



**LACROSSE CANADA  
CROSSE CANADA**

# **OPERATIONS MANUAL**

**AUGUST 2024**

**LACROSSE CANADA  
HOUSE OF SPORT, RA CENTRE  
2451 RIVERSIDE DRIVE  
OTTAWA, ONTARIO, K1H 7X7**

**(P) 613-260-2028**

**Web Page: <http://www.lacrosse.ca>**

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## 1 SECTION 1 - ARTICLES OF CONTINUANCE

The Letters Patent incorporating Lacrosse Canada 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 Lacrosse Canada to make it bilingual.

The following represent the Articles of Continuance as approved on August 28, 2014 for continuance under the Canada Not-for-Profit Corporations Act

The name is: Lacrosse Canada – Crosse Canada

CORPORATION NUMBER: 904783

THE PROVINCE OR TERRITORY IN CANADA WHERE THE REGISTERED OFFICE IS SITUATED: Ontario

MINIMUM AND MAXIMUM NUMBER OF DIRECTORS (FOR A FIXED NUMBER, INDICATE THE SAME NUMBER IN BOTH BOXES)

Minimum – 12  
Maximum – 12

### STATEMENT OF THE PURPOSE OF THE CORPORATION

The Corporation has as its exclusive function the promotion of the sport of lacrosse on a nation-wide basis in Canada. In furtherance of this function, the purposes of the Corporation are to:

- Promote and perpetuate the game of lacrosse as Canada's national summer sport
- Serve as the governing body for the sport of lacrosse in Canada;
- Be an official representative of Canadian lacrosse to other national and international governing bodies;
- Foster growth and development of lacrosse in Canada, and assist member associations in the development of the game within their jurisdictions;
- Foster growth and development of lacrosse internationally;
- Establish standards for, provide sanction of, and oversee competitions over which the Corporation has jurisdiction;
- Establish and publish the rules and regulations of the game of lacrosse;
- Host international lacrosse competitions and events;
- Manage a national team program and select national teams to represent Canada in international competition; and
- Receive money and other property, by gift, bequest, fees or otherwise, and to apply same in furtherance of these purposes.



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The Corporation may carry on related business activities in furtherance of these purposes, such as selling merchandise related to lacrosse and to national teams, and engaging in limited non-partisan political activities.

RESTRICTIONS ON THE ACTIVITIES THAT THE CORPORATION MAY CARRY ON, IF ANY: None

LCSSSES, OR REGIONAL OR OTHER GROUPS, OF MEMBERS THAT THE CORPORATION IS AUTHORIZED TO ESTABLISH

The Corporation has one class of members, which is lacrosse organizations. Members have a weighted vote based upon the formula specified in the Bylaws, which is as follows: Each member is entitled to receive notice, to attend and to vote at all meetings of the Members of the Corporation.

Registered Players per Sector per Category and 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

Sectors are: Men's Field, Women's Field and Box

Categories are: Minor, Intermediate/Junior and Senior

Each member is entitled to receive notice, to attend and to vote at all meetings of the Members of the Corporation.

STATEMENT REGARDING THE DISTRIBUTION OF PROPERTY REMAINING ON LIQUIDATION

Any property remaining on liquidation of the Corporation after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of the *Income Tax Act* (Canada), as determined by the Board of Directors.

ADDITIONAL PROVISIONS, IF ANY

The business and affairs of the Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its purposes.

A Special Resolution of the Members is required to make any changes to the Bylaws of the Corporation.

## 2 SECTION 2 – BYLAWS

### GENERAL

1. These Bylaws relate to the general conduct of the affairs of the Lacrosse Canada (LC), a Canadian Corporation.
2. The following terms have these meanings in these Bylaws:
  - a) *Act* – the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c.23, including the Regulations made pursuant to the Act, and any statutes or regulations that may be substituted, as amended from time to time;
  - b) *Articles* – the restated articles of continuance of the Corporation;
  - c) *Athlete* - a person currently on a national team or competing at the international level or a person who is retired and was a member of a national team or competed at the international level, not more than nine years previously, in the sport of Lacrosse.
  - d) *Auditor* – a Public Accountant, as defined in the Act, appointed by the Members by Ordinary Resolution at the Annual Meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next Annual Meeting;
  - e) *Board* – the Board of Directors of the Corporation;
  - f) *Corporation* – Lacrosse Canada;
  - g) *Days* – total days including weekends and holidays;
  - h) *Director* – an individual elected to serve on the Board pursuant to these Bylaws;
  - i) *Independent* – that a director or prospective director has no fiduciary obligation to any body for lacrosse at the national or provincial level, receives no direct or indirect material benefit from any such party, and is free of any conflict of interest of a financial, personal or representational nature (provided that participation, in lacrosse does not alone cause a person not to be independent). A person who would not be considered Independent will be considered to be Independent once they resign from or terminate the circumstance that gives rise to the non-independence.
  - j) *Member* – those organizations meeting the definition of member pursuant to these Bylaws;
  - k) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these Bylaws;
  - l) *Ordinary Resolution* – a resolution passed by the majority of votes cast on that resolution; and
  - m) *Special Resolution* – a resolution passed by not less than two thirds of the votes cast on that resolution.
3. The business and affairs of the Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its purposes.
4. Except as provided in the Act, the Board will have the authority to interpret any

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provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the purposes of the Corporation as set out in the Articles.

5. Words in the singular include the plural and vice-versa and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.
6. These Bylaws have been drafted in English and the official French text is a translation. In the case of conflicting interpretations, the English version will prevail.
7. Unless otherwise specified in the Act or these Bylaws, meetings of Members and meetings of Directors will be conducted according to Roberts Rules of Order (current edition).

## JURISDICTION

8. The jurisdiction of the Corporation will be limited to Canada, except a team whose members are participants who belong to the Corporation or its Members playing outside Canada will be considered to be within the jurisdiction of the Corporation. The jurisdiction of the Corporation will also cover a league or leagues playing games both in Canada and the United States of America, provided the league or leagues are recognized by the Corporation as being affiliated with a Member.
9. The Corporation may serve as a dispute resolution mechanism for disputes between and among Sectors, Committees and Members. In the event of a dispute between or among Sectors, Committees or Members cannot be resolved by the parties themselves, the Board will have the authority to determine and impose a binding resolution.

## MEMBERSHIP

10. The Corporation has one Class of Members, which are Lacrosse Organizations, made up of:
  - a) Lacrosse associations recognized by the Corporation as the governing body of lacrosse in a province or territory of Canada;
  - b) One single lacrosse association representing First Nations lacrosse leagues, teams and clubs; and
  - c) Such other lacrosse associations that do not fit within the definition of a) or b) above, that are not a member organization of an association that fits within the definition of a) or b) above, and that are approved as a Member at a meeting of Members.

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Provided that all Members will be non-profit entities. Each Member will designate a representative or representatives to exercise the Member's votes at a meeting of Members.

11. Applications for membership in the Corporation must be approved by Ordinary Resolution of the Members. The Members may also grant probationary membership for a period of up to two years, subject to terms and conditions established by the Members. Probationary Members may participate in activities of the Corporation but will not have the right to vote.
12. Each Member agrees to abide by the Corporation's Articles, Bylaws, policies, procedures, rules and regulations.
13. Membership dues, participant fees, coaching fees and officiating fees will be determined from time to time by the Board up to a maximum of fifteen dollars (\$15.00) and any further increase above COLA (Cost of Living Adjustment) will be approved by Ordinary Resolution of the Members.
14. Membership in the Corporation is terminated when:
  - a) The Member no longer meets the definition of Member set out in this Article;
  - b) The Member resigns from the Corporation by giving written notice to the President, in which case the resignation becomes effective on the date specified in the notice;
  - c) The Corporation is liquidated or dissolved under the Act.
15. A Member may be suspended or expelled by a vote of 3/4 of the Members at a meeting of Members provided that any such Member will be granted an opportunity to be heard at such a meeting, upon reasonable notice for such action. Re-admission to membership in the Corporation requires an Ordinary Resolution of the Membership.
16. Every Member Association must have an appeal process in place to deal with events in their jurisdiction. The appeal process must contain language making the appeal fair, impartial and timely.

### MEETINGS OF MEMBERS

17. Meetings of Members will include annual meetings, semi-annual meetings and special meetings.
18. Meetings of Members may be held at any place within Canada as the Board may determine or outside Canada if all of the Members entitled to vote at such a meeting so agree.
19. The annual meeting will be held within 15 months of the last annual meeting but

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- not later than six months after the end of the Corporation's preceding financial year. These semi-annual meeting will be held at such time as the Board determines.
20. The business at the annual meeting will include those items required by the Act, Articles and Bylaws, such as the Auditor's report, presentation of financial statements, appointment of auditors for the coming year, and elections.
  21. A special meeting of the Members may be called at any time by the President or upon the written requisition of Members holding five percent of the total Members' votes. The agenda of special meetings will be limited to the subject matter for which the meeting was duly called.
  22. A meeting of Members may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility.
  23. Any Member entitled to vote at a meeting of Members may participate in the meeting by means of telephone, or an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility. A person so participating in a meeting is deemed to be present at the meeting.
  24. Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member by the following means:
    - a) By mail, courier or personal delivery to each Member entitled to vote at the meeting, at least 30 days before the day on which the meeting is to be held; or
    - b) By telephone, electronic or other communication facility to each Member entitled to vote at the meeting, at least 21 days before the day on which the meeting is to be held.
  25. Persons entitled to be present at a meeting of Members are those representatives of Members entitled to vote, the Directors, the Auditor and such other persons who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only at the invitation of the chair of the meeting or by Ordinary Resolution of the Members at the Meeting.
  26. Any meetings of Members may be adjourned to any time and place as determined by the Board and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice will be required for any adjourned meeting.
  27. Quorum for a Meeting of Members will be a majority of Members as represented by

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their representative or representatives. If quorum is met at the start of the meeting, but thereafter Members depart the meeting such that quorum is not maintained, the meeting is nonetheless a valid meeting and may continue.

28. Each Member that has paid all membership dues or other fees or monies which have been assessed against or are payable by such Member to the Corporation, and which has not been suspended or expelled, will be deemed "in good standing" and will be entitled to vote at meetings of Members.

29. Members will have the following votes at meetings of Members:

### Registered Players per Sector per Category and 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

Sectors are: Men's Field, Women's Field, Box and Sixes

Categories are: Minor, Intermediate/Junior and Senior

30. Each Member will provide their registration numbers on the prescribed form to the Corporation's registered office at least 15 days in advance of the meeting of Members. Failure to do so will render the Member ineligible to vote at the Meeting.

### MEMBER COUNCIL

31. There will be a Member Council composed of one representative appointed by each Member plus one Executive Director of a Member who is appointed by the Member Council. The Member Council is responsible for maintaining effective communication between Members and the Corporation and for advising the Board of Directors and Sectors and Committees of the Corporation on matters of importance to the development of the sport of lacrosse at the local and provincial level. The Member Council is an advisory body and its decisions and recommendations are not binding upon Members or upon the Corporation.

32. Terms of reference governing the full authority of the Member Council, selection of its members, meetings, resources, and reporting will be as determined by the Members.

### BOARD OF DIRECTORS

33. The Corporation will have twelve Directors, as follows:

a) President

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- b) Director Administration
  - c) Director Marketing and Communications
  - d) Director High Performance and International Relations
  - e) Director National Championships
  - f) Director Domestic Development
  - g) Athlete Director
  - h) Indigenous Director
  - i) Four Directors-at-Large
34. The President, Director Administration, Director Marketing and Communications, Director National Championships and Director Domestic Development will be elected by the Members. The Director High Performance and International Relations will be nominated by the National Lacrosse Team Players Association (NLTPA), who shall nominate one candidate (based in Canada) who must be familiar with and supportive of the activities of both LC and the National Team. Ideally, the candidate is someone who is respected by both the NLTPA and LC and has strong organizational and interpersonal skills. If the President and Executive Director of LC agree on the acceptability of the candidate, they will recommend that candidate to the board and Members for approval. If the President, Executive Director, LC Board or Members rejects this candidate, the NLTPA will be asked to submit a new candidate. The Athlete Director will be from the alumni of National Teams, or National Team staff, not a current coach of any Team Canada team and elected by the Members. The Indigenous Director will be nominated by the First Nations Association Member and elected by the Members. The four Directors-at-Large will be nominated by the Member Council and elected by the Members.
35. Any person, who is 18 years of age or older, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, who fulfills the requirements of the *Income Tax Act* related to serving as a director of a registered charity, who does not have the status of bankrupt, may be nominated for election as a Director. Persons who are employees of Members are not eligible to be elected as Directors.
36. No individual currently serving as an employee or contractor of the Corporation may be a Director. No Director may become the Executive Director or interim Executive Director of the Corporation during their term as a Director or for twelve months thereafter.
37. Not more than sixty (60%) percent of the Directors must identify as the same gender. That is, since there are twelve (12) Directors on the Board, at least seven (7) Directors must identify as the same gender identity.
38. At least forty percent (40%) of the Directors must be Independent. That is, since there are twelve (12) Directors on the Board, at least five (5) Directors must be



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Independent.

39. A Director's term of office will be two years, on a staggered basis:
- The President, Director Marketing and Communications, Director National Championships, Indigenous Director and two Directors at Large will be elected in odd-numbered years; and
  - The Director Administration, Director Domestic Development, Director High Performance and International Relations, will be elected in even-numbered years; and
  - Director's may not serve more than three consecutive full terms, in the same position.
  - No Director will hold their position for more than three consecutive two year elected terms, unless their position is uncontested at the Annual Meeting of the Members.
  - No Director will hold office for more than nine (9) years.
40. A Nominations Committee, appointed by the Board, will endeavour to ensure that candidates for election consist of a diverse selection of individuals; including athletes, visible minorities, geographic residence, and gender identity.
41. Any nomination of an individual for election must be member in good standing with both their registered MA and LC, and if not a member, endorsed by the MA in which the individual resides. The nomination must include the written consent of the nominee, endorsement of the MA and must be submitted to the registered office of the Corporation 30 days prior to the Annual Meeting. The nomination will also include a statement describing how they are Independent (or how they will become Independent within thirty (30) days following their election).
42. Nominations will be circulated to the Members 21 days prior to the Annual Meeting, and elections will take place at the Annual Meeting. In the event there are no nominations for a position for which an election is to occur submitted within the timelines, an individual may be nominated from the floor of the Annual Meeting.
43. To ensure that sixty percent (60%) of the Directors identify as the same gender identity, the Nominations Committee will determine the gender identity of each Director on the Board whose term is not expiring at the meeting of the Members. If there are seven (7) individuals who identify as one gender identity, nominees of that same gender identity will not be permitted to stand for election. If there are more nominees than available positions, the nominee(s) receiving the greatest number of votes will be elected provided the gender identity quota has not been reached. For clarity, if there are six (6) individuals of the same gender identity serving on the Board, only one (1) Director of that gender identity may be elected to the Board and



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- the remaining nominees of that gender identity are not permitted to be elected once that individual has been elected.
44. If required, the Nominations Committee will use the same procedure described above to ensure that at least 40% of the Directors on the Board are Independent.
45. A Director may resign from the Board at any time by presenting their notice of resignation to the Board. This resignation will become effective the date on which the request is accepted by the Board.
46. The office of any Director will be vacated automatically if the Director:
- a) Becomes disqualified, per the Act;
  - b) Upon the Director's death.
47. A Director may be removed by Ordinary Resolution of the Members at a meeting of Members, provided the Director has been given notice of and the opportunity to be heard at such a meeting. If the Director is removed and holds a position as an Officer, the Director will automatically and simultaneously be removed from the position as an Officer.
48. Where the position of a Director becomes vacant for whatever reason, the Board may appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term.
49. The President or any three (3) Directors may call a meeting of the Board.
50. Notice of meetings of the Board will be given to all Directors at least seven days prior to the scheduled meeting. No notice of a meeting of the Board is required if the majority of Directors waive notice.
51. At any meeting of the Board, quorum will be a majority of Directors holding office.
52. All members will have the opportunity to vote at meetings of the Board. In the event of a tie, the motion will fail and be dismissed.
53. A meeting of the Board may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility. The Board must meet a minimum of 6 meetings a year.
54. Except as otherwise provided in the Act or these Bylaws, the Board has the powers of the Corporation and may delegate any of its powers, duties and functions. More specifically, the Board will:
- a) Approve the vision, mission, values and strategic direction of the Corporation;

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- b) Subject to the authority delegated to any Sector or Committee by its terms of reference, approve policies, procedures, rules and regulations to deliver the programs and services of the Corporation, provided that at any meeting of the Members, the Members may, by Ordinary Resolution, amend such policies, procedures, rules and regulations;
- c) Provide continuity for the Corporation by ensuring its financial health;
- d) Engage under employment contract an Executive Director to manage and oversee the operations of the Corporation;
- e) Ensure positive relationships with stakeholders; and
- f) Perform any other duties from time to time as may be in the best interests of the Corporation.

