee Deadline
Pee Wee (Box)	11-12 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Bantam (Box)	13-14 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Bantam Girls (Box)	13-14 yrs.	Bid	4 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Midget (Box)	15-16 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Founders - Jr. B (Box)	17-21 yrs.	Rotation	9 days	Clubs	1 + host	Jun. 1	Jun. 1
Minto - Jr. A (Box)	17-21 yrs.	Rotation	9 days	Clubs	1 + host	n/a	n/a
President's - Sr. B (Box)	22+ yrs.	Rotation	9 days	Clubs	1 + host	Jun. 1	Jun. 1
Mann - Sr. A (Box)	22+ yrs.	Rotation	11 days	Clubs	1	n/a	n/a
Alumni - U16 (MF)	15-16 yrs.	Rotation	3 days	Prov. All-Stars	1	Jul. 5	Jul. 5
First Nations - U19 (MF)	17-19 yrs.	Rotation	3 days	Prov. All-Stars	1	Jul. 5	Jul. 5
Ross - Sr. A (MF)	20+ yrs.	Rotation	3 days	Clubs	1 + host	Aug. 9	Aug. 9
Victory - Sr. B (MF)	20+ yrs.	Rotation	3 days	Clubs	1 + host	Aug. 9	Aug. 9
Jenny Kyle - Jr. (WF)	15-16 yrs.	Bid	3 days	Prov. All-Stars	1	Jun. 1	Jun. 1
Robertson - Sr. (WF)	17-19 yrs.	Bid	3 days	Prov. All-Stars	1	Jun. 1	Jun. 1

\* The first week of a month is understood to be the first week containing a Friday.

# of Teams	Format	Playoffs	Max. # of Games
2	Best of 7 series	Best of 7 series	7
3	Double round-robin	Championship game (1 v. 2)	5
4	Full round-robin	Semi-Final (2 v. 3) Final (1 v. Winner of 2 v. 3)	7
5-7	Full round-robin	Medal games (1 v.2; 3 v. 4)	7
8	Two pools (full round robin within the pool)	Cross-over semi-finals (A1 v. B2; B1 v. A2) Medal games	5 (8 teams)
9-10	Two pools (full round robin within the pool)	Cross-over semi-finals (A1 v. B2; B1 v. A2) Medal games	6 (9-10 teams)

## APPENDIX 25-13

### RIC REPORT – NATIONAL FINALS/ COMPETITION

#### 1) FACILITY REPORT: For Each arena:

- 1) Team Dressing Rooms / Visitor and Home Bench Areas  
including access to the floor
- 2) Referee Dressing Room  
including access to the floor
- 3) Arena  
Markings and dimensions; ie. back of crease area.  
Nets ie standard size and appropriate mesh  
Boards, Doors, Glass, Mesh or netting  
Padding on Glass Corners  
Location of the Benches  
Location of the Penalty Box Area  
Timing Equipment: Main Clock, 30 sec Clock, Back up two stop watches.

#### 2) PRE-COMPETITION MEETING:

- 1) Team Representative List and Officials List – inc. address and telephone #:
- 2) Introduction of Officials
- 3) Introduction of Team Representatives
- 4) Lines of Communication:  
Team Representative → CLA Convenor → RIC → Officials
- 5) Emphasis on Rules and Interpretations:  
List of Rules Discussed and Interpretation Explained  
Other Issues brought up by team or officials

#### 3) OFFICIALS MEETINGS:

- PRE-TOURNAMENT: - Issues discussed.  
DURING TOURNAMENT: Issues discussed.

#### 3) TOURNAMENT SCHEDULE:

- 1) Games and officials assigned to the game.
- 2) Daily Game Assessments-
  - a) The complexity for each of the games.
  - b) Officials Assigned, Evaluations / Assessment
  - c) Minor Officials Assessment
  - d) Major Game issues that resulted as part of the games.
  - e) Any and all injuries to officials must be reported.

#### 4) PAY SUMMARY SHEET:

- 1) For individual officials:

#### 5) INDIVIDUAL EVALUATION OF OFFICIALS

- 1) Official game evaluations.
- 2) Summary evaluation of official performance through the tournament.

