LC Operations Manual

14.5 Communication

- 14.5.1 All correspondence to the Association (including all aspects of association business) must be directed to LC Head Office.
 - 14.5.1.1 All pertinent incoming correspondence as determined by LC Executive Director addressed to the Association or its Directors shall be placed on file at LC Head Office, with copies distributed as required.
 - 14.5.1.2 Any Director receiving or sending correspondence must file a copy with LC Head Office, preferably at the time of sending.
 - 14.5.1.3 All outgoing correspondence will be kept on file if deemed appropriate by LC Executive Director.
 - 14.5.2 All rule books and materials used for certification sold by the Association shall be sold through MAs. 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.
 - 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 before it can be distributed to players.
 - 14.5.4 Communication with Sport Canada
 - 14.5.4.1 LC Executive Director in consultation with the President will communicate on all policy matters.
 - 14.5.4.2 The Director Administration and LC Executive Director will communicate on operational matters.
 - 14.5.4.3 Any Director, MA or anyone else under LC's jurisdiction 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 referred to Discipline.
 - 14.5.4.4 Appeal to Sport Canada on funding applications:
 - 14.5.4.4.1 LC 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 LC Executive Director after consultation with the President, to the Sport Canada Consultant requesting a formal meeting between the President, LC 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.