### OFFICERS

55. The Officers of the Corporation are the President, Director Administration and Executive Director, who will also serve as Corporate Secretary.
56. The *President* will be responsible for the general supervision of the affairs of the Corporation, will preside at meetings of Members and at meetings of the Board, will be responsible for the operation of the Board, will be the official spokesperson of the Corporation, will oversee an annual Board review process, and will perform such other duties as may from time to time be established by the Board.
57. The *Director Administration* will be responsible for overseeing the finances of the Corporation, strategic and operational planning, office administration and operations, and Corporation governance. He/she will ensure the care and custody of all the funds and securities of the Corporation in such banks or other financial institutions as the Board of Directors may direct and will perform such other duties as may from time to time be established by the Board. The Director Administration will act for the President if the President is unable to act.
58. The *Executive Director*, who is not a Director but may attend meetings of the Board by standing invitation in a non-voting capacity, will be charged with the duties of the Corporate Secretary and will perform such duties as are required by the Act, other government agencies, and the Corporation through its Governance Policies. If required, third party consultants and legal counsel may be contracted by the Corporation to aid the Executive Director if the Director Administration so approves. The Executive Director will be responsible for the management and supervision of the operations of the Corporation.
59. In an emergency situation where action must be taken by the Corporation in the best interests of lacrosse and it is not reasonably possible to convene a meeting of the Board, the Officers may take action that the Board or Sector or Committee may take except in relation to an expenditure of funds over \$10,000. In such case,

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the Officers will take reasonable steps to consult with as many Directors and Sector or Committee Chairpersons, as the case may be, as is reasonably possible for their opinion prior to making the decision.

### **COMMITTEES AND SECTORS**

60. The Board may appoint such Committees as it deems necessary for managing the affairs of the Corporation and may appoint members of Committees, may prescribe the duties of Committees, and may delegate to any Committee any of its powers, duties, and functions except where prohibited by the Act, the Articles or these Bylaws.
61. The Members of the Corporation will establish discipline Sectors in Box Lacrosse, Men's Field Lacrosse, Women's Field Lacrosse and Sixes which have technical authority over the activities and development of the disciplines, in accordance with the Corporation's mission, strategic direction, priorities and policy framework, as outlined in the Sectors' respective term of reference. Newly established Sectors' Terms of Reference and Policy will be prepared for the next Annual or Semi-Annual meeting after approval.
62. The Board will establish the terms of reference for all Committees and Sectors. All terms of reference with the exception of Committees must be approved by a Special Resolution of the Members. Further, all terms of reference, as well as Directors at Large, Athlete Director and Indigenous Director criteria will be inserted into the Bylaws as Appendices and referenced in each relevant area.
63. Unless the terms of reference state otherwise, the Board may appoint a qualified individual to fill any vacancy on a Committee, and the Board may remove any member of any Committee.
64. The President will be an ex-officio and non-voting member of all Committees and Sectors of the Corporation.

### **CONFLICT OF INTEREST**

65. In accordance with the Act, a Director, Officer, or member of a Committee or Sector who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will comply with the Act and the Corporation's Conflict of Interest and Governance Policies and will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

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## FINANCE

66. The fiscal year of the Corporation will be July 1 to June 30, or such other period as the Board may from time to time determine.
67. The banking business of the Corporation will be conducted at such financial institutions as the Board may designate.
68. The Corporation will send to the Members a copy of the annual financial statements at least 21 days before the annual meeting.
69. The Board of Directors will ensure that all necessary books and records of the Corporation required by these Bylaws or by applicable law are regularly and properly kept. Minutes from meetings of the Board will be available to the Board, each of whom will receive a copy of such minutes. All other books and records will be available for viewing at the registered office of the Corporation in accordance with the Act.
70. The Executive Director and any Officer will have authority to sign for and on behalf of the Corporation all instruments and contracts. The Board may establish different signing authorities for cheques and other banking documents as it deems appropriate. From time to time the Board may, by resolution, appoint a Director or Officer to sign a specific instrument or contract on behalf of the Corporation. Any instruments or contracts so signed will be binding upon the Corporation without any further authorization or formality.
71. The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.
72. The Corporation may invest and may borrow funds upon such terms and conditions as the Board may determine.
73. All Directors, Officers who are not employed by the Corporation, and members of Sectors and Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Sectors and Committees may be paid reasonable expenses incurred by them in the performance of their duties.

## AMENDMENT OF BYLAWS

74. Except for the items set out in s. 197 of the Act (Fundamental Changes), these bylaws may be amended, revised, repealed or added by Ordinary Resolution of

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the Directors at a meeting of the Board of Directors and will have full force and effect until such time as they are sanctioned by Ordinary Resolution of the voting Members present at the next meeting of members, or defeated. Upon affirmative vote of the voting Members, any amendments, revisions, additions or deletions will be effective upon the conclusion of the meeting which the voting Members voted.

75. Except for the items set out in s. 197 of the Act (Fundamental Changes), these bylaws may be amended, revised, repealed or added by member proposal, as described in Section 163 of the Act. Amendments by member proposal must be approved by Ordinary Resolution of the Members at any meeting of the Members. Amendments by member proposal that are approved by the Members take effect immediately.

### FUNDAMENTAL CHANGES

76. In accordance with the Act, a Special Resolution of the Members is required to make the following fundamental changes to the Articles or Bylaws of the Corporation:
- a) Change the Corporation's name;
  - b) Change the province in which the Corporation's registered office is situated;
  - c) Add, change or remove any restriction on the activities that the Corporation may carry on;
  - d) Create a new Class or group of Members;
  - e) Change a condition required for being a Member;
  - f) Change the designation of any class or group of Members or add, change or remove any rights and conditions of any such class or group;
  - g) Divide any class or group of Members into two or more classes or groups and fix the rights and conditions of each class or group;
  - h) Add, change or remove a provision respecting the transfer of a membership;
  - i) Increase or decrease the number of — or the minimum or maximum number of directors;
  - j) Change the statement of the purpose of the Corporation;
  - k) Change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation;
  - l) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
  - m) Change the method of voting by Members not in attendance at a meeting of Members; or
  - n) Add, change or remove any other provision that is permitted by this Act to be set out in the Articles.

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## NOTICE

77. In these Bylaws, written notice will mean notice which is provided by mail, courier, personal delivery, telephone, electronic or other communication facility to the address of record of the Director or Member, as the case may be.
78. Date of notice will be the date on which notice is given by personal delivery, one day after the date on which the notice is delivered by telephone, electronic or other communication facility, two days after the date that notice is couriered, or five days after the date that notice is mailed.
79. The accidental omission to give any notice to any Member, Director, Officer, member of a Sector or Committee or the Auditor, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the Bylaws, or any error in any notice not affecting its substance will not invalidate any action taken at any meeting to which the notice pertained.

## INDEMNIFICATION

80. The Corporation will indemnify and hold harmless out of the funds of the Corporation each Director and Officer, her heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
81. The Corporation will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.

## ADOPTION OF THESE BYLAWS

82. These Bylaws were ratified by the Members of the Corporation at a meeting of Members duly called and held on September 21, 2023.
83. In ratifying these Bylaws, the Members of the Corporation repeal all prior Bylaws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.

## BOARD DECISIONS – FINAL AND BINDING

84. 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 Articles, Bylaws and Regulations (apart from those decisions that may be subject to a complaint or appeal, per the policies of the Corporation, and a decision by an independent decision-maker).

## **COURT ACTIONS**

85. 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.

## SECTION 3 – GENERAL

### 3.1 MISSION AND AUTHORITY

- 3.1.1 The mission of Lacrosse Canada 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 Lacrosse Canada are conducted on a day-to-day basis, guided by the Articles of Continuance, 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 Articles of Continuance or the Bylaws of Lacrosse Canada, the Articles of Continuance and Bylaws shall govern.

### 3.2 ACCESS TO COMPETITIONS

- 3.2.1 A card shall be issued to the Lester B. Pearson award recipients, Canadian Lacrosse Hall of Fame Members (individuals only), Directors and the Sector Chairpersons which allows access to all Member and National events. It shall be accepted throughout Canada.

### 3.3 OFFICIAL LANGUAGES

#### 3.3.1 Definitions

The following terms have these meanings in this policy:

- 3.3.1.1 **Events** – refers to all events sanctioned and managed directly or indirectly by Lacrosse Canada.
- 3.3.1.2 **Individuals** - refers to all categories of members and/or registrants defined in the By-laws of Lacrosse Canada, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Lacrosse Canada including, but not limited to, employees, contractors, athletes, coaches, mission staff, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
- 3.3.1.3 **Official Languages** - The Official Languages of Canada are English and French.
- 3.3.1.4 **Programs** – refers to all sanctioned or endorsed on-going activity run directly or indirectly by Lacrosse Canada

#### 3.3.2 Policy Statement

Lacrosse Canada is committed to the promotion and use of Canada's two Official Languages in the delivery of its services, Programs and Events.

#### 3.3.3 Purpose

The purpose of this policy is to guide Lacrosse Canada in its use of both



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Official Languages in its activities and services.

## 3.3.4 Scope and Application

- 3.3.4.1 This policy applies to Lacrosse Canada and its activities, Programs and Events.
- 3.3.4.2 Each Lacrosse Canada Program and/or Event is responsible for coordinating translation services for Lacrosse Canada. It is their responsibility to ensure essential information regarding their Program or Event is available in both Official Languages. Each Program and Event will coordinate with Lacrosse Canada's Director of Communications as needed.
- 3.3.4.3 When applicable, Lacrosse Canada will have a language coordinator designated to oversee the implementation of this policy.

## 3.3.5 Provisions

- 3.3.5.1 Lacrosse Canada recognizes Canada's linguistic duality and recognizes that the English and French languages have equal status in Canada.
- 3.3.5.2 Lacrosse Canada will comply with the spirit of the *Official Languages Act* when both Official Language communities are being served. It will promote the use of English and French in its activities, Programs and Events.
- 3.3.5.3 Lacrosse Canada will work to engage with Canada's Official Language minority communities.

## 3.3.6 Communications

- 3.3.6.1 Lacrosse Canada shall maintain the capability to communicate in both Official Languages with its Active Members, Individuals and with the broader public.
- 3.3.6.2 Lacrosse Canada will work to ensure equivalent content and equal language quality in both Official Languages, including but not limited to its website, and social media channels.
- 3.3.6.3 Lacrosse Canada will take the necessary measures to ensure that written communication or correspondence is drafted in the Official Language of the recipient's choice (when known). Lacrosse Canada staff are expected to be practical when applying this provision to email correspondence.
- 3.3.6.4 Lacrosse Canada will take the necessary measures to ensure that verbal communication is conducted in the Official Language of the recipient's choice (when known). Individuals are expected to be practical when applying this provision to email correspondence.
- 3.3.6.5 All official documents relating to the governance of Lacrosse Canada, including, but not limited to, By-laws, Policies, Annual Reports, and Strategic Plans shall be provided in both Official Languages.

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- 3.3.6.6 Lacrosse Canada will ensure forms created for the general public are made available in both Official Languages.

### 3.3.7 Programs and Services

- 3.3.7.1 Lacrosse Canada Programs and services are to be provided in both Official Languages.
- 3.3.7.2 All publications of a technical nature which are expected to be in circulation for a long period of time and which have broad applicability shall be provided in both Official Languages.

### 3.3.8 Events

- 3.3.8.1 Lacrosse Canada shall endeavour to provide all services and programs in both Official Languages or in the language of an Individual's choice.
- 3.3.8.2 Lacrosse Canada will work to expand the bilingual services available at its Events.
- 3.3.8.3 All information, including on the Event website; and promotional material (including, but not limited to public announcements, programs, posters, press releases, etc.) shall be made available in both Official Languages, and shall be updated simultaneously in both Official Languages.

### 3.3.9 Communications

- 3.3.9.1 This policy will be effectively communicated to those who will be responsible for its implementation.
- 3.3.9.2 This policy will be broadly communicated.
- 3.3.9.3 Lacrosse Canada will provide suitable education regarding the policy.

### 3.3.10 Review

- 3.3.10.1 This policy will be reviewed at least once every two years, or as decided by the Executive Director and/or the Lacrosse Canada Board of Directors.
- 3.3.10.2 This Policy will next be reviewed in 2023.

### 3.3.11 Approval

This policy was approved by the Lacrosse Canada Board of Directors on May 13, 2021.

## 3.4 EQUITY AND ACCESS POLICY

- 3.4.1 Lacrosse Canada 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.
- 3.4.2 Lacrosse Canada 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,

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creed, sexual orientation, disability, age, marital status, indigenous status or family status.

### 3.4.3 Definitions- Terms in this Policy are defined as follows:

- 3.4.3.1 “*Diversity*” –the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization
- 3.4.3.2 “*Equity*” –fairness afforded to individuals with diverse personal characteristics regardless of those characteristics
- 3.4.3.3 “*Inclusion*” –acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics
- 3.4.3.4 “*Under-Represented Groups*”– includes women, individuals who identify as Black, Indigenous, or people of colour (BIPOC), children in low-income families, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ community

### 3.4.4 Policy Statement- Lacrosse Canada is committed to encouraging equity in its administration, policies, programs, and activities.

### 3.4.5 Purpose-

- 3.4.5.1 Lacrosse Canada is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities.
- 3.4.5.2 The purpose of this policy is to ensure that Lacrosse Canada provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

### 3.4.6 General- Lacrosse Canada will:

- 3.4.6.1 Provide this policy to all Organizational Participants and provide education on the importance of diversity, equity, and inclusion and what this entails in terms of practices, policies, procedures and norms of behaviour;
- 3.4.6.2 provide registration forms and other documents that allow:
  - 3.4.6.2.1 the Organizational Participant to indicate their gender identity and expression, rather than their sex or gender;
  - 3.4.6.2.2 the Organizational Participant to abstain from indicating a gender identity with no consequence to the individual;
  - 3.4.6.2.3 the Organizational Participant to indicate their pronoun(s); and
  - 3.4.6.2.4 the Organizational Participant to indicate their preferred name.
  - 3.4.6.2.5 maintain organizational documents and Lacrosse Canada’s website in a manner that promotes inclusive language and images;

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- 3.4.6.2.6 refer to Organizational Participants by their preferred name and their pronoun(s);
  - 3.4.6.2.7 work with Under-Represented Groups on the implementation, monitoring and/or modification of this policy;
  - 3.4.6.2.8 when Lacrosse Canada has the authority to determine Organizational Participants' use of washrooms, change rooms, and other facilities, Lacrosse Canada will permit individuals to use the facilities of their gender identity;
  - 3.4.6.2.9 ensure uniforms and dress codes that respect an Organizational Participant's gender identity and gender expression;
  - 3.4.6.2.10 support inclusion, equity, and access for Under-Represented Groups; and
  - 3.4.6.2.11 exercise influence with external agencies to encourage equity.
- 3.4.7 **Programming-** Lacrosse Canada is committed to creating and supporting programs that address diversity, equity, and inclusion issues in sport. For example, Lacrosse Canada will:
- 3.4.7.1 ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering Lacrosse Canada's programs and policies;
  - 3.4.7.2 ensure that Organizational Participants from Under-Represented Groups have no barriers to participation in Lacrosse Canada's programs, training, and coaching opportunities;
  - 3.4.7.3 create and support new programming that specifically addresses diversity, equity, and inclusion;
  - 3.4.7.4 monitor and evaluate the success of its diversity, equity, and inclusion programming;
  - 3.4.7.5 fund programs and services equitably;
  - 3.4.7.6 encourage Under-Represented Groups to act as role models for young Organizational Participants;
  - 3.4.7.7 create special opportunities to advance the number and levels of women in coaching; and
  - 3.4.7.8 when planning educational sessions, consider a balance of presenters from all gender identities.
- 3.4.8 **Staff, Board of Directors, Committee:** Lacrosse Canada will:
- 3.4.8.1 strive to achieve gender balance in the appointment of all committees, task forces and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to the Board;

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- 3.4.8.2 include gender equity as a stated value that is accepted and promoted on nominating and selection committees;
  - 3.4.8.3 ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision-making;
  - 3.4.8.4 develop, update, and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted, and supported; and
  - 3.4.8.5 deal with any incidence of discriminatory behaviour according to Lacrosse Canada's *Code*.
- 3.4.9 **Media Relations-** Lacrosse Canada will:
- 3.4.9.1 strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications;
  - 3.4.9.2 produce all written and visual materials in a gender-inclusive manner;
  - 3.4.9.3 develop a communication plan that strives to give media visibility to Under-Represented Groups; and
  - 3.4.9.4 use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites.
- 3.4.10 **Human Resource Management-**As part of its commitment to the use of equitable human resource management practices, Lacrosse Canada will:
- 3.4.10.1 adopt, when possible, work practices such as flex-time, job-sharing, and home-based offices;
  - 3.4.10.2 provide a physically accessible workplace environment;
  - 3.4.10.3 ensure a non-smoking environment;
  - 3.4.10.4 use non-discriminatory interview techniques;
  - 3.4.10.5 provide opportunities for all staff to advance to senior decision-making levels and receive equitable remuneration;
  - 3.4.10.6 publicly declare Lacrosse Canada to be an equal opportunity employer and respect and implement the principle of pay equity in relation to salaried and contract employees; and
  - 3.4.10.7 when appropriate, make available access to Employee Assistance counselling.
- 3.4.11 **Ongoing Commitment to Inclusion, Diversity and Equity-**Lacrosse Canada resolves to continue to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media, and communications.

