

CLA Operations Manual
Summary of Additions & Revisions as of May 2019

2019 CLA SAM Additions & Revisions

Bylaw 37 – Board of Directors amended as follows: (Effective 2019)

Bylaw 37

Any nomination of an individual for election must be supported by a Member **or the Nominations Committee**, must include the written consent of the nominee, and must be submitted to the registered office of the Corporation 30 days prior to the Annual Meeting.

Bylaw 77 - amended as follows: (Effective 2019)

Delete Bylaw 77.

Policy 4.2.2.3 – Annual Registered Participant Fee amended as follows: (Effective 2019)

4.2.2.3 The MAs shall file with the CLA Head Office by October 1st 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.

4.2.2.3.1 Failure to file the registered participants to the CLA Head office by the deadline will result in a fine not to exceed \$1000

Policy 11.6 – The use of Indigenous Imagery and or Verbiage in Lacrosse added as follows: (Effective 2019)

11.6.1 The use of Native/Indigenous Imagery and or Verbiage in Lacrosse by clubs and or associations shall be done so in a respectful and dignified manner in a very respectful historical perspective that can be supported by relevant research, consultation and approval by the closest Indigenous community authority as determined by the Indigenous Director of the CLA.

Policy 12.10 – Equipment Chart amended as follows: (Effective 2019)

CLA GOALTENDER EQUIPMENT SPECIFICATIONS

| CLA GOALTENDER EQUIPMENT STANDARD | HEIGHT | 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 | 5'5" and above | 4" | 8" | 3.0" |

| CLA GOALTENDER EQUIPMENT STANDARD | HEIGHT | CHEST AND ARM PROTECTORS | | |
|-----------------------------------|-------------|-----------------------------|-------------------|-------------------------------------|
| | | MAX. WIDTH ACROSS SHOULDERS | MAX. WIDTH OF ARM | MAX. THICKNESS ABOVE SHOULDER PLANE |
| 2 | 4'7" – 5'4" | 25" | 7.0" | 1.5" |
| 1 | Up to 4'6" | 20" | 6" | 1" |

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

| CLA GOALTENDER EQUIPMENT STANDARD | HEIGHT | SHIN GUARDS AND PANTS | | |
|-----------------------------------|----------------|----------------------------------|-----------------------------|------------------------|
| | | SHIN GUARD MAX. WIDTH BELOW KNEE | SHIN GUARD MAX. OF KNEE CAP | PANTS MAX. THIGH WIDTH |
| 3 | 5'5" and above | Tapered from 9" to 7" | 11" | 11" |
| 2 | 4'7" – 5'4" | Tapered from 8" to 5" | 9" | 9" |
| 1 | Up to 4'6" | Tapered from 7" to 4" | 7" | 7" |

Policy 13.10.3 – Airline Transportation amended as follows: (Effective 2019)

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;

13.10.3.1.3 the cost of seat selection is not covered as seats can be selected at no charge 24 hours prior to departure

13.10.3.1.4 the charge for one checked bag can be expensed under airline transportation.

Policy 18.1.8 – Amended as follows: (Effective 2019)

18.1.8 In any minor box lacrosse National event, the definition of a team using an offence/defense system will be when a team continuously incorporates a system in which a player, or players, are played on one end of the floor only. All players ~~will~~ shall remain on the floor for both an offensive and defensive possession in each playing shift. A team will be deemed to have violated the **policy rule if one or more players are found to be only playing in a defensive or offensive possession for more than one playing shift, or if a player, or players show a consistency of playing predominantly in only a defensive or offensive position during the game. The above only applies to all even strength situations.**

Policy 18.1.9 - Remove current 18.1.9 and replace with: (Effective 2019)

18.1.9 At all minor box lacrosse National events, the CLA Convenor will be responsible for determining if a team is using an offence/defense system during the game.

18.1.9.1 The CLA Convenor may establish a Committee to assist in determining whether offence/defense is being used.

Policy 18.1.10 – Added as follows: (Effective 2019)

18.1.10 If the CLA Convenor determines that an offence/defense system is being used by a coach in a game, the Convenor will *advise the offending team coaches at the end of the current period of play.*

- 18.1.10.1** The first infraction will result *the removal of the Head Coach for the remainder of the game, or the Coach in charge of the bench if the Head Coach has previously been removed or suspended. If the violation occurs in the final period of the game, the Head Coach or Coach in charge of the bench, will be suspended for the following game.*
- 18.1.10.2** The second infraction during the tournament will result in the expulsion of the head coach, or the coach in charge of the bench if the head coach has previously been removed or suspended *for the remainder of the tournament. The suspended Coach or Coaches and the Member Association involved will be referred to the CLA Discipline Committee for further review.*
- 18.1.10.3** *Any additional infractions in the tournament will result in the expulsion of the Coach in charge of the bench for the remainder of the tournament.* The third infraction during the tournament will result in the expulsion and suspension for the remainder of the tournament of the head coach, or the coach in charge, if the head coach has previously been removed or suspended. The suspended coach, or coaches, and the MA involved, will be referred to the CLA Discipline Committee for further review.
- 18.1.10.4** If a team does not have certified coaches from the Team registration form sufficient to complete the National event, the team will forfeit all further games.