***Please Note: Final Report must be submitted to the CLA Officiating Sector  
Chairperson within 15 days after the competition has been completed!***



# PLAYER TRANSFER FORM

(All Fields Must Be Completed)

APPENDIX 25-14

## SECTION 1 – TO BE COMPLETED BY PLAYER WISHING TO BE TRANSFERRED (Please Print)

DATE RECEIVED IN THE CLA OFFICE: \_\_\_\_\_

First Name	Last Name	Date of Birth: (DD/MM/YY)
Address: _____ City: _____ Prov: _____ Postal Code: _____		
Email: _____ Phone: _____		
Member Association last registered with:	Team Name/ Division (Jr/Sr A/B):	
Member Association Transferring to:	Team Name/ Division (Jr/Sr A/B):	
On File		
Player Signature		Parent/Guardian Signature (if required)

## SECTION 2 – TO BE COMPLETED BY MEMBER ASSOCIATION PLAYER IS TRANSFERRING FROM RETURN TO THE CLA OFFICE BY : \_\_\_\_\_

Step 1: Is the player on a negotiation list? (Circle one)	Yes  No	Step 2: Is the in good standing/not suspended? (Circle one)	Yes  No
If you answered NO in step 2, please indicate reason(s): _____			
Step 3: If player is on a negotiation list, please indicate any terms/conditions require to obtain a release: (if more space is required, please attach additional sheets)			
1.			
2.			
3.			
Please print the name of person with Signing authority for MA		Signature	Date DD/MM/YY

## SECTION 3 – TO BE COMPLETED BY RECEIVING MEMBER ASSOCIATION

(By signing this section indicates that you will be bound by the conditions attached to the transfer)

### RETURN TO THE CLA OFFICE BY: \_\_\_\_\_

Please print the name of person with Signing authority for MA	Signature	Date DD/MM/YY
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## APPENDIX 25-15

# CANADIAN LACROSSE ASSOCIATION SOCIAL MEDIA GUIDELINES

## OVERVIEW

The Canadian Lacrosse Association (CLA) has begun to use social media networking accounts in a way to increase the reach of CLA news and information to all interested parties, which include but is not limited to: members, fans, sport enthusiasts, and supporters. There are two main social media outlets that will be used by the CLA, Facebook and Twitter. The CLA has created a Facebook account (Lacrosse Canada), as well as a fan page (Canadian Lacrosse Association). The CLA has the Twitter handle (name) of LacrosseCanada.

These guidelines were developed to sit under the framework for the Canadian Lacrosse Association (“the Association”, “we”, “us”, “our”) By-laws and/or Regulations, as well as be a complement to any additional policies and codes of conduct implemented by the Association.

We recognize the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. **The Social Media Guidelines have been developed to help empower you to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game.**

The vision that serves as the basis to all our initiatives is guided by certain shared values that we live by as an organization and as individuals:

- **HEALTH:** provide developmentally-appropriate opportunities to experience fitness, fun and friendship in the fastest game on two feet;
- **EXCELLENCE:** achieve high standards in all aspects of our sport: playing, coaching, officiating, volunteering, managing, leading;
- **ACCOUNTABILITY:** operate with integrity and transparency, accepting responsibility for outcomes and results;
- **RESPECT:** unite communities by embracing inclusion, accessibility and diversity; and
- **TEAMWORK:** achieve more working together in a climate of collaboration and trust.

The Association encourages all MAs, AMAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players (hereinafter referred to as “participants of the game”) to explore and engage in social media communities at a level at which they feel comfortable. **Have fun, but be smart.** The best advice is to approach online worlds in the same way we do the physical one -- by using **sound judgment** and **common sense**, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached.

Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters. Both the Facebook and Twitter accounts are measurable, to which the user(s), in this case the CLA, can identify how many people follow the organization's accounts.

Both forms of social media that the CLA utilizes are used to engage the audience. Creating awareness, generating interest, and increasing the visibility of the CLA should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.