3.4.12 **Evaluation**-Lacrosse Canada will continually monitor and evaluate its inclusion, equity, and diversity progress.

### 3.5 PRIVACY POLICY

#### 3.5.1 General

3.5.1.1 **Background** – Privacy of personal information is governed by the federal *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that Lacrosse Canada collects, uses, safeguards, discloses and disposes of personal information, and states Lacrosse Canada's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and Lacrosse Canada's interpretation of these responsibilities.

3.5.1.2 **Purpose** – The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of Lacrosse Canada to collect, use or disclose personal information.

3.5.1.3 **Definitions** – The following terms have these meanings in this Policy:

3.5.1.3.1 **"Acts"** – *Personal Information Protection and Electronics Documents Act* ("PIPEDA")

3.5.1.3.2 **"Commercial Activity"** – Any particular transaction, act or conduct that is of a commercial character.

3.5.1.3.3 **"IP Address"** – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.

3.5.1.3.4 **"Personal Information"** – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions

3.5.1.3.5 **"Representatives"** – Members, registrants, directors, officers, committee members, employees, coaches, officials, officials, managers, trainers, volunteers, administrators, contractors and participants in Lacrosse Canada's events and activities

#### 3.5.2 Application of this Policy

3.5.2.1 **Application** – This Policy applies to Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to Lacrosse Canada.

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- 3.5.2.2 Ruling on Policy – Except as provided in the *Acts*, the Board of Directors of Lacrosse Canada will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### 3.5.3 Obligations

- 3.5.3.1 Statutory Obligations – Lacrosse Canada is governed by the *Acts* in matters involving the collection, use and disclosure of personal information.
- 3.5.3.2 Additional Obligations – In addition to fulfilling all requirements of the *Acts*, Lacrosse Canada and its Representatives will also fulfill the additional requirements of this Policy. Representatives of Lacrosse Canada will not:
- 3.5.3.2.1 Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
  - 3.5.3.2.2 Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
  - 3.5.3.2.3 In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
  - 3.5.3.2.4 Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with Lacrosse Canada; or
  - 3.5.3.2.5 Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

### 3.5.4 Accountability

- 3.5.4.1 Privacy Officer – The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address: Lacrosse Canada Executive Director
- 3.5.4.1.1 Duties – The Privacy Officer will:
- 3.5.4.1.1.1 Implement procedures to protect personal information;
  - 3.5.4.1.1.2 Establish procedures to receive and respond to complaints and inquiries;



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- 3.5.4.1.1.3 Record all persons having access to personal information;
  - 3.5.4.1.1.4 Ensure any third-party providers abide by this Policy; and
  - 3.5.4.1.1.5 Train and communicate to staff information about Lacrosse Canada's privacy policies and practices.
- 3.5.4.2 Employees – Lacrosse Canada shall be responsible to ensure that the employees, contractors, agents, or otherwise of Lacrosse Canada are compliant with the *Acts* and this Policy.

### 3.5.5 Identifying Purposes

- 3.5.5.1 Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:
- 3.5.5.2 *Communications*
- 3.5.5.2.1 Receiving communications from Lacrosse Canada in regards to E-news, newsletters, programs, competitions, training, discipline, appeals, events, activities and other pertinent information.
  - 3.5.5.2.2 Published articles, media relations and postings on the Lacrosse Canada website, displays or posters. In some cases, videos from an event will be available for purchase.
  - 3.5.5.2.3 Award nominations, biographies, published articles and media relations.
  - 3.5.5.2.4 Communication within and between committees, volunteers and board members.
  - 3.5.5.2.5 Discipline results and long-term suspension list.
  - 3.5.5.2.6 *Registration, Database Entry and Monitoring*
    - 3.5.5.2.6.1 Registration and communication of programs, events and activities.
    - 3.5.5.2.6.2 Database entry at Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
    - 3.5.5.2.6.3 Database entry to determine level of officiating certification and qualifications.
    - 3.5.5.2.6.4 Determination of eligibility, age group and appropriate level of play/competition.
    - 3.5.5.2.6.5 Player Registration, outfitting uniforms, and various components of athlete and team selection.



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- 3.5.5.2.6.6 Technical monitoring, officials training, educational purposes, sport promotion, media publications.
- 3.5.5.2.7 *Sales, Promotions and Merchandising*
  - 3.5.5.2.7.1 Purchasing equipment, coaching manuals, resources and other products.
  - 3.5.5.2.7.2 Promotion and sale of merchandise.
- 3.5.5.2.8 *General*
  - 3.5.5.2.8.1 Travel arrangement and administration.
  - 3.5.5.2.8.2 Implementation of Lacrosse Canada screening program.
  - 3.5.5.2.8.3 Medical emergency, emergency contacts or reports relating to medical or emergency issues.
  - 3.5.5.2.8.4 Determination of membership demographics and program wants and needs.
  - 3.5.5.2.8.5 Managing insurance claims and insurance investigations.
  - 3.5.5.2.8.6 Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends.
  - 3.5.5.2.8.7 Video recording and photography for promotional use, marketing and advertising by Lacrosse Canada.
  - 3.5.5.2.8.8 Payroll, honorariums, organization insurance and health plans.
- 3.5.5.3 Purposes not Identified – Lacrosse Canada shall seek consent from individuals when personal information is used for Commercial Activity not previously identified. This consent will be documented as to when and how it was received.

### 3.5.6 Consent

- 3.5.6.1 Consent – Lacrosse Canada shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. Lacrosse Canada may collect personal information without consent where reasonable to do so and where permitted by law.
- 3.5.6.2 Implied Consent – By providing personal information to Lacrosse Canada, individuals are consenting to the use of the information for the purposes identified in this policy.
- 3.5.6.3 Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual

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restrictions. Lacrosse Canada will inform the individual of the implications of such withdrawal.

- 3.5.6.4 Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.
- 3.5.6.5 Exceptions for Collection – Lacrosse Canada is not required to obtain consent for the collection of personal information if:
  - 3.5.6.5.1 It is clearly in the individual's interests and consent is not available in a timely way;
  - 3.5.6.5.2 Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial/territorial law;
  - 3.5.6.5.3 The information is for journalistic, artistic or literary purposes; or
  - 3.5.6.5.4 The information is publicly available as specified in the *Acts*.
- 3.5.6.6 Exceptions for Use – Lacrosse Canada may use personal information without the individual's knowledge or consent only:
  - 3.5.6.6.1 If Lacrosse Canada has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial/territorial or foreign law and the information is used for that investigation;
  - 3.5.6.6.2 For an emergency that threatens an individual's life, health or security;
  - 3.5.6.6.3 For statistical or scholarly study or research;
  - 3.5.6.6.4 If it is publicly available as specified in the *Acts*;
  - 3.5.6.6.5 If the use is clearly in the individual's interest and consent is not available in a timely way; or
  - 3.5.6.6.6 If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.
- 3.5.6.7 Exceptions for Disclosure – Lacrosse Canada may disclose personal information without the individual's knowledge or consent only:
  - 3.5.6.7.1 To a lawyer representing Lacrosse Canada;
  - 3.5.6.7.2 To collect a debt the individual owes to Lacrosse Canada;
  - 3.5.6.7.3 To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;

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- 3.5.6.7.4 To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- 3.5.6.7.5 To an investigative body named in the *Acts* or government institution on Lacrosse Canada's initiative when Lacrosse Canada believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- 3.5.6.7.6 To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- 3.5.6.7.7 In an emergency threatening an individual's life, health, or security (Lacrosse Canada must inform the individual of the disclosure);
- 3.5.6.7.8 For statistical, scholarly study or research;
- 3.5.6.7.9 To an archival institution;
- 3.5.6.7.10 20 years after the individual's death or 100 years after the record was created;
- 3.5.6.7.11 If it is publicly available as specified in the regulations; or
- 3.5.6.7.12 If otherwise required by law.

### 3.5.7 Limiting Collection, Use, Disclosure and Retention

- 3.5.7.1 Limiting Collection, Use and Disclosure – Lacrosse Canada shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.
- 3.5.7.2 Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in Lacrosse Canada, to maintain accurate historical records and or as may be required by law.
- 3.5.7.3 Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

### 3.5.8 Safeguards

Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

### 3.5.9 Breaches

- 3.5.9.1 Breaches – Lacrosse Canada is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a “real risk of significant harm” to an individual. A “real risk of significant harm” is defined as: *“Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property”*.
- 3.5.9.2 Reporting – Lacrosse Canada will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
- 3.5.9.3 Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, Lacrosse Canada will keep records of the breach and inform affected individuals.

### 3.5.10 Individual Access

- 3.5.10.1 Access – Upon written request, and with assistance from Lacrosse Canada, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
- 3.5.10.2 Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
- 3.5.10.3 Denial – An individual may be denied access to his or her personal information if the information:
  - 3.5.10.3.1 Is prohibitively costly to provide;
  - 3.5.10.3.2 Contains references to other individuals;
  - 3.5.10.3.3 Cannot be disclosed for legal, security, or commercial proprietary purposes; or
  - 3.5.10.3.4 Is subject to solicitor-client privilege or litigation privilege.
- 3.5.10.4 Reasons – Upon refusal, Lacrosse Canada shall inform the individual the reasons for the refusal and the associated provisions of the *Acts*.
- 3.5.10.5 Identity – Sufficient information shall be required to confirm an individual’s identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

### 3.5.11 Challenging Compliance

3.5.11.1 Challenges – An individual shall be able to challenge compliance with this Policy and the Acts to the designated individual accountable for compliance.

3.5.11.2 Procedures – Upon receipt of a complaint Lacrosse Canada shall:

3.5.11.2.1 Record the date the complaint is received;

3.5.11.2.2 Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;

3.5.11.2.3 Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint;

3.5.11.2.4 Appoint an investigator using Lacrosse Canada's personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint;

3.5.11.2.5 Upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to Lacrosse Canada; and

3.5.11.2.6 Notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.

3.5.11.3 Whistleblowing – Lacrosse Canada shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, trainer, contractor, and other decision-maker within Lacrosse Canada or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

3.5.11.3.1 Disclosed to the commissioner that Lacrosse Canada has contravened or is about to contravene the Acts;

3.5.11.3.2 Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the Acts; or

3.5.11.3.3 Has refused to do or stated an intention of refusing to do anything that is in contravention of the Acts.

### 3.5.12 IP Address

IP Address – Lacrosse Canada does not collect, use or disclose personal information such as an IP Addresses.

## 3.6 CONFLICT OF INTEREST

### 3.6.1 *Policy Statement*

- 3.6.1.1 The Lacrosse Canada ('LC') 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.

### 3.6.2 *Purpose*

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

### 3.6.3 *Definition of Conflict of Interest*

- 3.6.3.1 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 LC'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 LC not being able to achieve a result which would be in the best interest of LC.
- 3.6.3.2 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.

### 3.6.4 *Application*

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

### 3.6.5 *Statutory Obligations*

- 3.6.5.1 At the time of the adoption of this policy, LC 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.
- 3.6.5.2 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 LC must at all times be resolved in favour of LC.

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### 3.6.6 *Additional Obligations*

3.6.6.1 In addition to fulfilling all requirements of the Act or its successor, LC and its Representatives will also fulfill the additional requirements of this policy. Representatives of LC shall not:

- 3.6.6.1.1 Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with LC, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 3.6.6.1.2 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;
- 3.6.6.1.3 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;
- 3.6.6.1.4 Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with LC, where such information is confidential or is not generally available to the public.
- 3.6.6.1.5 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 LC, or in which they have an advantage or appear to have an advantage on the basis of their association with LC;
- 3.6.6.1.6 Use LC's property, equipment, supplies or services for activities not associated with the performance of official duties with LC;
- 3.6.6.1.7 Place themselves in positions where they could, by virtue of being a Representative of LC, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 3.6.6.1.8 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 LC.

### 3.6.7 *Disclosure of Conflict of Interest*

3.6.7.1 On an annual basis (by February 1 in advance of the SAM) 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



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or perceived conflicts that they might have. Appendix 25-39 “Conflict of Interest Declaration Form.”

- 3.6.7.2 At any time that a Representative of LC becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the Director Administration or Executive Director of LC, as appropriate.
- 3.6.7.3 Any person who is of the view that a Representative of LC may be in a position of conflict of interest may report this matter to the Director Administration or Executive Director for LC, within 60 days of the alleged conflict.

### 3.6.8 *Resolving Conflicts in Decision-making*

- 3.6.8.1 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 LC shall be considered and decided upon by the Committee or Board of LC to which the question relates, within 60 days of the disclosure, provided that:
  - 3.6.8.1.1 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;
  - 3.6.8.1.2 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;
  - 3.6.8.1.3 The Representative abstains from voting on the proposed decision or transaction;
  - 3.6.8.1.4 The Representative is not included in the determination of quorum for the proposed decision or transaction; and
  - 3.6.8.1.5 The decision or transaction is in the best interests of LC.

### 3.6.9 *Enforcement*

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

## 3.7 **RISK MANAGEMENT**

### 3.7.1 *Preamble*

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



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to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed manner.

### 3.7.2 *Purpose*

- 3.7.2.1 The aim of this policy is to provide a guiding statement on how risk management is to be performed within LC. In general, we view risk management as a comprehensive approach to improving organizational performance. This policy has other purposes as well, namely:
- 3.7.2.1.1 Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
  - 3.7.2.1.2 Performing an educational function for staff, volunteers, sectors and members;
  - 3.7.2.1.3 Over the longer term, contributing to enhancing a 'risk management culture' within LC.
- 3.7.2.2 Ultimately, successful risk management has the following benefits for LC:
- 3.7.2.2.1 Prevents or limits injury or losses to participants, volunteers and staff;
  - 3.7.2.2.2 Helps to protect LC and its sectors and members against litigation;
  - 3.7.2.2.3 Ensures that LC is compliant with all applicable laws, regulations and standards;
  - 3.7.2.2.4 Improves the quality and relevance of the programs and services that LC provides to its members, participants, partners and sponsors;
  - 3.7.2.2.5 Promotes improved business management and human resource management practices;
  - 3.7.2.2.6 Enhances LC's brand, reputation and image in the community;
  - 3.7.2.2.7 Overall, enhances LC's ability to achieve its strategic objectives.