Policy 18.2.2.5 - Affiliation Structure added as follows: (Effective 2019)

18.2.2.5 Players may not affiliate Midget to Senior lacrosse

Policy 19.2.1 - Age Classification amended as follows: (Effective 2019)

Replace (Junior/Midget) with (U18/U15)

Policy 19.4.1.2 - Competition Structure amended as follows: (Effective 2019)

19.4.1.2 Recognizing that some MA's register players in 2 different age programs within their respective jurisdiction. Competition will be structured in the following categories within their respective jurisdiction:

| Men's Field Age Groups | |
|------------------------|-----|
| Categories | Age |
| U19 | 19 |
| U16 | 16 |
| U14 | 14 |
| U12 | 12 |

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| U10 | 10 |
| U8 | 8 |
| U6 | 6 |
| Men's Field Age Groups | |
| Categories | Age |
| U18 | 18 |
| U15 | 15 |
| U13 | 13 |
| U11 | 1 |
| U7 | 7 |
| U5 | 5 |

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| Men's Field Age Groups | |
| Categories | Age |
| Masters | 35 and over |
| Senior | Over 19 or 18 |

Policy 19.6 - Men's Field Minimum Coaching Standards amended as follows: (Effective 2019)

Changing the category names to U-age divisions, recognizing that some MA's have U19 programs and some have U18 programs.

| Category | Club Minimum Standard | Provincial Teams Minimum Standard | National Teams Minimum Standard |
|------------------|-------------------------------|-----------------------------------|---------------------------------|
| Rec/House League | Community Development Trained | N/A | N/A |
| U6/U5 | Community Initiation Trained | N/A | N/A |
| U8/U7 | Community Initiation Trained | N/A | N/A |
| U10/U9 | Community Development Trained | N/A | N/A |
| U12/U11 | Community | N/A | N/A |

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|--|---|---------------------------------------|---------------------------------------|
| | Development Trained | | |
| U14/U13 | Competitive Introduction In Training | N/A | N/A |
| U16/U15 | Competitive Introduction Trained | Competitive Introduction Certified | N/A |
| U19 / U18 | 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 Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be certified | | | |

Policy 22.3.1.1 - Coaching Committee Chair Nomination process added as follows: (Effective 2019)

22.3.1.1 Interested candidates should send their nomination to their MA together with their résumé. MAs will need to send their nominations to the CLA Program Coordinator, by the date specified by the CLA Head office prior to the SAM. MA's can submit more than one nomination.

Policy 24.5.1.1 - WF Approved Competitions amended as follows: (Effective 2019)

24.5.1.1 The Association shall conduct national championships at the Senior and Junior levels on an annual basis, **as warranted by the circumstances. The National Championship Tournament for Women's Field shall be held at dates set by the Women's Field sector, in conjunction with the Director National Championships and the Tournament Host.**

Policy 24.5.5.1 - WF Approved Competitions amended as follows: (Effective 2019)

24.5.5.1 Each match in the preliminary round will be consistent with the World Lacrosse Women's Field Lacrosse Rules.

Policy 24.5.5.2 - WF Approved Competitions amended as follows: (Effective 2019)

24.5.5.2 During the medal round, each match will be consistent with the World Lacrosse Women's Field Lacrosse Rules.

Policy 24.10.1 - Notification of Team Registration amended as follows: (Effective 2019)

The policy number quoted as a reference needs to be changed to 10.1.2 from 10.1.11.1 in keeping with previous approved changes to 10.1

Policy 24.12.6 – CLA Convenors amended as follows: (Effective 2019)

| ox Competitions | Responsibility | Fees | Notes |
|---------------------------------|-----------------------|-----------------|--------------------------------------|
| Mann Cup | CLA | \$500.00 | To be paid upon submission of report |
| Minto Cup | CLA | \$500.00 | To be paid upon submission of report |
| Presidents Cup | CLA | \$500 | To be paid upon submission of report |
| Founders Cup | CLA | \$500 | To be paid upon submission of report |
| Minor Nationals | CLA | \$500 per event | To be paid upon submission of report |
| Men's Field Competitions | Responsibility | Fees | Notes |
| Masters | Host | \$200.00 | To be paid upon submission of report |
| Senior | CLA | \$200.00 | To be paid upon submission of report |
| Junior | CLA | \$200.00 | To be paid upon |