Facebook can provide the CLA with multiple channels for community outreach. Facebook can be used to highlight an organization's news and highlights, inform their followers or "fans" on Facebook with up to date information. The CLA can highlight the organization's recent activity, post links to related stories already posted on the CLA website or other related websites. It can also share photo albums and videos. Facebook allows for the CLA to operate and manage "groups" as well - groups allow the CLA to post/share information to specific members (ex. 2012 U19 Men's Field group page allows for only members of the team to view and post information - this allowed for another method of sharing important team information outside of emails and conference calls).

Twitter provides an opportunity to interact with individuals, groups and provide conversations and member interactions. Twitter can be used to highlight an organization's news and highlights informing the CLA's "followers". The user(s) can only post messages and links to the CLA website or any other lacrosse related story. Messages must be 140 characters or less. Photos and videos can be linked as well.

Using the CLA's social media accounts effectively will include but will not limit to

- Add value to consumers, the sport industry, and the organization
- Communicate with respect, professionalism, and courtesy
- Provide insight, expertise, and relevant conversation
- Communicate ethically and morally in support of the organization's professional goals

## **COMPLIANCE**

Non-compliance with these guidelines may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law.

Those who fail to comply with these guidelines may be disciplined under the Association By-laws and/or Regulations as a participant of the game

## **DEFINITIONS**

Social Media is defined as "content created by people using highly accessible and scalable publishing technologies. Social media is distinct from traditional media, such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information". (Source: Wikipedia)

Social Media may include (but is not limited to):

- Social networking sites (ex. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- Video and photo sharing websites (ex. Flickr, YouTube)
- Blogs, including corporate and personal blogs
- Blogs hosted by media outlets (ex. comments posted to news stories)
- Micro-blogging (ex. Twitter)
- Wikis and online collaborations (ex. Wikipedia)
- Forums, discussion boards and groups (ex. Google Groups, Canadian Soccer News Forum)
- Video or podcasting
- Online multiplayer gaming platforms (ex. World of Warcraft, Second Life)
- Instant messaging (including text messaging)
- Geo-spatial tagging (ex. Foursquare, Facebook Places)



## ASSOCIATION GENERAL GUIDELINES

**Transparency** in every social media engagement. The Association does not condone manipulating the social media flow by creating "fake" destinations and posts designed to mislead followers and control a conversation. Every Website, "fan page", or other online destination that is ultimately managed by the Association must make that fact known.

**Respect** of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with the Association's communications contact to make informed, appropriate decisions. When in doubt, please contact [britany@lacrosse.ca](mailto:britany@lacrosse.ca)

**Utilization** of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.

**Guidance for navigating legal issues.** The following is offered as general guidance to assist you in complying with the obligations set out in these guidelines. When in doubt, seek further guidance from the organization's Operations Manual.

**Privacy, confidentiality and information security.** You should **not** publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. The CLA's *Privacy Policy* applies.

**Copyright.** You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.

**Harassment and bullying.** The CLA's *Harassment Policy* applies online and in the physical workplace. Workplace bullying and harassment includes any bullying or harassing comments employees make online, even on their own private social networks or out of office hours.

Abusive, harassing, threatening or defaming postings are in breach of the CLA's *Harassment Policy* in the *CLA Operations Manual*, and may result in disciplinary action being taken.

All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

**Defamation.** You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

**Offensive or obscene material.** Material may be offensive or obscene and may infringe relevant online classification laws if it pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

## SOCIAL MEDIA ACTIVITIES

The Association respects the rights of its participants of the game and its authorized contractors to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the Association's awareness. It is important that all participants of the game are aware of the implications

of engaging in forms of social media and online conversations that reference the Association and/or the representative's relationship with the Association and its brand, and that they recognize when the Association might be held responsible for their behavior.

## **PERSONAL USE**

### ***Our Expectations for Personal Behavior in Social Media***

There's a big difference in speaking "on behalf of the Association" and speaking "about" the Association. This set of **5 principles** refers to those **personal or unofficial online activities** where you might refer to the Canadian Lacrosse Association or any associated activities (National Championships, FIL event, AGMs, etc.)