### 3.7.3 *Scope and Authority*

- 3.7.3.1 The Executive Director is appointed as Risk Manager for LC, responsible for the implementation, maintenance and communication of this policy. This policy applies to all activities undertaken by LC at the national level. Where LC exercises authority over activities below the national level, risk management measures may also be prescribed by LC for implementation by members. Members are

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encouraged to prepare policies similar to this policy, to govern the management of risk within their jurisdictions.

- 3.7.3.2 The Board of Directors is also responsible for ensuring that the implementation of LC's risk management framework is continuous and relevant, through the ongoing consideration of LC's high-level risks, and the oversight of the Risk Manager.

### 3.7.4 *Policy*

- 3.7.4.1 LC makes the following commitments to its members:

- 3.7.4.1.1 All activities and events undertaken by LC will be analyzed from a risk management perspective;
- 3.7.4.1.2 Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing LC;
- 3.7.4.1.3 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).

- 3.7.4.2 LC 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.

### 3.7.5 *Definitions*

- 3.7.5.1 *Risk*: The effect of uncertainty on achieving desired outcomes
- 3.7.5.2 *Risk Management*: An integrated, documented and system-wide process used to identify, assess and treat risks so as to better achieve desired outcomes and reflect the organization's values
- 3.7.5.3 Significance of a risk: The combined ranking of the likelihood of a risk occurring and the consequence should it occur.

#### 3.7.5.3.1 *Likelihood (L)*

*Unlikely* – less likely to happen than not; occurs every 5-10 years

*Possible* – just as likely to happen as not; occurs once every year

*Probable* – more likely to happen than not; occurs once a month

*Almost certain* – sure to happen; occurs once a week

#### 3.7.5.3.2 *Consequence (C)*

*Minor* – will have an impact on the achievement of the objective that can be dealt with through small internal adjustments

*Moderate* – will have an impact on some aspect of the achievement of the objective that will require changes to strategy or program delivery that may require a delay or increase in cost

*Serious* – will significantly impact the achievement of the objective and require additional time, resources, costs, and thought

*Catastrophic* – will have a debilitating impact on the achievement of the objective; staff and board need to devote full time resources to managing the situation

### 3.7.6 *Categories of Risk*

3.7.6.1 Risks arise from a number of categories of LC's operations. LC has determined that the following categories will be used when identifying risks:

#### 3.7.6.2 *People and Programs Risks*

3.7.6.2.1 Risks related to key operational and programming areas across the organization; risks affecting the evolution of coaching, officiating and athlete development; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations and deliver on identified commitments; risk related to strategic planning; event and competition management; planning so as to remain vital and relevant to our members; the inherent physical risks of our sport; travel related risks, including medical and safety protocols; interpersonal related risks that escalate needlessly from interpersonal tension to unnecessary conflict.

#### 3.7.6.3 *Compliance Risks*

3.7.6.3.1 Risks related to failure to comply with existing laws and regulations governing: employment standards; privacy; workplace safety; new corporations' legislation; tenant legal responsibilities; charitable status; anti-doping policies; Sport Canada/OTP/other agency standards for funding and accountability; fulfillment of contractual obligations; Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS); safe sport requirements; pandemic related requirements; increased insurance requirements.

#### 3.7.6.4 *Communication Risks*

3.7.6.4.1 Risks related to internal and external communications; information management systems; crisis and issues management; system hacking and data security, media

relations; management of intellectual property; social media opportunities and pitfalls; maintaining confidentiality.

### 3.7.6.5 *Reputation Risks*

3.7.6.5.1 Risks resulting from damages to an organization's reputation due to lost revenue; lowered trust levels which harm relationships with stakeholders; lowered participant satisfaction; negative perceptions which erode trust; increased operating, capital or regulatory costs; destruction of member value, consequent to an adverse or potentially criminal event even if the organization is not found guilty.

### 3.7.6.6 *External Risks*

3.7.6.6.1 Risks that are not in direct control of the organization including funding frameworks from Performance Partners (OTP, COC, CPC, Sport Canada and other agencies); relations with governments, games organizations and international federations; involvement in other sport partnerships; hosting decisions and requirements; changing political priorities; trends in the industry related to public safety, health and travel requirements.

### 3.7.6.7 *Governance Risks*

3.7.6.7.1 Risks related to clarity of roles and responsibilities; decision-making and oversight; organizational structure and performance; management of disputes and conflict of interest; planning for diversity and succession of the Board and committees; lack of monitoring and evaluation of progress; lack of training and education of Board members; lack of retention of corporate knowledge; staying current with trends; lack of strategic planning; Board interference.

### 3.7.6.8 *Financial Risks*

3.7.6.8.1 Risks related to financial monitoring and reporting; lack of flexibility to control and direct funds; sponsorship attraction and retention; overly dependent on performance partners; investment and management of reserve funds; protection of revenue streams; long-term financial sustainability.

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## 3.7.7 Risk Tolerance

3.7.7.1 The following tolerance levels for the organization are:

<b>CONSEQUENCE</b>						
Consequence	Health & Safety	Performance	Reputation	Loss / Damage	Planning	Values
<b>MINOR</b>	First aid treatment	Achieved most Strategic Outcomes	Public concern restricted to local complaints	\$10,000 - \$50,000	Short term delay of achievement of planned outcomes	Low infringement of your values
<b>MODERATE</b>	Medical Treatment/ Leave of less than 1 week	Achieved a reasonable number of Strategic Outcomes	Minor, adverse local public or media attention and complaints	\$50,000 - \$250,000	Notable to meet planned outcomes due to competing priorities	Internal and unintentional infringement of some of your values
<b>SERIOUS</b>	Leave of less than 3 months of senior staff	Did not achieve a reasonable number of one critical Strategic Outcome	Attention from media and / or heightened concern from community	\$250,000 - \$500,000	Not able to meet planned outcomes that impact funding obligations or partner expectations	High infringement of your values- Some policies were breached and requires HR intervention
<b>CATASTROPHIC</b>	Fatality or severe permanent disability/ Long term leave/ departure of ED	Did not achieve a significant number of several critical Strategic Outcomes	Significant adverse national media/public attention	> \$500,000	Not able to meet mandated outcomes to fulfill funding and partner requirements and expectations	Very High infringement of your values- Intentional breach of policies and termination

Risk Assessment		CONSEQUENCE			
		Minor	Moderate	Serious	Catastrophic
POSSIBILITY	<b>Almost Certain</b>	Medium	Medium	Very High	Very High
	<b>Probable</b>	Medium	Medium	High	Very High
	<b>Possible</b>	Low	Low	High	Very High
	<b>Unlikely</b>	Low	Low	Medium	High

## 3.7.8 The Risk Management Process

- 3.7.8.1 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.
- 3.7.8.2 Risks arise from a number of categories of LC's operations. In the sport domain, facilities, equipment, people and programs all give rise to potential risks. LC has determined that the following strategic directions as contained in LC's Strategic Plan will be used when identifying risks:
- 3.7.8.2.1 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

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- 3.7.8.2.2 Direction #2 To continue to implement our National Team Strategy, and ensure consistent delivery and quality of national championships
- 3.7.8.2.3 Direction #3 To raise the profile of our brand in Canada and abroad, and improve the image of our sport
- 3.7.8.2.4 Direction #4 To support all our strategic priorities by building a more effective governance structure for LC
- 3.7.8.3 All risks faced by LC can be addressed by one or more of the following four general strategies:
  - 3.7.8.3.1 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.
  - 3.7.8.3.2 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.
  - 3.7.8.3.3 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.
  - 3.7.8.3.4 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.
- 3.7.8.4 The above general strategies translate into a variety of risk control measures, which for LC may include (but are not limited to):
  - 3.7.8.4.1 Development of policies, procedures, standards and rules
  - 3.7.8.4.2 Effective communication
  - 3.7.8.4.3 Education, instruction, professional development and specialized training
  - 3.7.8.4.4 Ensuring a core set of organizational values have been identified, defined and communicated throughout LC
  - 3.7.8.4.5 Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
  - 3.7.8.4.6 Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)
  - 3.7.8.4.7 Improving role clarity through use of written position descriptions and committee terms of reference
  - 3.7.8.4.8 Supervision and monitoring of staff, volunteers, participants and activities

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- 3.7.8.4.9 Establishing and communicating procedures to handle concerns, complaints and disputes
- 3.7.8.4.10 Implement schedules for regular review, maintenance, repair and replacement of equipment
- 3.7.8.4.11 Preparing procedures and protocols for emergency response and crisis management
- 3.7.8.4.12 Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- 3.7.8.4.13 Regularly review appropriate insurance coverage

### 3.7.9 *Reporting and Communication*

- 3.7.9.1 To ensure that risk management remains a high priority within LC, 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.
- 3.7.9.2 LC 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 LC their risk management issues and concerns.
- 3.7.9.3 Specifically, the following steps will be taken to ensure a risk aware culture is being fostered:
  - 3.7.9.3.1 Staff reviews LC's risk registry on a quarterly basis or as a risk arises;
  - 3.7.9.3.2 Staff provide updates on matters of risk to the Board at Board meetings (as required);
  - 3.7.9.3.3 If changes or additional updates to the Risk Management Policy are needed during the year, Staff will bring forward to the Board for discussion and approval;
  - 3.7.9.3.4 The Board annually reviews and updates the Risk Registry and the Risk Management Policy to determine if any additional high to very high level risks need to be added and to confirm the organization's risk tolerance profile.

### 3.7.10 *Insurance*

- 3.7.10.1 LC 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 LC. Upon annual renewal of this policy, LC consults with the insurance provider to determine if there are any

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emerging gaps, issues or deficiencies to be addressed through insurance renewal.

- 3.7.10.2 Not all risks are insurable. However, as part of its commitment to risk management, LC will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of LC and that pose significant risks.

### 3.7.11 *Approval*

- 3.7.11.1 This Policy was approved by the Board of Directors on May 28, 2022.

## 3.8 **AMENDMENTS TO THE REGULATIONS**

### 3.8.1 *Amendments to the Regulations*

- 3.8.1.1 Notice of any proposed addition to, repeal of, or amendment to the Regulations must be submitted in writing on a policy change form to, and be received by LC Head Office at least forty-five (45) days prior to the Board of Directors meeting at either the Semi-Annual Meeting (SAM) or the Annual Meeting (“AM”). LC shall circulate to all Directors and Members the proposed changes at least thirty (30) days prior to the meeting.
- 3.8.1.2 Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Regulations 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.
- 3.8.1.3 At the discretion of the President, in the period of time between the Board of Director Meetings, any additions to, deletions or amendments to the Regulations, excluding changes to rules of play, shall be resolved in the following manner:
  - 3.8.1.3.1 The President will prepare a Board E-mail Ballot proposal to be circulated to the Board of Directors with all supporting documentation.
  - 3.8.1.3.2 The Board E-mail Ballot Process will consist of the following:
    - 3.8.1.3.2.1 First Reading: The ballot is to be circulated electronically to Directors as per the contact information provided to LC Office. Any questions, comments or concerns regarding the proposal are to be submitted to the office within 10 days.
    - 3.8.1.3.2.2 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 LC office within 7 days after the day the notice is sent out.



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- 3.8.1.3.2.3 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 LC Office within 5 days. A two-thirds (2/3) majority would constitute approval
- 3.8.1.3.3 E-mail votes/responses will be accepted. However, only votes received from the appropriate Board Member's e-mail address as per what is on file with LC will be accepted. Otherwise, a faxed vote must be sent.
- 3.8.1.3.4 Non-Responses to the final vote will be recorded as approved.
- 3.8.1.3.5 Changes made to the Regulations will take immediate effect, unless otherwise stated, with the exception of changes to rules of play; however they will be reported to the Members.
- 3.8.1.3.6 To ensure the accuracy and effectiveness of the Bylaws or Regulations, it is the responsibility of LC Director Administration to review the bylaws and policies with LC Executive Director in advance of the AM and SAM and bring forward recommendations to the Board of Directors and the Members as the case may be.

### 3.8.2 *Amendments to Sector Regulations*

- 3.8.2.1 Change to Sector Regulations must first be discussed and subject to a weighted vote at the Sector Level.
- 3.8.2.2 The votes are based on the number of votes the MA holds for the sector in question as determined by the voting grid established at LC Annual Meeting prior to the meeting of the sector.
- 3.8.2.3 Notice of any proposed addition to, repeal of, or amendment to any Sector regulation must be submitted in writing on a policy change form to and be received by LC Head Office at least forty-five (45) days prior to the Semi-Annual Meeting (SAM). LC shall circulate to all Directors and Member Associations the proposed changes at least thirty (30) days prior to the meeting.
- 3.8.2.4 Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Sector regulations 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 support by a majority of votes at a meeting.
- 3.8.2.5 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:

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- 3.8.2.5.1 The Sector Chair will prepare a Sector Email Ballot proposal to be circulated to each Sector representative representing their respective MA.
- 3.8.2.5.2 The Sector E-mail Ballot Process will consist of the following:
  - 3.8.2.5.2.1 First Reading: The ballot is to be circulated electronically to all sector representatives representing their respect MA as pe the contact information provided to LC office. Any questions, comments or concerns regarding the proposal are to be submitted to LC office within 20 days.
  - 3.8.2.5.2.2 Second Reading: All questions, comment or concerns received (if any) are to be circulated with the appropriate answers or responses to the Sector representatives representing their respective MA. Any suggest improvements to the proposal are to be incorporated at the discretion of the Sector Chair. Responses to the second reading are due to LC Office within 14 days after the day the notice is sent out.
  - 3.8.2.5.2.3 Final Reading/Vote: The proposal is circulated to the Sector representatives representing their respective MA including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due into LC Office within 10 days. A simple majority will constitute approval.
- 3.8.2.5.3 Only the responses from the Sector representatives will be accepted unless a proxy has been assigned by informing the office in writing by mail, e-mail or fax. The Sector representative 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.
- 3.8.2.5.4 E-mail votes/responses will be accepted. However, only votes received from the appropriate Sector representative e-mail address as per what is on file with LC 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.
- 3.8.2.5.5 Non-responses to the final vote will be recorded as approved.
- 3.8.2.5.6 E-mail ballots must be completed and final votes recorded at least (45) days prior to the sector meeting.
- 3.8.2.5.7 Changes to the Sector regulations which receive a majority of the votes at the Sector meeting will come forward as a motion to accept the change to the Board of Directors. The changes shall be adopted, repealed or amended by a motion support

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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 sent out in Section 3.9.1.

- 3.8.2.6 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.

### 3.8.3 *Amendments to Regulations Related to Rules of Play*

- 3.8.3.1 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 Coaching Committee and Officiating Committee. 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.
- 3.8.3.2 Proposals for rule changes must be received by LC Head Office by February 15. Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Committee Chairpersons by March 1. Rule changes will only be accepted from the Board of Directors, National Officials Certification Program, National Coaches Certification Program, Members Council and Member Associations.
- 3.8.3.3 The Coaching and Officiating Committee Chairpersons will submit their evaluations to LC Head Office by April 15. The Head Office will forward the evaluations to the appropriate Sector Chairperson.
- 3.8.3.4 All proposals for rule changes must be considered at the Sector Meeting, at which time a vote of the representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt, unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.
- 3.8.3.5 Rule changes not rejected by the Directors of LC will be incorporated into the playing rules for the following playing season of the Sector unless immediate implementation is necessary in the interest of safety or integrity or image of the game.

### 3.8.4 *Amendments to Field and Sixes Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.*

- 3.8.4.1 All proposals for rule changes must be considered at the Sector Meeting, at which time a vote of the representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.

### 3.9 TRANSGENDER PARTICIPANT POLICY

#### 3.9.1 *Definitions*

The following terms have these meaning in this Policy:

- 3.9.1.1 “Trans or *Transgender*” – Is a term that refers to a person whose gender identify, or affirmed sex, is different from the sex they were assigned or assumed to be at birth. Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans.
- 3.9.1.2 “*Lacrosse Canada (LC) team or event*” – includes any member, team, tournament, training opportunity or other sanctioned event organized or managed by Lacrosse Canada or any member association/club/team.
- 3.9.1.3 “*Participant*” – any player, parent, guardian, manager, trainer, coach, official, volunteer, organizer or other individual involved in the administration, support or conduct of a Lacrosse Canada and/or member team or event.