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|-----------------------------------|-----------------------|-----------------|---|
| | | | submission of report |
| Midget | CLA | \$200.00 | To be paid upon submission of report |
| Youth | Host | \$200.00 | To be paid upon submission of report |
| Women's Field Competitions | Responsibility | Fees | Notes |
| Senior | CLA | \$200.00 | To be paid upon submission of report |
| Junior | CLA | \$200.00 | To be paid upon submission of report |

Policy 24.13.8 – CLA RIC's amended as follows: (Effective 2019)

| Box Competitions | Responsibility | Fees | Notes |
|--|-----------------------|-----------------------------|---|
| Sr. Box | CLA | \$500.00 | To be paid upon submission of report |
| Jr. Box | CLA | \$500.00 | To be paid upon submission of report |
| Minor Nationals (4 separate events) | CLA | \$250.00 per individual RIC | To be paid upon submission of report |
| Men's Field Competitions | Responsibility | Fees | Notes |
| Masters | Host | \$200.00 | To be paid upon submission of report |
| Senior | CLA | \$200.00 | To be paid upon submission of report |
| Junior | CLA | \$200.00 | To be paid upon submission of report |
| Midget | CLA | \$200.00 | To be paid upon submission of report |
| Youth | Host | \$200.00 | To be paid upon submission of report |
| Women's Field Competitions | Responsibility | Fees | Notes |
| Senior | CLA | \$200.00 | To be paid upon submission of report |
| Junior | CLA | \$200.00 | To be paid upon submission of report |

*Policy Appendix 25-6 – National Championship Liability Waiver & Code of Conduct amended as follows:
(Effective 2019)*

to include under point 1: “CLA contractors, game announcers, and authorized social media representatives.”

*Policy Appendix 25-7 – National Championship Liability Waiver & Code of Conduct amended as follows:
(Effective 2019)*

to include under point 1: “CLA contractors, game announcers, and authorized social media representatives.”

Policy 24.4.2.1, 24.4.3.5.3, 24.9.2.1.4, 24.18.6.1 amended as follows: (Effective 2019)

Remove the name Youth, Bantam, Midget, and Junior. Leave U13, U15, and U18 age division categories.

*Policy 24.4.3.2, 24.4.3.4.1, 24.4.4.1.2, 24.4.4.1.3, 24.4.4.2.2, 24.10.3.3, 24.12.6, 24.13.8 & 24.17.1.6
amended as follows: (Effective 2019)*

Replace age division category names. Replace Youth with U13, replace Midget with U15, and replace Junior with U18.

*Delete National Team Committee Terms of Reference & Replace with High Performance Committee
Terms of Reference*

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| Name | CLA High Performance Committee |
| Mandate | Operating committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership and direction for the CLA's high performance program, working with the High Performance Director of the CLA to ensure strategic directives of the CLA are implemented and operate/oversee the national team program and the national teams which compete for Canada in international competition. |
| Key Duties | The Committee will perform the following key duties: <ul style="list-style-type: none">• Oversee all aspects of the CLA's high performance programs, including it's National Teams that include Senior Men's Box, Senior Men's Field, Junior Men's Field, Senior Women's Field, and Junior Women's Field and any other national team as composed from time to time.• Operate using the 2014 National Team Program Guide as amended. The Committee will review the guide from time to time and make recommendations to the Board for changes to ensure that it can better carry out it's duties with respect to operating/overseeing the National teams.• Establish and supervise leadership teams to oversee National Teams. Leadership teams will consist of National Team General Managers, Head Coaches, Assistant Coaches, administrative staff, IST (integrated support team) representatives and volunteer advisors, with each leadership team specifically structured so as to best |