1. **Adhere to all applicable policies.** All participants of the game are subject to the Association's Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behavior with respect to the disclosure of information; these policies are applicable to your personal activities online.
2. **You are responsible for your actions.** Anything you post that can potentially tarnish the Association's image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of the Canadian Lacrosse Association".
3. **Be a "scout" for compliments and criticism.** Even if you are not an official online spokesperson for the Association, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Association or its brands online that you believe are important, consider sharing them by forwarding them to [britany@lacrosse.ca](mailto:britany@lacrosse.ca).
4. **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Association or its brands, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the CLA staff who are trained to address such comments, at [britany@lacrosse.ca](mailto:britany@lacrosse.ca).
5. **Be conscious when mixing your business and personal lives.** Online, your personal and business personas are likely to intersect. The Association respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on.

**REMEMBER:** Do not represent yourself as an Official Spokesperson of the Association (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of the Association (including confidential information). Be aware that taking public positions online that are counter to the Association's interests may be harmful and could be considered a breach of compliance.

### **Specific applications and situations**

1. **Timing.** Some situations require that participants of the game in official functions for the Association refrain from uploading content or participating to social media. These situations include (but are not limited to):
  - a. Inside a competition stadium during the competition period (ex. FIL World Cup competition or Minto Cup)

- b. During a non-public event or meeting organized by the Association (ex. the Annual General Meeting)
  - c. Before, during or after a meeting where non-public information is discussed (ex. Local competitions committee planning meeting)
  - d. Before, during or after a game or training session when strategic, tactical or medical information is discussed. We ask that you please refer to the team's coaching or medical staff before making any comments pertaining to these.
- 2. Use of official marks.** We recognize that National Team players and staff members may see value in using pictures or videos where we see them in official kits. The intent is not to forbid this usage, but simply to remind you that using such photos, for example as your profile picture, automatically link you to the Association and we therefore ask that you stay conscious of the comments and contents you post. The use of any other official marks should follow copyrights and trademarks regulations.
- 3. Links.** In order to facilitate access to relevant information regarding the Association, all groups of participants of the game are encouraged to link their blogs and other social media interactions, when in accordance to the above guidelines, to the [www.lacrosse.ca](http://www.lacrosse.ca) website and its services.

For any other questions, please refer to the Association's *Operations Manual*, or contact [britany@lacrosse.ca](mailto:britany@lacrosse.ca).

## PROFESSIONAL USE OF SOCIAL MEDIA

### *Our Expectations for Professional Behavior in Social Media*

#### Becoming Authorized To Use, Post And Comment

- Before using the CLA's social media accounts you must be a representative of the organization.
- You may not use, post or comment as a representative of the organization unless you are **authorized** to do so.

#### Rules Of Engagement

Once authorized to use, post and comment as an organization's representative, you must:

- disclose you are an employee/contractor of the organization, and use only the CLA's designated social media accounts
- disclose and comment only on information classified as public domain information
- ensure that all content published is accurate and not misleading
- ensure you are not the first to make an announcement (unless specifically given permission to do so)
- comment only on your area of expertise and authority
- ensure comments are respectful of the community in which you are interacting online
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the association's *Privacy Policy*.
- if applicable, remove material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful

If you are authorized to comment as an organization's representative, you must not:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the CLA's reputation or bring it into disrepute.