#### 3.9.2 *LC supports Inclusion of Transgender Participants*

- 3.9.2.1 LC is an inclusive organization and welcomes participation of all individuals in our programs and activities, irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental disability.
- 3.9.2.2 LC supports inclusion of transgender participants in all aspects of Lacrosse.
- 3.9.2.3 LC will assign a Support Contact person and provide contact information on LC website to assist in issues relating to this policy.

#### 3.9.3 *Participation in the Gender Group with which the Player Identifies*

- 3.9.3.1 For the purpose of registration on gender-based LC member teams or events, a player may register under the gender with which the player identifies.

### 3.9.4 *Disclosure*

3.9.4.1 Disclosure of an athlete's transgender identity is that athlete's choice.

3.9.4.2 While LC is entirely supportive of transgender athletes' participation and welcomes disclosure of same where an individual prefers, disclosure of one's transgender identity is not a requirement of participation. Such disclosure should not be sought of any Participant by any Participant.

#### 3.9.4.3 *Exception*

A transgender athlete must inform LC Support Contact and may need to disclose their transgender status more generally where the athlete wishes to participate in a team or event that could be subject to doping control (see Doping Control), or when participating in an extra-jurisdictional event which requires said disclosure (see Extra-jurisdictional Participation).

### 3.9.5 *Doping control*

3.9.5.1 All athletes must be aware of and have a responsibility for meeting eligibility requirements based on doping control.

3.9.5.2 Transgender athletes are encouraged to contact LC Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in establishing eligibility at relevant events and what process, if any, may be required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment, if necessary.

### 3.9.6 *Extra-Jurisdictional Participation*

3.9.6.1 All athletes must be aware of and have a responsibility for meeting eligibility requirements based on the rules and regulations of extra-jurisdictional events within which they wish to participate.

3.9.6.2 Some events occur in conjunction with other organizations or occur outside of LC territory. These extra-jurisdictional events may be subject to rules or requirements for transgender athletes' participation that are different from this policy. Transgender athletes are encouraged to contact LC Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in determining eligibility at relevant events in advance of competition.

### 3.9.7 *Confidentiality*

3.9.7.1 Any communication to LC regarding participation or transgender policies between a transgender athlete and LC will remain confidential to the extent requested by the athlete and/or their family, except as necessary for the purposes of implementing this Policy.

#### Application

3.9.7.2 All individuals participating with the teams or events under the jurisdiction of LC are expected to observe and follow this policy.

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- 3.9.7.3 Any LC Participant who becomes aware of conduct that violates this policy should report the conduct to LC.
- 3.9.7.4 Any LC Participant in violation of this policy may be subject to sanction, including exclusion from teams or events under the jurisdiction of LC.
- 3.9.7.5 LC will endeavour to apply this policy in a reasonable and flexible manner, respecting the importance of fostering fair and equitable participation and competition at all levels of play, maintaining and promoting LC as an inclusive organization for transgender participants, and the privacy interests of those participants.

### 3.9.8 *Facility Use – Washrooms and Change rooms*

- 3.9.8.1 Participants may use washroom and change room facilities consistent with the gender with which they identify. LC recommends provision of gender neutral facilities where available

### 3.9.9 *Ongoing Monitoring*

- 3.9.9.1 This policy is informed by the recommendations of the Canadian Centre for Ethics in Sport, as detailed in “Creating Inclusive Environments for Trans Participants in Canadian Sport”– May 2016
- 3.9.9.2 LC commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available, and at a minimum every 3 years.

## 3.10 **WORLD LACROSSE NOMINATIONS POLICY**

- 3.10.1 All nominations for World Lacrosse Committees or Board positions must be sent to LC office for submission to World Lacrosse. All nominations must be sent to LC office two (2) weeks prior to the World Lacrosse deadline.
  - 3.10.1.1 For Committee positions the respective LC Sector Chair/Committee Chair to review the nomination to ensure the individual is a member in good standing, the individual is a member of LC, and the individual represents the values of LC. If the Sector/Committee Chair has concerns with the nomination he/she will forward the nomination to LC Board of Directors for review and approval.
  - 3.10.1.2 For World Lacrosse Board nominations, the nomination will be sent to the Board of Directors for review and approval. The Board will ensure the individual is a member in good standing, the individual is a member of LC, and the individual represents the values of LC.
  - 3.10.1.3 For World Lacrosse positions, at International events hosted in Canada, nominations must be sent to LC Board of Directors for review and approval. The Board will ensure the individual is a member in good standing, the individual is a member of LC, and the individual represents the values of LC.

### 3.11 LACROSSE CANADA EVENTS

- 3.11.1 All Lacrosse Canada events operated within the Member Association will be the rights of Lacrosse Canada. Lacrosse Canada does not need the permission of the MA to host any or all events.
- 3.11.2 Member Associations shall approve and sign off Provincial grants that are not being used by the MA. The MA must show all grant applications for all events that pertain to National Championships and provide financial statements, documents to show proof of spending and a detailed report outlining the grant requirements were met.



## 4 SECTION 4: MEMBERSHIP

4.1 Membership is described as per section 10-16 of LC Bylaws.

### 4.2 FEES

#### 4.2.1 *Annual Base Membership Fee*

4.2.1.1 Annual base membership fees of MAs payable to LC shall be set by resolution and shall be paid to LC Head Office at least fifteen days prior to the Annual Meeting in each year.

4.2.1.2 The Annual Base Membership Fees are:

4.2.1.2.1 for MAs with less than 650 registered players, \$700.00 per annum.

4.2.1.2.2 for MAs with 650 and more but less than 1,000 registered players, \$1,400.00 per annum.

4.2.1.2.3 for MAs with 1,000 or more registered players, \$2,100.00 per annum.

#### 4.2.2 *Annual Registered Participant Fee*

4.2.2.1 Registered Participant: A "Registered Participant" means any person, including but not limited to: a player, coach, official and volunteer such as a manager, trainer, club/team executive member or league or MA administrator or any other person directly associated with the activity, who participates in organized lacrosse activities under the control of the Member Association or LC. These activities include but are not limited to athlete development programs, recreational and competitive leagues, club teams, national teams, coaching programs, officiating programs, and events. This includes all those persons who the Members report to their Provincial or Territorial Governments in applications to receive funding.

4.2.2.2 Registered Participant Fees: Registered Participants shall pay a fee by category, to be determined by the Members, to LC in order to access and support services, privileges and programming developed and to be developed by LC for the sport of lacrosse in Canada.

4.2.2.3 The MAs shall file with LC Head Office by October 1<sup>st</sup> 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 LC Head Office by the deadline will result in a fine not to exceed \$1000.

4.2.2.4 The annual fee per registered participant shall be set at \$10.00. This fee shall be paid to LC Head Office by the deadline set in February by the office and forwarded to the MAs.



### 4.2.3 *Operating Levy*

- 4.2.3.1 The Operating Levy will be equal to the amount needed to maintain LC's basic business operations, if necessary, due to financial hardship.
- 4.2.3.2 Each MA shall pay a portion of the Operating Levy based upon their percentage of the sum of the sector votes for which each MA is eligible according to participant registration numbers for the previous year. The amount of the Operating Levy is calculated as follows:
  - 4.2.3.2.1 MAs total sector votes divided by the total of all sector votes for all MAs times the amount of the Operating Levy.
- 4.2.3.3 The amount of the per vote levy will be approved, when a levy is deemed necessary by the members at the AM and shall be payable by March 31 of the following year.

4.2.4 MAs must have all invoices and debts to LC 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 LC.

### 4.3 **REQUIREMENTS**

- 4.3.1 To become a Member Association, applications must include the following:
  - 4.3.1.1 names and addresses of all board members;
  - 4.3.1.2 designation of the official mailing address and contact name for the association;
  - 4.3.1.3 the MA's constitution and/or bylaws;
  - 4.3.1.4 the jurisdictional area of the member if other than provincial boundary;
  - 4.3.1.5 the number of registered players residing in the jurisdictional area broken down by sector and category;
- 4.3.2 All requirements must be met before the membership may be accepted.
- 4.3.3 Once accepted as an MA, the following requirements must be met in order to remain a member in good standing:
  - 4.3.3.1 comply with the Articles, Bylaws, and Regulations of LC;
  - 4.3.3.2 submit a copy of the amendments to the MA's Bylaws and/or constitution as such amendments are made;
  - 4.3.3.3 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 LC Executive Director not later than the first day of March in each year.

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- 4.3.3.4 notify LC 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 as made available;
  - 4.3.3.5 submit a list of tournaments and other events as soon as possible;
  - 4.3.3.6 submit a listing of all active coaches and officials on an annual basis who participate under the jurisdiction of the member;
  - 4.3.3.7 pay debts to LC as per the due date, or the negotiated payment schedule.
- 4.3.4 Each MA must have a permanent bond on deposit with LC to act as a guarantee of performance and compliance with the Bylaws and Regulations of LC.
- 4.3.4.1 The current bonds are:
    - 4.3.4.1.1 for MAs with less than 650 registered players, \$1000.00;
    - 4.3.4.1.2 for MAs with 650 and more registered players, \$2,000.00;
  - 4.3.4.2 The Permanent Bond may be deemed to be the Performance Bond required by the Sectors for each team attending a national championship.
  - 4.3.4.3 In order to remain in Good Standing, an MA must maintain its Permanent Bond at its full value. If it has been depleted by LC for cause, the bond must be replenished to the required amount no later than thirty (30) days after notice of a deduction.
  - 4.3.4.4 The Permanent Bond may be depleted for the following causes:
    - 4.3.4.4.1 fines levied by LC against an MA that are unpaid after sixty (60) days from the written notice of the fine.
    - 4.3.4.4.2 fines levied by LC against a club, team, or individual representing an MA at a national championship that are unpaid after sixty (60) days from written notice of the fine.
- 4.4 PRIVILEGES OF MEMBERSHIP**
- 4.4.1 MAs shall be entitled to:
    - 4.4.1.1 one copy of the Letters Patent, Bylaws, and Regulations of LC;
    - 4.4.1.2 one copy of the minutes of the meeting of the Members, Board of Directors meetings, Member Council meetings and Committee meetings;
    - 4.4.1.3 the right to apply for hosting of national championships or tournaments and WL international events;
    - 4.4.1.4 the opportunity to take part in national programs;
    - 4.4.1.5 the opportunity to enter teams into national championships or tournaments;

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- 4.4.1.6 one free rule book at time of publication;
- 4.4.1.7 copies of each edition of LC bulletin;
- 4.4.1.8 attend meetings of the Members of LC;
- 4.4.1.9 regular mailings by post or email;
- 4.4.1.10 register players with LC, subject to all fees and assessments;
- 4.4.1.11 other privileges as determined by the Directors from time to time.

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

### **5.1 REGISTRATION WITH MA**

- 5.1.1 All players, coaches, managers, trainers, other team personnel, and officials are required to be registered with the MA which has jurisdiction for their area of residence. Participants may be registered with only one (1) MA per Sector at any time, in accordance with Sector policy. A participant may transfer between MAs during the year, subject to the regulations on registration deadlines in the Sector and the regulations on inter-member transfers.
- 5.1.2 Domestically and internationally, no registered, Junior and under participant may play or participate in any non-approved competition, namely any competitions non-approved by World Lacrosse or any of its National Governing Bodies (NGB) including Lacrosse Canada (LC), and Provincial or Territorial Sport Organization (P/TSO) without first obtaining the permission of their LC Member Association. Any participation in non-sanctioned events will result in loss of eligibility for all National Championships and Team Canada events.
- 5.1.3 No team or official may play or participate outside of Canada (except within the First Nations) without first obtaining the permission of their MA. At least 7 days prior to travel, the MA shall inform LC, in writing, in the form (Appendix 25-22 and 25-23) required by LC, 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 LC standards for coaching.
- 5.1.4 Teams not under the jurisdiction of LC shall not be permitted to play or participate in a league or event under the jurisdiction of LC or MA unless permission is given by the governing body of such team, LC and the MA 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 LC.
- 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.
- 5.1.8 Deadlines for registration to be eligible for national competitions are set by the governing Sector of LC.

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

- 5.2.1 A club or local association may have membership in one (1) MA only, as determined by the political borders of Canada or MA boundaries approved by LC. Notwithstanding this policy, LC 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

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its MA's borders. LC accepts the existence of 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 to negotiate the terms of such an agreement. Any and all such agreements must be filed in writing with LC 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 LC prior to implementation.
- 5.2.3 These agreements are negotiated between the clubs and their governing MAs. LC recognizes MA's authority to negotiate in these matters and therefore there is no right of appeal to LC. Disputes must be resolved with the appeal process of the MAs.

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

**LOCATED IN SAFE SPORT SUITE POLICIES**

**7 SECTION 7 – APPEALS**

**LOCATED IN SAFE SPORT SUITE POLICIES**

## **8 SECTION 8: MEETINGS OF MEMBERS AND SEMI-ANNUAL MEETING**

### **8.1 GENERAL**

- 8.1.1 All travel costs to the SAM and AM by delegates will be on a cost sharing basis as per the Finances section of the Regulations.
- 8.1.2 A fee of \$350 will be charged to each MA for all delegates involved in the travel equilization policy, who attend the Meeting of the Members. Delegates above those involved in the travel equilization will be charged \$175 per person to attend. This fee will not be charged for Board of Directors, Sector Chairs and LC Committee Chairs.

### **8.2 ANNUAL MEETING (AM)**

- 8.2.1 The AM may be attended by MA 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 LC programs.
  - 8.2.1.1 The Annual Meeting will be held prior to December 1<sup>st</sup> of each calendar year.
- 8.2.2 LC Executive Director, in consultation with the Director Administration and the President, will create an agenda for the AM. 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 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 Reports from the Directors, Office Staff, Sector Chairs and Officials and Coaching Committee Chairs
  - 8.2.2.9 Reports from the Members
  - 8.2.2.10 Reports from LC's Standing Committees
  - 8.2.2.11 Notification of Directors Elected by Each Member
  - 8.2.2.12 Resolutions requiring ratification of the Members
  - 8.2.2.13 Presentation and Approval of the Draft Budget for the Coming Fiscal Year
  - 8.2.2.14 Election of Directors
  - 8.2.2.15 General or New Business (if necessary).



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8.2.3 Members, Directors, Sector Chairpersons, Coach/Officials Committee Chairpersons and LC Office Staff must submit a report for inclusion the AM package by the deadlines specified by LC Executive Director.

### 8.3 SEMI-ANNUAL MEETING (SAM)

8.3.1 This meeting is held in the spring of each year where the Sectors will hold their annual meeting and the Board of Directors will meet.

### 8.4 BID REQUIREMENTS TO HOST THE SAM AND AM

8.4.1 Bids to host either the SAM or AM must be submitted to the Directors of LC at least one year in advance of the respective meeting. For example, the bid for the 2016 AM must be submitted for approval at the Board of Directors meeting held during the 2015 AM.

8.4.2 The bids must be submitted by a MA, not the host city or organization.

8.4.3 If there is more than one (1) bid presented at the Director's meeting, the bid with the most votes will be the successful bid.

8.4.4 If there are no bids in place, the Board of Directors 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.

8.4.6 Either meeting may be held in a city without a major airport only on the approval of the Directors of LC and with the following condition.

8.4.6.1 The Host MA 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 must use LC sponsors for the hotel. As this is a LC event, it supersedes any sponsorship deals an individual MA may have.

8.4.6.3 The hotel must have the appropriate meeting space available.

8.4.7 Once Approved, the Host MA:

8.4.7.1 must provide a local contact in the host city to work with LC 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.

## 9 SECTION 9: NOMINATIONS COMMITTEE

### 9.1 MANDATE AND COMPOSITION

9.1.1 The mandate and composition are described in Appendix 25-21: Nominations Committee Terms of Reference

### 9.2 NOMINATION PROCESS

9.2.1 Candidates for the Board of Directors must be recommended by the Nominations Committee or in writing by a MA at least 30 days in advance of the AM. Nominations will be circulated to the membership 21 days prior to the AM and elections will take place at the AM.

9.2.2 The Nominations Committee shall take into consideration candidates who adequately represent the constituency served by LC and make recommendations with respect to any vacancies.