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| | <p>serve the needs and circumstances of the respective team.</p> <ul style="list-style-type: none"> • Develop and implement policies and criteria for selection of athletes to National Teams and within the CLA National Team Policies and Guidelines. • Communicate regularly to ensure consistency, uniformity and effectiveness in the administration of high performance programs. • Liaise with Sectors and other CLA committees on matters pertaining to high performance and National Teams. • Perform such additional tasks as may be assigned to the Committee by the Board. • From the approved Budget amount approved by the Board of Directors, to create an Annual Operating Plan and Budget for submission to the Board. • Develop and deliver National Team Promotional Events utilizing Team Canada Players (present or alumni) and Staff to promote the Team Canada brand nationally. • Adhere to Sponsorship agreements to ensure compliance at all events. |
| Authority | <p>The Committee will have decision-making authority over all aspects of its mandate, with the exception that the Board of Directors will approve the global budgets and program operating plan for National Teams and amendments to national team policy and guidelines.</p> <p>Any material changes to the National Team program operating plan, even if there is no change to the budget, must be approved by the Board of Directors to ensure there is communication and cooperation with the operation of the MAs current leagues and programs and to ensure Sport Canada criteria are being met.</p> <p>The Committee may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee, such as scouting, selection camps, staff recruitment, team fundraising.</p> |
| Composition | <p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> • The Director High Performance and International Relations, who will also be the chair • National Team General Managers (Box, Men’s Field, Women’s Field, Youth) • The Athlete Director • The CLA Executive Director (non-voting) • CLA High Performance Coordinator (non-voting) • Two Athlete Reps (Male and Female) • Director Administration (interim position) • Any other individuals having high performance expertise as appointed by the Board of Directors including the Women’s Field, Men’s Indoor, and Men’s Field General Manager |
| Meetings | <p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> |
| Resources | <p>The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office.</p> |
| Reporting | <p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p> |
| Approval and Review | <p>These Terms of Reference were prepared by the Board and approved by the CLA Board on DATE. The Board will review these Terms of Reference on a regular basis, with input from</p> |

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| | the Committee as required. |
| Other | Any provisions of the CLA's Bylaws and Regulations as they relate to Operating Committees will also apply. |

Canada Games Committee Terms of Reference added as follows: (Effective 2019)

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| Name | CLA Canada Games Committee |
| Mandate | The Canada Games Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of Directors and the Box Sector of the Canadian Lacrosse Association in providing direction on, and assisting in fulfilling, the multi-provincial Canada Games obligations. |
| Key Duties | <p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> ➤ Monitor and ensure that the Canada Games Technical package is being fulfilled ➤ Provide assistance and information to all provincial lacrosse organizations to ensure that the Canada Games Technical package is being fulfilled and provide direction when necessary. ➤ Provide direction and assist the Technical Representative in fulfilling his/her duties ➤ Develop and implement policies and criteria for selection of athletes in abidance with the Canada Games Consensus statement for lacrosse, coaches in abidance with CAC coaching requirements for Canada Games, and officials in abidance with CLA National Championship policies. ➤ Determine ratings for each team sent by a province to the Canada Summer Games ➤ Monitor player eligibility of all athletes in keeping with Canada Games eligibility criteria. ➤ Exchange information and best practices between provincial lacrosse organizations in preparation for Canada Games. ➤ Liaise with all provinces on all issues related to the Canada Games ➤ Liaise with the CLA Board of Directors, CLA Program Coordinator and the CLA Box Sector on all issues related to the Canada Games. ➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the Committee and the provinces. ➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the CLA and the Canada Games Council ➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the CLA and the Canada Games Host Committee. ➤ Perform such additional duties and tasks as may be delegated to the Committee by the CLA Board of Directors or the CLA Box Sector |
| Authority | The CLA Canada Games Committee is a limited agent of the CLA on all matters related to lacrosse's participation in the Canada Games. All decisions pertaining to technical requirements of the Canada Games must abide by the Canada Games Technical Package and CAC coaching criteria. |
| Composition | <p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> • CLA Box Sector Chair will also be the chair • CLA Director National Championships |

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| | <ul style="list-style-type: none"> • CLA Domestic Development • CLA Indigenous Director • CLA Executive Director • CLA Program Coordinator • CLA Coaching Chair or designate (identified by Coaching Chair) • CLA Officiating Chair or designate (identified by Officiating Chair) • One representative from each province and territory • Aboriginal Sport Circle representative to be included on all discussions in relation to the Canada Games Consensus statement for lacrosse • Any other individuals having Canada Games expertise as appointed by the Board of Directors. |
| Meetings | 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 CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office. |
| Reporting | The Committee will report at every meeting of the Board, meeting of the Box Sector and will submit a written report at every meeting of the Members. |
| Approval and Review | These Terms of Reference were prepared by the Board and approved by the CLA Board on DATE . The Board will review these Terms of Reference on a regular basis, with input from the Committee as required. |
| Other | Any provisions of the CLA's Bylaws and Regulations as they relate to Standing Committees will also apply. |

Rule Thirty Second Shot Clock approved as follows:

For the 2019 Founders Cup, Presidents Cup, Minto Cup and Mann Cup, the thirty-second shot clock will run in all offensive possession situations (including when shorthanded)