**TERMS OF REFERENCE – CLA ABORIGINAL DEVELOPMENT COMMITTEE**

Name	<b>Aboriginal Development Committee</b>
Mandate	The Aboriginal Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in fulfilling its strategic priority and responsibility to ensure inclusion of Aboriginal peoples in the sport of lacrosse, Aboriginal-specific programming and promotion of the historical significance of Aboriginal ancestry and contributions to the sport of lacrosse.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of the Canadian Lacrosse Association of activities, opportunities, programming and events that further the Association's strategic priorities with regard to Aboriginal development.</li> <li>• Determine the adequacy of the Canadian Lacrosse Association's policies and communications to appropriately and responsibly include Aboriginal peoples and communities.</li> <li>• Propose participation-based and educational programming to the Board of the Canadian Lacrosse Association for consideration.</li> <li>• Develop strategic partnerships with other organizations, such as Aboriginal associations and funding agencies.</li> <li>• Access and expose as many Aboriginal communities as possible to the sport of lacrosse.</li> <li>• Create a strategic plan to further increase the participation numbers of Aboriginal peoples and communities.</li> <li>• Such additional duties as may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct meetings and to retain strategic partnerships with the approval of the Board of Directors and upon approved and allocated budgetary expense of the Canadian Lacrosse Association</p>
Authority	The Committee is a limited agent of the Board in relation to Aboriginal matters, and is an active advisor to the Board on all matters related to Aboriginal programming, resources and events. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee will be composed of the CLA's First Nations Director, CLA Vice President of Domestic Development and a representative appointed by each provincial association annually at the CLA AGM.
Meetings	The Chair of the Committee will be the CLA's First Nations Director. The CLA Program Coordinator will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per allocated Board approved funding should it exist. Meetings will be at the call of the Chair.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Program Coordinator.
Reporting	The Committee will report through the CLA First Nations Director to the Board at the AGM and SAGM in writing.

## Appendix 25-16

Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.
Review	The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the Annual General Meeting, if warranted.

## TERMS OF REFERENCE – CLA MINTO CUP COMMITTEE

Name	<b>Minto Cup Committee</b>
Mandate	The Minto Cup Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in providing direction on and in fulfilling the multi-party contractual obligations and in renewing contract terms related to the Junior A Box National Championship, the Minto Cup.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Initiate and manage the renewal and terms of the Minto Cup agreement.</li> <li>• Advise the Board of the Canadian Lacrosse Association of all new contractual obligations or changes to the existing Minto Cup agreement.</li> <li>• Ensure all terms of the Minto Cup agreement are carried out accordingly.</li> </ul> <p>The Committee will have the authority to conduct meetings as per the Minto Cup agreement, which presently include one meeting on the Thursday prior to the SAGM and one meeting at the Minto Cup.</p>
Authority	The Committee is a limited agent of the Board in relation to all matters related to the Minto Cup and is an active advisor to the Board on all matters related to Canadian Junior A Lacrosse and the Junior A National Championship. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the CLA President, VP of Domestic Competition, VP Administration, Box Sector Chair, ALA president or Designate and League Commissioner, BCLA President or Designate and League Commissioner, OLA President or Designate and League Commissioner and CLA Events and Communications Coordinator or staff designate. The CLA Box Sector Chair will act as Chair of the Minto Cup Committee.</p> <p>Members of the Committee will serve terms for the length of each Minto Cup agreement and will continue to serve terms for as long the structures carries over during renewal periods.</p>
Meetings	The Chair of the Committee will be the CLA's Box Sector Chair. The CLA Events and Communications Coordinator or staff designate will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per the Minto Cup agreement. Meetings will be at the call of the Chair.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Events and Communications Coordinator or staff designate.
Reporting	The Committee will report through the CLA Box Sector Chair to the Board at the AGM and SAGM in writing.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.
Review	The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the SAGM, if warranted.





## TERMS OF REFERENCE – CLA FINANCE AND AUDIT COMMITTEE

Name	<b>Finance and Audit Committee</b>
Mandate	The Finance and Audit Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in fulfilling its oversight responsibilities related to corporate auditing and reporting, financial policies and strategies, and financial risk management.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of the Canadian Lacrosse Association on the compliance with legal and regulatory requirements.</li> <li>• Determine the adequacy of the Canadian Lacrosse Association's internal financial controls and procedures for financial reporting to the Board, members and funding agencies.</li> <li>• Develop and oversee the implementation of financial policies to safeguard the Canadian Lacrosse Association's assets and revenue streams.</li> <li>• Review and approve the scope of the annual audit and audit fees to be paid, and recommend annually to the Canadian Lacrosse Association members the appointment of the auditor.</li> <li>• Ensure that any problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board and staff.</li> <li>• As required, receive reports and advise the Board on any material government investigation, litigation, contractual dispute or legal matter.</li> <li>• Advise the Board on Canadian Lacrosse Association risk management and insurance policies and programs.</li> <li>• Work with staff to review and assess budgets, and advise on budget recommendations to the Executive Committee. The Executive Committee brings annual budgets to the Board for approval.</li> <li>• Review financial reporting of national properties, including but not limited to national championships and national teams.</li> <li>• On an ongoing basis provide expertise to enhance the quality of Board discussion on financial matters, and facilitate effective Board decision-making in this area.</li> <li>• Such additional duties as may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct investigations and to retain, with the approval of the Board of Directors and at the expense of the Canadian Lacrosse Association, the services of outside resources, including legal counsel or other experts.</p>
Authority	The Committee is a limited agent of the Board in relation to audit matters, and is an active advisor to the Board on all other financial matters. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the Vice President of Administration and three additional persons who are appointed by the Board at the Annual General Meeting or by email ballot if necessary between meetings of the Board. At least one member of the Committee will be a CA, CGA, CMA or its equivalent or will be financially literate as such qualifications is interpreted by the Board in its business judgment.</p> <p>Members of the Committee will serve terms of two years.</p>
Meetings	The Chair of the Committee will be the Vice President of Administration. The Executive