9.2.3 All interested candidates must provide a resume of skills, qualifications and experience to the Director position they are seeking nomination for. The Candidate will also include a statement describing how they are Independent or how they will become Independent within thirty (30) days following their election if necessary.

9.2.4 In the event that there are no nominations for a position for which an election is to occur submitted within the timelines, an individual may be nominated from the floor of the AM.

9.2.5 Nominations for the office of the President shall not be considered upon unless the individual nominated was a Director of LC 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 AM at which the election of the President is to be held may confirm the nomination of an individual who was not a Director of LC 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 or her willingness to stand for the office as set out in the nomination.

9.2.8 No paid employee of a MA or a league is eligible for an elected position on the LC's Board of Directors. A league is defined as an association of teams that organize matches for its players.

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9.2.9 Nominations for office shall be removed by the Chair of the Nominations Committee 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 a MA; or

9.2.10.2 a current member of the Board of Directors; or

9.2.10.3 an individual participant in good standing of LC or an individual who is not a member of LC or an MA but is endorsed by the MA in which the individual resides.

9.2.11 The Nominations Committee, prior to the AM shall

9.2.11.1 Explain to potential candidates their duties and responsibilities as members of the Board of Directors;

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.

## 10 SECTION 10: SUBSTANCE ABUSE

### 10.1 ANTI-DOPING

#### 10.1.1 *Position Statement*

- 10.1.1.1 The Lacrosse Canada (LC) 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.
- 10.1.1.2 LC 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.
- 10.1.1.3 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.
- 10.1.1.4 The Lacrosse Canada endorses and has adopted the CADP and the WL Anti-Doping Policy which means lacrosse is part of a world-LCs anti-doping program that is designed to protect athletes' rights and ensure a level playing field.
- 10.1.1.5 LC'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. LC expects all members of the lacrosse community to abide by CADP to preserve the integrity of sport.
- 10.1.1.6 Any sanction by the Canadian Centre for Ethics in Sport (CCES) shall be enforced by LC.
- 10.1.1.7 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, LC shall disclose the outcome to the athlete's or team official's Member Association.
- 10.1.1.8 LC reserves to right to impose additional discipline as a result of a Code of Conduct violation.
- 10.1.1.9 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.
- 10.1.1.10 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 LC.

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## 10.1.2 *Education Program*

- 10.1.2.1 To ensure Canadian lacrosse athletes receive proper education on anti-doping and are equipped with knowledge about the CCES regulations and testing procedures, LC requires that all athletes and team personnel members (e.g. coaches, trainers, managers, etc.) on the roster for all LC National Championships, except U13 complete CCES True Sport Clean 101 (Untracked) online education course and submit the electronic declaration form annually by uploading it into RAMP. )
  - 10.1.2.1.1 All athletes and team personnel members must complete the online course no later than 14 calendar days prior to the start of their respective LC National Championship. Those who do not complete the course are not eligible to compete at a LC National Championship.
  - 10.1.2.1.2 The course is available free of charge, however any athlete or team personnel that does not complete the course prior to the National Championship will be charged a \$50 administration fee. The administration fee will be charged to the MA that the athlete or team personnel member is representing.
  - 10.1.2.1.3 Upon completion of the course, all athletes and team personnel members must fill out and submit the electronic declaration form through LC website for record keeping. This will be used as proof of completion in order to determine eligibility.
- 10.1.2.2 As per the Canadian Anti-Doping Program, which has been adopted by LC and its Member Associations, all athletes competing at a LC National Championship, regardless of their age, are subject to in-competition testing from the CCES.
- 10.1.2.3 All athletes that have participated in Canadian national team tryouts, training camps, or competitions are added to the CCES National Athlete Pool (NAP), which makes them subject to both in-competition and out-of-competition testing from the CCES.
  - 10.1.2.3.1 An athlete can remain in the NAP for over one calendar year after the international competition that they tried out for or participated in. It is the responsibility of that athlete to continue following the CADP rules and regulations for as long as they remain in the NAP.

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## 10.2 ALCOHOL, TOBACCO AND DRUG POLICY

### 10.2.1 *Alcohol and Cannabis*

- 10.2.1.1 All players, Officials, team officials and volunteers must respect the laws regarding the consumption of alcohol and cannabis in the jurisdiction of the event (either provincially/territorially or internationally). Underage drinking and consumption of cannabis will not be tolerated.
- 10.2.1.2 Team officials, athletes, officials and volunteers are discouraged from consuming alcohol or cannabis during a LC sanctioned event or meeting. If alcohol or cannabis 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. If LC event is a Minor National Championship, where the Athletes are under the Age of Majority, it is recommended for the Team officials, officials and volunteers be discouraged from consuming alcohol and cannabis from the time between leaving home to travel to and returning home from LC event.
- 10.2.1.3 No Team officials, officials and volunteers should consume alcohol or cannabis with parents or athletes from the time between leaving home to travel to and returning home from LC event. Team officials, officials and volunteers should not consume alcohol in the presence of underage athletes, officials and volunteers
- 10.2.1.4 No team members, team officials, Officials or volunteers shall be intoxicated, on under the influence, at any time between leaving home to travel to and returning home from a LC 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/Territorial and International). LC 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 LC'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.

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- 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 LC official.
- 10.2.4 Failure to follow the above guidelines could result in a Code of Conduct violation.
  - 10.2.4.1 Any member who refuses to comply with a request to be tested shall be immediately suspended and referred to the Discipline Committee.
  - 10.2.4.2 When the refusal occurs in competition, the suspension will be issued, by the Convenor, when is it out of competition, by the President.
  - 10.2.4.3 For the purpose of the application of the immediate suspension, a refusal to comply shall be established when CCES reports that there has been a refusal.
  - 10.2.4.4 Sections 6 (Code of Conduct and Discipline) and 7 (Appeals) apply to this process.

## 11 SECTION 11: INDIGENOUS DEVELOPMENT

11.1 The Indigenous Development Committee (IDC) is responsible for the education of the Indigenous roots of Lacrosse and is responsible in supporting the growth and development of the Creator's game.

11.2 The Committee is comprised of representatives who are either elected or appointed by each Member Association of the Lacrosse Canada (LC)

11.2.1 The Indigenous Director is the appointed Chair of the Committee;

11.2.2 All committee decisions shall be by consensus. The Chair shall make any decisive votes in the best interests of the committee

11.2.3 The committee is to adhere to the approved Appendix 25-16 Terms of Reference – LC Indigenous Development Committee

11.3 Indigenous Development Committee (IDC)

11.3.1 The IDC is responsible for program planning;

11.3.2 The IDC is responsible for development of technical materials;

11.4 Meetings of the Committee whether In Person or Conference Call shall be called by the Indigenous Director

11.4.1 shall be based on the continuous positive progress and project success necessary to submit annual funding requests to the CLF

11.4.1.1 Indigenous Director

11.4.1.1.1 Indigenous Director in conjunction with LC Program Coordinator and Director Domestic Development is responsible to the for the administration of the Committee

11.4.1.1.2 The Indigenous Director is responsible to supervise the Committee and its programs;

11.4.1.1.3 The Indigenous Director is responsible to chair or to delegate a chair for all meetings of the Committee;

11.4.1.1.4 The Indigenous Director is responsible to act as a direct liaison with the Head Office on behalf of the Committee;

11.4.1.1.5 The Indigenous Director is responsible to ensure that the Committee is represented at all meetings where an input from the IDC is requested

11.4.1.1.6 The Indigenous Director is responsible to develop or have developed all projects and programs which have been sanctioned by the Committee;

11.4.1.1.7 The Indigenous Director in conjunction with LC Program Coordinator and Director Domestic Development is responsible to ensure business plans, budgets, are timely submitted for approval



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11.4.1.1.8 Indigenous Director is responsible that bi-annual reporting is submitted for all committee activities

### 11.4.1.2 Indigenous Development Committee Representatives

11.4.1.2.1 The Indigenous Development Committee Representatives are the liaison between their respective MAs and the Committee;

11.4.1.2.2 The Indigenous Development Committee Representatives are to forward any concerns, problems or successes and progresses to the IDC on behalf of their Member Associations;

11.4.1.2.3 Indigenous Development Committee Representatives are to carry out any approved tasks identified by the Committee

11.4.1.2.4 Indigenous Development Committee Representatives are to act as the direct liaison between the Indigenous Director and the Member Association Members;

## 11.5 Program Delivery

11.5.1 LC through the Indigenous Development Committee is responsible for providing:

11.5.1.1 Means of increasing the capacity of Participation Develop and maintain a community profile database for each Member Association.

11.5.1.2 Identify, recruit and support Indigenous Community Champions;

11.5.1.3 Increasing the number of Indigenous participants in all disciplines of the game;

11.5.1.4 Building and Strengthening Partnerships to establish and enhance relationships with the Indigenous organizations in each Member Associations and to develop a communication strategy between them;

11.5.1.5 Emphasize Education by developing tools and resources for Member Associations, increasing awareness and education of the vision and mission of the IDC, increasing educational opportunities regarding the heritage of the game in each Member Association, and incorporating the acknowledgement of Traditional Indigenous territories.

11.5.2 The Member Associations are responsible for:

11.5.2.1 Delivery of programs to the lacrosse community within their jurisdiction;

11.5.2.2 Ensuring that the delivery of the programs adhere to the guidelines and standards established by the Committee.

11.5.2.3 Offer self-identification of Indigenous ancestry when registering

## 11.6 The Use of Indigenous Imagery and or Verbiage in Lacrosse

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

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research, consultation and approval by the closest indigenous community authority as determined by the Indigenous Director of LC.

## **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 LC Head Office via the standard incident report form. LC Executive Director will forward the report to the Chair of the Safety and Equipment 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, and in Women's Field Lacrosse, all goalies, 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 provided that:

12.4.2.2.1 Type B1 – a full-face protector intended for use by a person of any age who is not a goalkeeper.

Type B2 – a full-face protector intended for use by a person who is not a goalkeeper and is 10 years old or younger.

Note: in Type B protectors, the chin cup is attached to the protector.

12.4.2.2.2 Type C – A face protector intended for use by a person 18 years old or older, other than goalkeepers, that can be removed from a helmet only with the use of tools. In the type C protector, the chin cup is separate from the protector.

12.4.2.2.3 Type D1 – a head and face protector intended for use by a goalkeeper who is 11 years old or older.

Type D2 – a head and face protector intended for use by a goalkeeper who is 10 years old or younger.

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 fastened so that it does not create a risk of injury to the wearer or another person when it is used as it is intended.

12.4.2.3.3 For Box lacrosse all officials have to wear a black CSA approved for ice hockey helmet.

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12.4.2.3.4 Officials may wear a half visor that is CSA approved for ice hockey or lacrosse.

### 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; the palms can be altered

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.

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:

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.

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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”.

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 Safety and Equipment Committee.

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

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12.9.2 In Men's Field lacrosse all players are required to wear Shoulder pads and a protective cup.

## 12.10 EQUIPMENT CHART

### LC GOALTENDER EQUIPMENT SPECIFICATIONS

LC 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
Category 3	Greater than 5'4"	4"	8"	3"

LC GOALTENDER EQUIPMENT STANDARD	HEIGHT	CHEST AND ARM PROTECTORS		
		MAX. WIDTH ACROSS SHOULDERS	MAX. WIDTH OF ARM	MAX. THICKNESS ABOVE SHOULDER PLANE
Category 2	Greater than 4'6"	25"	7"	1.5"
Category 1	Up to 4'6"	20"	6"	1"

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

LC GOALTENDER EQUIPMENT STANDARD	HEIGHT	SHIN GUARDS AND PANTS		
		SHIN GUARD MAX. WIDTH BELOW KNEE	SHIN GUARD MAX. OF KNEE CAP	PANTS MAX. THIGH WIDTH
Category 3	Greater than 5'4"	Tapered from 9" to 7"	11"	11"
Category 2	Greater than 4'6"	Tapered from 8" to 5"	9"	9"
Category 1	Up to 4'6"	Tapered from 7" to 4"	7"	7"

An MA may apply for an exception to this Rule by submitting a Request for Goalkeeper Equipment Exemption Form, including a photo of the goalie wearing the regulation equipment, so that it illustrates the problem, to the Safety and Equipment Committee Chair who will make



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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. Forms will be received by LC by May 31 of each year.

### 12.11 LACROSSE BALLS

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

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

### 12.12 CONCUSSION POLICY

#### Definitions

12.12.1 The following terms pertain to this Policy:

- a) “*Participant*” – Coaches, athletes, volunteers, officials, and other Members; and
- b) “*Concussion*” - An alteration in thinking and behaving as a result of a physical impact.

#### Purpose

12.12.2 Lacrosse Canada is committed to ensuring the safety of everyone participating in the sport of lacrosse. LC recognizes the increased awareness of Concussions and their long-term effect and believes that prevention of Concussions is paramount to protecting the health and safety of our Participants.

12.12.3 Accompanying LC’s *Concussion Management Guidelines*, this Policy provides the protocol to be followed in the event of a possible Concussion. Awareness of the signs and symptoms of Concussion and knowledge of how to properly manage a Concussion is critical to recovery and helping to ensure the individual does not return to physical activities too soon, risking further health complications.

12.12.4 A Concussion is a clinical diagnosis that can only be made by a physician.

#### Procedure

12.12.5 During all events, competitions, and practices, Participants must refer to the *Concussion Management Guidelines* and use their best efforts to remain aware of incidents that may cause a Concussion and recognize and understand the symptoms that may result from a Concussion. Symptoms may appear immediately after the injury or within hours or days of the injury and may be different for everyone. For reference, some common signs and symptoms are included in the *Concussion Management Guidelines*.

#### Coach / Administrator / Supervisor Responsibilities

12.12.6 All members of the LC community (including coaches, trainers, officials, and even parents) should be familiar with their responsibilities under the *Concussion Management Guidelines*. The Guidelines explain how to

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recognize signs of a Concussion, the initial actions that should be taken, the return to play protocols and the reporting responsibilities to LC.

12.12.7 Every possible Concussion incident must be reported to LC.

### **Return to Play**

12.12.8 A Participant with a suspected Concussion, even if the Participant was not rendered unconscious, will not be permitted to return to play until the Participant has consulted a physician.

12.12.9 Prior to returning to play, the Participant must consult and follow the Return to Play section of the *Concussion Management Guidelines*.

### **Medical Clearance**

12.12.10 In following the Return to Play section of the *Concussion Management Guidelines*, the Participant will have been required to consult a medical physician.

12.12.11 Once the Participant has been given medical clearance by a physician, the coach, administrator and/or supervisor is required to forward a copy of the medical clearance letter to LC for the purpose of monitoring.

### **Summary of Reporting Obligations**

12.12.12 LC must be informed whenever a possible Concussion incident occurs, the result of consultation with a medical professional, and when the Participant is able to return to play. The following notifications should be completed and forwarded to LC:

- a) LC Head Injury Report form; and
- b) Letter from physician indicating that Participant is cleared to resume participating in lacrosse activities.

### **Non-Compliance**

12.12.13 Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with LC's Safety Policies.

### **Review**

12.12.14 This Policy and the *Concussion Management Guidelines* will be reviewed regularly. The next review will occur in Spring 2021 after results from the 6th International Consensus Conference on Concussions in Sport have been released.

## **13 SECTION 13: FINANCE**

### **13.1 GENERAL**

13.1.1 Lacrosse Canada 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

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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 LC Executive Director and the Director Administration.

13.2.2 The budget is reviewed by the Board of Directors and is presented to the Members of Lacrosse Canada at the AM 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, in consultation with the appropriate staff person is responsible for operating their respective projects or programs within the framework of the budget. For added clarity, each Sector/Committee Chairperson & staff are 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 LC Executive Director must approve the expenditure prior to it being made.

13.2.5 An unbudgeted expenditure of more than \$5,000 must be approved by the Executive Director and Director Administration in advance of the expenditure being incurred.

## 13.3 REVENUE AND EXPENDITURES - GENERAL

13.3.1 LC's income shall be obtained from MA fees, private and public grants, publications, sponsorship, fundraising, and from any other appropriate sources with the approval of the Board of Directors.

13.3.2 The Board of Directors has the power to make expenditures for the purpose of furthering the objectives of Lacrosse Canada.

13.3.3 All revenue shall be deposited by LC Staff into the LC's account at a bank approved by LC Executive Director and the Director Administration.

13.3.4 All revenues collected by another person on behalf of LC (e.g. for a project or camp operated whereby a LC staff was not present) must be forwarded with details of who it is from, in the form of cheque or wire transfer to LC office no later than 30 days following the completion of the event.

13.3.5 LC Executive Director shall authorize all expenditures included in the budget. They and the Director Administration will approve any payments of said expenses.

13.3.6 All payroll for LC Office staff will be made in a timely manner.

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- 13.3.7 MAs shall be invoiced for all fees, levies, products and services provided by LC. Accounts are payable upon receipt of the invoice.
- 13.3.8 MAs 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 Director Administration in consultation with Board of Directors 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:
- 13.3.8.1 Officiating Clinic Fees (cost of \$15.00 per official registered during the year)
  - 13.3.8.2 Coach Registration Fee (cost of \$5.00 per coach registered with the province for the year)
  - 13.3.8.3 Registered Participants Fee (cost of \$3.00 per paid registered member)
- 13.3.9 MAs 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.
- 13.3.10 Credit for purchases of goods and services shall not be extended to non-MAs with the exception of submitted purchase orders at the discretion of LC Executive Director. Goods and services will only be shipped or supplied upon receipt of payment.

### 13.4 ADMINISTRATIVE EXPENSES

- 13.4.1 For Directors on the BOD, Sector/Committee Chairs and staff, claims are allowed for postage, telephone, and other reasonable pre-approved administrative expenses.
- 13.4.2 All claims in this category require receipts.
- 13.4.3 Hospitality: There are certain situations in which the President may require reimbursement for reasonable hospitality purposes expenditures to the benefit of LC. The President may also authorize another Director to make reasonable hospitality expenditures for the benefit of LC. A detailed receipt must be submitted, with names of who was there, and the reason for the hospitality expense. It will then be determined by the Director of Administration whether this was an acceptable expense.
- 13.4.4 Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorized by the Board of Directors.
- 13.4.5 All claims in this category require original receipts.

### 13.5 USE OF CORPORATE CREDIT CARDS

- 13.5.1 LC staff will be holders of the corporate credit card on an as-needed basis. Each card holder will be approved by the Director Administration.

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

13.5.3 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 LC Executive Director and Director 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 cash is disbursed to another individual from this allotted cash advance, there must be written record of the person who is receiving it, the reason why, a copy of the receipt that they have submitted if applicable, and a signature that the individual has received the amount indicated.

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

13.6.5 Reconciliations for cash advances must be completed and submitted with all back up receipts within 30 days of the final date of the applicable trip or project.

### 13.7 PAYMENT OF EXPENSES BY LACROSSE CANADA

13.7.1 All expense claims must be received by LC Head Office within 30 days of the event or receipt of the invoice to receive remuneration. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation of the delay. If rejected by the Director 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 Claim applies. Receipts must be attached. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Director Administration and the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.

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

13.7.4 After final approval by the Director Administration and LC Executive Director, a payment 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.

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- 13.8.2 Separate Claims must be submitted for each activity on the Expense Claim forms provided by LC.
- 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 which are covered through a per diem allocation. All other meals being claimed require a receipt showing the food order details. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Director 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 LC Head Office within 30 days following the completion date of the activity. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation for the delay. If rejected by the Director 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 Board of Directors.
  - 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 LC Committees shall be entitled to claim expenses:
  - 13.9.2.1 for attendance at all related official meetings of LC
  - 13.9.2.2 for costs incurred in the legitimate performance of their duties as budgeted.
- 13.9.3 The MAs shall pay all expenses for their Director and any other Delegates to attend the SAM and AM. Expenses related to travel for one director, one MA executive director and one delegate per sector meeting (if applicable) will then be forwarded to the office as per the Travel Equalization policy in this Section.
- 13.9.4 Reimbursement of expenses for the Director Administration and LC 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 LC Executive Director and the Director Administration. If unresolved, the matter will be brought forward to the Board of Directors.

### 13.10 TRAVEL ARRANGEMENTS AND EXPENDITURES

#### 13.10.1 *General Guidelines*

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- 13.10.1.1 All travel that is the responsibility of LC will be controlled through LC Head Office and subject to the regulations of this manual.
  - 13.10.1.2 LC 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.
  - 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 LC.
    - 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 LC. 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 LC, is to be booked by LC and paid for with the corporate card unless agreed to by LC Executive Director.
  - 13.10.1.7 Unless authorized by the Executive Director, in advance, travel expenses shall only include the expense of travelling to and from the event one time.
- 13.10.2 *Failure to Attend*
- 13.10.2.1 If an authorized individual cannot attend a meeting or event, LC Head Office must be notified prior to the activity so that flight and hotel reservations can be cancelled.
    - 13.10.2.1.1 If an individual authorized to represent an MA at a LC meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide LC office with reasonable notification prior to the start of the meeting or event, then that individual's MA will be invoiced for any costs incurred by LC as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be determined on a case by case basis by LC Director of Administration.
    - 13.10.2.1.2 If a member of the Board of Directors, Chair of a Sector or Committee who is scheduled to attend a LC meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide LC office with reasonable



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notification prior to the start of the meeting or event or reasonable explanation for not fully attending, then the individual will be invoiced for any costs incurred by LC as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be determined on a case by case basis by LC Director of Administration.

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 Board of Directors (see below), he/she 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/she 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 Board of Directors;

### 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.

### 13.10.4 *Ground Transportation - Own Vehicle*

13.10.4.1 LC will pay for travel in a privately owned vehicle at the rate of \$0.40 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.



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- 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 LC 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 LC.
- 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 LC Head Office.
    - 13.10.7.1.2 Accommodations will be billed to LC, 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.
- 13.10.8 *Meals*
  - 13.10.8.1 Directors, LC Sector Chairpersons, LC Committee members and LC Staff will be entitled to a per diem 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 or in hotels which provide meals as part of the service are not eligible to claim those meals as expenses.
  - 13.10.8.4 When possible, upon reasonable notice, LC Executive Director will bring cash per diems to the meeting for delegates which will only be

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given out upon confirmation of the individual's travel dates and with a signature showing it was received by the delegate.

13.10.8.5 Outside Canada, reimbursement will be calculated on the basis of \$75.00 per day based on the following guidelines for individual meal claim:

13.10.8.5.1 Breakfast - \$15.00

13.10.8.5.2 Lunch - \$20.00

13.10.8.5.3 Dinner - \$40.00

13.10.8.6 Upon receipt of the per diem the individual must sign off with the person who distributed the funds to confirm that they received the cash. The person distributing the funds must return the signed sheet to LC office along with any unallocated funds.

### 13.11 COST SHARING PROJECTS

13.11.1 Projects may be operated on a cost-shared basis upon agreement of LC and the MAs.

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

Total Costs - Available Restricted Funds

Number of Participants

13.11.3 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 representatives.

### 13.12 TRAVEL EQUALIZATION FOR AM AND SAM

#### 13.12.1 AM

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

#### 13.12.2 SAM

13.12.2.1 The same principle as above 13.14.1.1 will apply but is extended to include one (1) of each of the following individuals:

13.12.2.1.1 Box Sector representative

13.12.2.1.2 Men's Field Sector representative

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13.12.2.1.3 Women's Field Sector representative

13.12.2.1.4 Sixes Sector representative

13.12.2.1.5 Executive Director of each MA

13.12.3 The division of costs for sector representatives will be divided amongst the MAs that send a representative to each respective Sector meeting.

### 13.13 INVESTMENT STRATEGY

13.13.1 LC generates two types of income:

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

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

13.13.2 Operational Income is used to finance the short term requirements of LC. 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.

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

13.13.4 Dividends and interest income from investments will accumulate annually from April 1 of one calendar year to March 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.

13.13.5 Non-Operational income will be held in a mix of short term liquid investments and longer term low risk investments. Once the available Non-Operational income reaches \$500,000, the Finance and Audit Committee will seek proposals from Professional Money Managers and present the proposals to the Board of Directors for approval.

13.13.6 Investment Strategy on long term investments will be reviewed by the Board of Directors prior to reinvestment.

### 13.16. PROJECTS

13.16.1. Each year, project proposals are to be submitted to LC'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, Member Associations or Chairs of any recognized LC committees.

13.16.3. All project proposals must be submitted on LC Project Submission Form, which is available on LC website in both official languages.

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- 13.16.4. All projects must contain a timeline with an end-date no later than June 30<sup>th</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 AM, the Director Domestic Development will rank all projects according to merit and relevance within LC's current strategic plan and make a recommendation on each project to the Board of Directors.
  - 13.16.6.2. At a Board of Directors meeting prior to the AM, the Board of Directors will discuss these recommendations and make any necessary changes as agreed upon by the group.
- 13.16.7. On the last day of April, the Program Coordinator will provide the Director Domestic Development with a list of projects that have, or are projected to, come in under budget. The Director 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 June 30<sup>th</sup> deadline.
- 13.16.8. All leaders of projects selected for funding will be notified by LC Program Coordinator by January 1 of each calendar year. The leader (as outlined in the project proposal form) is required to submit a written report to LC Program Coordinator within 30 days of completion including, but not limited to:
  - 13.16.8.1. The results generated by the project;
  - 13.16.8.2. Financial details and explanation of any variances related to the financials.

### **13.17. OFFICIAL FEES**

- 13.17.1. At the start of each calendar year, LC will invoice its MAs in the amount of \$15/official for each official registered by that MA in the previous calendar year. Payment of these invoices will be due to LC 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. \$20/official to offset the cost of transportation for Officials to National Championships as outlined in 24.17.3.1 and to World Lacrosse international qualifiers and championships.

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

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

### **14.1 GENERAL**

14.1.1 The Director Marketing and Communications shall work with LC Executive Director to coordinate the marketing and communication initiatives of LC.

### **14.2 MARKETING**

14.2.1 LC 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 LC 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.

### **14.3.2 NATIONAL TEAM ANNOUNCEMENTS AND NAMING ROSTERS**

14.3.2.1 Press releases, announcements or promotion of any Lacrosse Canada or Team Canada rosters or pool of athletes by Lacrosse Canada will include the following: Athlete or Coaching Staff's name, Hometown, Home Member Association (MA), Home Club or Association within their MA, and Post- Secondary school (if applicable).

### **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 LC, increase the ability of LC to promote lacrosse, ensure that LC can fulfill its obligations to the lacrosse community, assist the MAs 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.

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

### 14.5 COMMUNICATION

14.5.1 All correspondence to LC (including all aspects of LC business) must be directed to LC Head Office.

14.5.1.1 All pertinent incoming correspondence as determined by LC Executive Director addressed to LC 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 LC shall be sold through MAs. If one does not exist within a particular jurisdiction, LC will sell these materials within that area or jurisdiction at the same price as it does to its MA.

14.5.3 LC 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 LC, with the financial operation of LC 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.

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- 14.5.4.4.3 If the rationale for the decisions are still not satisfactory, then the Directors of LC'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 LC 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, LC Executive Director will circulate it to the Director High Performance and International Relations.
- 14.6.1.4 If necessary, input shall be gathered by the Director High Performance and International Relations from the Board of Directors, MAs 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 LC delegates if necessary.
- 14.6.1.7 A report on the meeting will be submitted to the LC's Head Office to be included in the AM package.

### 14.7 USE OF LC AND PROGRAM LOGOS

- 14.7.1 LC has the right to negotiate the rights for use of LC logo and all program logos such as, but not limited to, National Teams, Officiating and Coaching.
- 14.7.2 The phrase "conforms to LC specifications" may only appear if these rights have been granted.

### 14.8 CANADIAN LACROSSE HALL OF FAME

- 14.8.1 LC 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.
- 14.8.2 All Canadian Lacrosse Hall of Fame (CLHoF) inductees (***excluding*** those inducted in the Team Category), and all Lester B. Pearson award winners will be issued a *Lifetime Game* pass to all LC sanctioned lacrosse games.
  - 14.8.2.1 these passes will be reissued on a five year cycle.

### 14.9 LESTER B. PEARSON AWARD



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- 14.9.1 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.
- 14.9.2 Nominations for the Award must be forwarded in writing to LC Board of Directors by March 1. Submissions must include details on how the candidate meets the minimum criteria set out below. Failure to provide the details will result in a rejection of the nomination.
- 14.9.3 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.
- 14.9.4 The following are the minimum criteria for the Award:
- 14.9.4.1 a long term involvement of 10 years or more, at least 5 of which are at a national level, as a volunteer;
  - 14.9.4.2 a significant contribution or enhancement or the legacy to the game of lacrosse at the national or international level; and
  - 14.9.4.3 promoted a positive image and respect for the game of lacrosse.
  - 14.9.4.4 the candidate must be nationally recognized as a major contributor to the game of lacrosse as a volunteer across Canada.
- 14.9.5 The Board of Directors may, by majority vote, approve one recipient of the Award per year.
- 14.9.6 The awarding of the Lester B. Pearson Award shall be announced at the SAM and the recipient shall be presented with the Lester B. Pearson Plaque.

### 14.10 **CANADIAN SPORTS HALL OF FAME**

- 14.10.1 It is the responsibility of the Director Domestic 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 LC Head Office to aid this individual in the research portion of the task.

### 14.11 **COPYRIGHT OF MATERIAL**

- 14.11.1 All materials produced by or for LC are copyright protected for the sole benefit of LC, for example, the LC, 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 LC. In addition to coaching materials, other publications are produced by LC to assist in the development of the game. These materials, including all publications, marks, symbols and logos are the exclusive intellectual property of LC.
- 14.11.2 LC is entitled to a copyright of this intellectual property under the Copyright Act (R.S. 1985,c.C-42). As LC 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.

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14.11.3 All materials produced by LC shall have the following inscribed on the finished product:

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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 Lacrosse Canada.

14.11.4 Any reproduction of LC's materials by MAs without the express written approval of LC will constitute a Code of Conduct Violation as outlined in this Manual.

### 14.12 SOCIAL MEDIA

14.12.1 LC 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 LC by sharing the vision and mission of our organization and the story of our historic game. LC encourages all MAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of LC 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 LC's values, and by ensuring that all the LC'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.

14.12.2 LC expects that all members are aware of and respect LC *Social Media Guidelines* (Appendix 25.15)

14.12.3 If anyone is found to be in violation of the guidelines to the extent that it is damaging to LC, 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.

### 14.13 MEETING RECORDINGS

Meetings sanctioned by LC, such as but not limited to, Board, Sector or National Championship pre-competition meetings, may only be audio recorded under the direction or consent of the Chair of the meeting and such recording must be disclosed at the beginning of the meeting by the Chair. Meeting attendees who audio record meetings surreptitiously may be forwarded to Discipline as per Section 6.

## **15 SECTION 15: SAFETY AND EQUIPMENT COMMITTEE**

### **15.1 MANDATE AND COMPOSITION**

15.1.1 The mandate and composition are described in Appendix 25-35: Safety and Equipment Committee Terms of Reference

### **15.2 SUBMISSION OF EQUIPMENT FOR REVIEW**

15.2.1 Equipment which meets the current LC 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.

### **15.3 APPEALS**

15.3.1 Manufacturers have the right to appeal any decision made by the Safety and Equipment Committee. They must follow the appeals procedure as outline in this Manual.

### **15.4 INSURANCE REQUIREMENTS FOR MANUFACTURERS**

15.4.1 In order to receive LC 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 Safety and Equipment Committee Meeting. Failure to meet this deadline will result in a loss of LC approval for a period of time as determined by the Safety and Equipment Committee.

### **15.5 MEETS LC STANDARDS VS. LC APPROVED**

15.5.1 Manufacturers who are recognized by the Lacrosse Canada, having submitted proof of manufacturer liability insurance and having product that conforms to the rules, regulations or policies of LC can be approved vendors.

15.5.2 A fee of \$100 is submitted.

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

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

### **16.1 GENERAL**

16.1.1 LC National Team Program Policies and Guidelines have been created to outline the policies, procedures, personnel structure and planning that build the foundation for LC's National Team Program. Lacrosse Canada (LC), 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.