## Appendix 25-18

	Director will normally attend meetings of the Committee, for information purposes. The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the Canadian Lacrosse Association to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Executive Director.
Reporting	The Committee will report through the Vice President of Administration to the Board at the AGM and SAGM in writing.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on November 17, 2012.
Review	The Committee will review these terms of reference on an annual basis at the Annual General Meeting and will make recommendations to the Board on any revisions, if warranted.

**TERMS OF REFERENCE – CLA APPEALS COMMITTEE**

Name	<b>Appeals Committee</b>
Mandate	The Appeals Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the Canadian Lacrosse Association in hearing, deliberating and formulating written decisions on appeals by CLA members. Appeals may be submitted on decisions for which the CLA bylaws or regulations provide a right of appeal, any discipline decisions made by a CLA Director, Committee, Executive Committee or Official relating to a matter dealt with at the CLA level or decisions of a MA or AMA where the chairperson grants leave to appeal.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Have no involvement with the decision being appealed and shall be free from actual or perceived bias or conflict.</li> <li>• Attend a hearing within 21 days of being appointed to the Appeal Committee.</li> <li>• Review and consider all pertinent submission and information pertaining to the appeal.</li> <li>• Assist in formulating the written appeal decision within 5 days of the hearing.</li> </ul>
Authority	As per Section 7 of the CLA's Operation Manual
Composition	<p>The Directors of the CLA shall appoint on an annual basis at the AGM a Chairperson of the Appeals Committee who must be a past or present member of the Board of Directors or a past or present member of the Board of Directors, or its equivalent, of an MA/AMA.</p> <p>Two additional members for the Appeals Committee will be selected by the Chairperson from the Board of Directors and the Sector Chairpersons. Only two of the three members may be members of the CLA Executive Committee. This group of three will be the Appeals Committee to hear the appeal.</p> <p>In the event that the Chairperson cannot exercise his or her duties, by reason of bias or conflict of interest or absence or otherwise, then the Chairperson, or in his or her absence the President, shall appoint a past or present member of the Board of Directors or a past or present member of the Board of Directors or its equivalent of an MA/AMA to serve as Chairperson in the interim.</p>
Meetings	Hearings and meetings of the Appeals Committee shall be led by the Appeals Committee Chairperson. The Committee may hold hearings by phone.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report appeal decisions to the CLA Executive Director who will forward the decision to all known interested parties.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.
Review	The Committee terms of reference will be reviewed on an annual basis by the Appeals Committee Chairperson and any recommended revisions will be made to the Board at the AGM, if warranted.



**TERMS OF REFERENCE – CLA DISCIPLINE COMMITTEE**

Name	<b>Discipline Committee</b>
Mandate	The Discipline Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the Canadian Lacrosse Association in hearing, deliberating and formulating written decisions in cases where a possible breach or violation of the CLA Code of Conduct may have occurred.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Review and consider all submissions from parties involved in the case.</li> <li>• Attend a hearing within fifteen business days of appointment to a Discipline Committee.</li> <li>• Call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.</li> <li>• Assist in formulating the final written decision within seven (7) days of the hearing.</li> </ul>
Authority	As per Section 6 of the CLA Operations Manual.
Composition	<p>For each hearing, members of the DC will be appointed by the CLA President and be drawn from the Board of Directors or Sector Chairs (excluding the Executive Committee and the Chair of the Appeals Committee) or those persons who have a significant lacrosse background and have served on the BOD or Committees of the MAs/AMAs.</p> <p>Each Discipline Committee will be comprised of one or three members, depending on the discretion of the President.</p> <p>When there are three, the President shall appoint one of them as Chair.</p>
Meetings	In the discretion of the Chair, the Committee may hold hearings by phone.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report decisions to the CLA Executive Director who will forward the decision to all known interested parties.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on November 17, 2012.
Review	The Committee terms of reference will be reviewed on an annual basis by the VP Administration and any recommended revisions will be made to the Board at the AGM, if warranted.



**TERMS OF REFERENCE – CLA NOMINATIONS COMMITTEE**

Name	<b>Nominations Committee</b>
Mandate	The Nominations Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the Canadian Lacrosse Association by identifying and recommending eligible candidates for volunteer positions on the CLA Executive Committee as per the CLA nomination process and by identifying and recommending eligible candidates for volunteer position within the Federation of International Lacrosse (FIL) as per the FIL nomination process.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Ensure that the nomination process as outlined in the CLA Operations Manual is followed fairly.</li> <li>• Identify and recommend a slate of candidates of at least a minimum of one candidate per vacant position to be elected on the CLA Executive Committee or within the International Lacrosse Federation.</li> <li>• Solicit nominations from Member Associations and Associate Member Associations for individuals to be considered for a position on the CLA Executive Committee or within the International Lacrosse Federation.</li> <li>• Communicate the CLA and FIL nomination process to the CLA Member Associations and Associate Member Associations.</li> <li>• Explain to potential candidates their duties and responsibilities as members of the Executive Committee prior to elections at the AGM.</li> <li>• Obtain from each candidate a written consent to the nomination prior to elections at the AGM.</li> </ul>
Authority	As per Section 9 of the CLA Operations Manual. The Committee is a limited agent of the Board in relation to all matters related nominations and the nomination process for volunteer positions on the CLA Executive Committee or within the Federation of International Lacrosse.
Composition	<p>The Committee will be composed of a chairperson, who shall be the Past President and two (2) additional members drawn from the Directors of the Association. The CLA Executive Director shall be an ex-officio, non-voting member of the Committee.</p> <p>Members of the Committee will be appointed by the Directors of the Association at the SAGM.</p>
Meetings	The Chair of the Committee will be the CLA's Past President. The Committee will meet by telephone as required and meetings will be at the call of the Chair.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report through the CLA Past President to the Board at the AGM in writing.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.
Review	The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the AGM, if warranted.







## Appendix 25-22

## Team International Travel Form

\*This form must be completed and returned to the CLA office prior to team departure\*

**Destination:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

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Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Head Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Manager: \_\_\_\_\_

### Accommodation Information

Hotel Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Emergency Team Contact: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Member Association: \_\_\_\_\_

MA Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received in CLA Office: \_\_\_\_\_





## Appendix 25-23 CLA Official International Travel Form

All Canadian Referees who wish to referee outside of Canada must have the approval of both their Provincial Member Association as well as the Canadian Lacrosse Association. **This form must be completed and submitted to provincial Member Association (MA or AMA) where the applying official is registered. At least 7 days prior to travel, the MA or AMA shall provide notification to the CLA using this form.**

### Personal Information

Name			Member Association	
Address		City		Prov.
				Postal Code
Telephone (Res.)		Telephone (Other)		Fax
E-mail				Date of Birth
Years Experience as a Lacrosse Referee			Current Cert. Level	
Field	Box	Years	Field	Box
			Year of last Cert. Clinic	

### Event Details

The event I am traveling to is		Field Discipline	Box Discipline
Name of Event		Location of Event	
Date of Event		Applicant Travel Dates	
Name of Event Referee in Chief		Email Contact for Event RIC	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approved By

Provincial Representative	Title	C.L.A Representative	Title