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

### **17.1 STAFF**

- 17.1.1 The Director Administration and Executive Director hires and supports the full-time staff, with the exception of the Executive Director position who shall be hired by the Board of Directors.
- 17.1.2 The Director Administration is responsible for ongoing supervision of the Executive Director position who in turn is responsible for all other LC Staff and their respective job descriptions.
- 17.1.3 Job descriptions are found 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 LC Human Resource Policy Manual on file with LC Head Office.

## 18 SECTION 18: BOX SECTOR

### 18.1 RULES OF PLAY

- 18.1.1 All national championships and competitions under the jurisdiction of LC shall be governed by the Rules of Box Lacrosse as issued by the Lacrosse Canada.
- 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 Lacrosse Canada.
- 18.1.3 The rules and regulations of LC shall be used by all MAs 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 LC safety regulations which must be adhered to.
- 18.1.4 Changes to rules of play must follow the procedure as outlined in Section 3 – Amendments to Rules of Play.
- 18.1.5 In all minor box lacrosse (16U & below) it is deemed un-ethical to use an offence/defense 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 MAs to advise all coaches that the practice of playing the offence/defense system when even strength is prohibited in Minor Lacrosse in accordance with current LC operating policy and such action can result in suspensions.
- 18.1.7 All MAs 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 for possible further discipline action.
- 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 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 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

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position during the game. The above only applies to all even strength situations.

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

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

18.1.10 If LC 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 in 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 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 LC 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 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 LC 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.

### 18.2 COMPETITION STRUCTURE

#### 18.2.1 *Age Categories*

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

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18.2.1.2 Competition will be structured in the following categories:

Category	Age
Senior Masters	35 and over
Junior Masters	22 - 34
Senior	22 and over
Junior	21 and under
U19	17 and 18
U17	15 - 16
U15	13 and 14
U13	11 and 12
U11	9 and 10
U9	7 and 8
U7	5 and 6

18.2.1.3 Age is determined to be the age of a player that they will be in the calendar year of the current playing season. Calendar year is January 1 to December 31 of any given year. Example: for U19, player cannot turn 19 at any time during the calendar year to be eligible.

### 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	U19. A
Sr. C	Jr. B	U19. A	U19. A	U19. B
Jr. A	U19. A	U19. B	U19. B	U17
Jr. B	U19. B	U17	U17	



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U19. A	U17			
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- 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 Association on or before August 10. The office shall forward a copy of the list(s) to LC Convenor and Series Convenor.
- 18.2.2.4 Unaffiliated players can play with teams of higher category as allowed by their Member Association.
- 18.2.2.5 Players may not affiliate U17 to Senior Lacrosse.
- 18.2.2.6 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 Ratings

- 18.2.3.1 A Rating is set by the Box Sector and it identifies a type of team that an MA may send to LC 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 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 with the following exception:
  - 18.3.1.1 signed players released from any team **within** a MA before July 1 can be signed by another team **within** that MA on or before July 15, and shall be eligible to compete in LC competitions.
  - 18.3.1.2 Effective 2024, Senior 'A' players may be signed or released from any team up until July 10; Senior players that have been released can be signed by another Senior team within that MA on or before July 15, and shall be eligible to compete in LC competitions.
- 18.3.2 Any player securing a release from his MA can sign with another team within another MA and still be eligible to compete in LC competitions provided his release was secured and registered according to the guidelines of the Inter-Member Transfer policy in this Section.
- 18.3.3 For the 2024 season only, Senior B teams shall have no more than five (5) current professional players on their roster (registered with their MA). Professional players are defined as players that have been on an Active

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Roster for four (4) games or more, or players that have come off of an Injured Reserve list that have been on an Active Roster for one (1) game or more, or are Hold-Outs, in either the National Lacrosse League (NLL) and / or Premier Lacrosse League (PLL), or any other professional lacrosse league, during the current calendar and / or playing year or season.

Beginning in 2025 and thereafter, Senior B teams shall have no more than three (3) current professional players on their roster (registered with their MA). Professional players are defined as players that have been on an Active Roster for four (4) games or more, or players that have come off of an injured Reserve list that have been on an Active Roster for one (1) game or more, or are Hold-Outs, in either the National Lacrosse League (NLL) and / or Premier Lacrosse League (PLL), or any other professional lacrosse league, during the current calendar and /or playing year or season.

18.3.4 Masters players must be registered and in good standing with a Member Association by July 1 of the competitive year.

### 18.4 INTER-MEMBER TRANSFERS

18.4.1 LC 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-U15 (i.e. U17 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 however LC recognizes that restrictions are necessary to help with the development of players within 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. LC maintains no authority for player movement within an MA with the exception of rules related to LC negotiation list.

18.4.1.3 Players who do not sign a playing card for five years within an MA and does not play lacrosse in any other jurisdiction, either inside LC or outside, is free to move without a LC 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 second Wednesday of March and the transfer must be requested by 3:00pm EDT two business days prior to July 1st of any given calendar year. The receiving/releasing MA will have 24 hours after the deadline to approve and finalize the transfer.

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 with the following exception:

18.4.4.1 The player can only play at the level at which they were transferred for the remainder of the season. The player cannot be moved down

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or up a division or level of play unless the upper level of lacrosse is not available in the jurisdiction the player has transferred from. In the case of an Unconditional Transfer, the player may move within the MA subject to the Transferred MAs policies for the subsequent playing season.

18.4.5 No team shall permit a player from another MA 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 LC 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 Director National Championships that the player played without a complete transfer, the player, the General Manager and/or the Head Coach shall be suspended.

18.4.5.1 Teams participating in leagues within a non-resident member association may affiliate players for the Minto Cup as per 24.3.2.4.1.3 and players are deemed non-imports.

18.4.6 A participant may move from one MA'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 – i.e.: free agent. The player must have his/her current Member Association 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 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 while playing in the transferee MA and that continued residency was not for the primary purpose or reason of playing lacrosse.

18.4.6.4.1 Players requesting a change in residency status must do so in writing prior to February 15 of the playing season.

18.4.6.4.1.1 This request to be submitted to the MA where the player is requesting new residency.

18.4.6.4.1.2 This MA will forward the request to LC Office and Transfer Review Committee Chair prior to February 15.

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Included with the player's request will be a letter from the MA supporting the change in residency request. This request will be required to provide confirmation of the purpose or reason for the move or continued residency

18.4.6.4.1.3 A cheque for \$250.00 will be submitted with the application. The Transfer Review Committee will return the \$250.00 to the applicant in the event of success in the change of residency.

18.4.6.4.1.4 If the change of residency is approved, a non-negotiated transfer will be completed.

18.4.6.4.2 The Transfer Review Committee has directed the transfer due to exceptional circumstances.

18.4.6.4.3 For Junior "A" lacrosse only

18.4.6.4.3.1 When a player wishes to transfer from one MA to another MA, at any time during the year, said player may only play in the new MA after he/she has received a negotiated, signed, Inter-provincial transfer (signed off by all parties and MA) and all conditions written into his/her transfer have been met.

18.4.6.4.3.2 The limit on the number of Junior 'A' players any team may have on their 25 player negotiation list each year, that they received by an inter-provincial transfer, will be five (5).

18.4.6.4.3.3 Inter-provincial transfers must be obtained from the highest category team that the player belongs to in accordance to that team's MA rules and regulations.

18.4.6.4.3.4 The only exception for a non-negotiated transfer is where a player's family make a family relocation to another Junior 'A' MA.

18.4.6.4.3.5 When an Inter-provincial transferred player goes over-age his senior rights revert back to the MA that he was released from.

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 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

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- 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 who he was registered with for the season, his playing rights revert back to his previous MA.

### 18.4.8 *Negotiation Lists*

- 18.4.8.1 Each MA must file annually with LC 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 for MA viewing only by the first Wednesday of March. A final Master List will be sent to the Transfer Representative for each MA to be forwarded to their contacts within their Association.
- 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 and does not play lacrosse in any other jurisdiction, either inside LC or outside, is free to move without negotiation the following year provided he is a member in good standing within the previous MA. In the event that the regular season of play is cancelled in the League or MA where the player is on a Negotiation List, a player may not move without negotiation in the following year.
- 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.
- 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 negotiation lists will be submitted electronically in Microsoft Excel, in table format with the following fields completed:
  - 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)).

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18.4.8.11 Failure of a MA 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 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 transfer with the following exceptions. The limit does not apply to the Junior B Division below the highest level of Junior B in the MA.

18.4.9.1.1 where a player moves to another MA's jurisdiction to play at a higher level or category which does not exist in the first MA, 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 to which he was transferred, is transferred back to the original MA, that player will not be classified as an import in that original MA.

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 LC Head Office. The Committee will 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 LC Office. The decision of the committee may be appealed following LC appeals policy as defined in this manual.

18.4.9.1.3.2 If the request submitted after February 15 of the playing season and the player is on a Negotiation list of another MA, a negotiated Inter member Transfer request will first need to be completed.

18.4.9.1.3.3 The deadline for submitting requests under this Policy is June 30 of the playing season.

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.

18.4.9.3 Teams caught with more than 5 imports on their negotiation list or roster will face the following sanctions.

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.



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18.4.9.3.3 Further discipline as determined by LC Discipline Committee, such as, but not limited to:

18.4.9.3.3.1 Forfeiture of the right to participate in LC 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 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 to which he was transferred, is transferred back to the original MA;

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 LC Head Office. The committee will review and respond to all requests within seven (7) business days upon receipt in LC Office. The Committee will return the \$250.00 in the event of success. The decision of the committee may be appealed following LC appeals policy as defined in this manual.

18.4.10.1.2.1 If the request is submitted after February 15 of the playing season and the player is on a Negotiation list of another MA, a negotiated Inter Member transfer request will first need to be completed.

18.4.10.1.2.2 The deadline for submitting requests under this Policy is June 30 of the playing season.

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 LC 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 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 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

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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 may communicate with or allow to tryout/participate in its training camp, practices, intra-squad games or exhibition game, a player from another MA 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 LC within 30 days of notification by LC office. LC will then forward the fine to the offended team; and

18.4.11.3.2 further disciplinary action or sanctions as determined by LC 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 LC in accordance with LC 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 LC 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



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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 LC 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 LC Director National Championship;

18.4.12.2.3 A Director At Large to be selected by the Committee Chair

18.4.12.2.4 Should any of those not be able to sit on the committee, replacements will be appointed by the Committee Chair.

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 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 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 LC Head Office.

18.4.12.6 The decision of the committee may be appealed following LC 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 or is on a negotiation list of a team but wants to move to a team in another MA which is at a higher level;

18.4.13.1.2 Health reasons;

18.4.13.1.3 Compassionate reasons

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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 LC 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 <http://LC.pointstreaksites.com/view/LC/transfers> and MUST submit it to LC Head Office to start the process.

18.4.14.2 Upon receipt of the transfer, LC Head Office will forward via e-mail the information to the MA'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 will complete Section 2 of the transfer form and submit it back to LC Head Office. The MA must submit the form to LC 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.

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

18.4.14.5 The receiving MA 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 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 accepts the transfer, the transfer is complete when the receiving MA communicates their acceptance to LC Office.

18.4.14.7 The receiving MA shall file the completed transfer within 2 business days of acceptance and LC Head Office will then invoice the receiving MA for the transfer fee which shall be set from time to time by the Board of Directors and may, depending on unusual circumstances, be reduced or waived by the Director Administration on a case-by-case basis.

### 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.

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### 18.6 PLAYER REMUNERATION

18.6.1 The Lacrosse Canada 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 LC Discipline Committee. Upon finding of guilt, there will be a minimum fine of one thousand five hundred dollars (\$1,500.00) payable to LC within 30 days of notification by LC 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;

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 LC within 7 days of the discovery of the occurrence of the remuneration in accordance with LC Discipline procedure. The burden of proof is on the complainant.

18.6.2.3 Any charge of player payment found to be frivolous by LC 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
U7	Community Initiation Trained	N/A	N/A
U9	Community Initiation Trained	N/A	N/A
Rec/House League	Community Development Trained	N/A	N/A
U11	Community Development Trained	N/A	N/A
U13	Community Development Trained	Competitive Introduction Certified	N/A
U15	Competitive Introduction Trained	Competitive Introduction Certified	N/A
U17	Competitive Introduction Trained	Competitive Introduction Certified	N/A
U19	Competitive Introduction Trained	Competitive Introduction Certified	N/A

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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 Development Certified
<b>Category</b>	<b>Community Initiation</b>	<b>Community Development</b>	<b>Competitive Introduction/Development</b>
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 Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be certified

All first year coaches may be in training for community development, but any coach at bantam and above must achieve their competitive-introduction training in the second year of coaching.

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 LC 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'

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

### **19.1 RULES OF PLAY**

- 19.1.1 All games and competitions under the jurisdiction of LC shall be governed by the International Lacrosse Rules as issued by World Lacrosse (WL), with specific exceptions as listed in this Manual.
- 19.1.2 All playing rules pertaining to competitions under the jurisdiction of LC shall be binding on all Member Associations. All regulations, resolutions and their interpretations, made or adopted by LC shall be binding on all Member Associations.
- 19.1.3 Changes to the specific exceptions referred to in 19.1.1 must follow the procedure as outlined in Section 3.8.3 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by WL must follow the procedure as outlined in section 3.8.4 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.

### **19.2 PLAYER ELIGIBILITY**

- 19.2.1 Players must be duly registered with their respective MAs by August 15 (U19/U17) 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 team.
- 19.2.5 Overage player exemption to be eligible to play in the U-19 National Competitions. MAs may request overage player exemption(s) for the purpose of increasing roster size, not more than allowable, at U-19 National Competitions and not simply strengthening a Provincial Team by bringing in an overage player. An over age player for U-19 is one (1) year overage the age of the U-19 division, thus being 19 years of age in the calendar year in the year of competition. An Overage Player exemption form is required to be submitted to Lacrosse Canada by June 15th and approved by the LC Men's Field Sector by majority vote to allow the overage player to participate at U-19 National Competitions. A copy of the approved documentation must be attached to the player's registration form at the Competitions pre-competition meeting. Refer to the MA rating type for the number of overage players allowed for each MA.

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19.2.6 The rating of the MA's for Minor Field National Championships are defined as follows:

BC Type 1  
AB Type 2  
SK Type 2  
MB Type 3  
ON Type 1  
QC Type 3  
FNLA Type 2  
NB Type 3  
NS Type 3  
PEI Type 3  
NFLD Type 3  
Type 1 – 0 Players, Type 2 – 2 players, Type 3 – 5 players  
MA rating to be reviewed annually.

### 19.3 INTER-MEMBER TRANSFERS

19.3.1 A participant may move from one MA's jurisdiction to another and be eligible to play Men's Field Lacrosse under the following circumstances:

- 19.3.1.1 participant who has signed an MA certificate or registration for men's field lacrosse for the current year or previous year must obtain a LC inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MA's involved and LC prior to commencing play in the receiving MA.
- 19.3.1.2 Any player who makes a permanent residence change from one MA'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 certificate or registration in either the current year or past year may sign with any MA.
- 19.3.1.4 No MA shall permit any participant from another MA 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 LC Discipline Committee
- 19.3.1.5 All conditions relating to transfers must be completed and signed by all parties and filed with MA's and LC Head Office prior to final approval.
- 19.3.1.6 Any player who moves to another Member's jurisdiction must first obtain a release from his MA prior to playing in the receiving MA verifying the current status of the participant in the departing MA. The verification of status from the departing MA will indicate if the participant left in good standing. Outstanding obligations or suspensions and sanctions must be indicated on the transfer form.

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The verification of the registration by the receiving MA 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 LC and its MA is governed by the age limits for each category as established by the Sector.
- 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:

<b>Men's Field Age Groups</b>	
<b>Categories</b>	<b>Age</b>
U19	17 and 18
U17	15 and 16
U15	13 and 14
U13	11 and 12
U11	9 and 10
U9	7 and 8
U7	5 and 6

<b>Men's Field Age Groups</b>	
<b>Categories</b>	<b>Age</b>
Masters	35 and over
Senior	19+

- 19.4.1.3 Age is determined to be the age of a player that they will be in the calendar year of the current playing season. Calendar year is January 1 to December 31 of any given year. Example: for U19, player cannot turn 19 at any time during the calendar year to be eligible.

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19.4.1.4 For a team to be eligible to compete for 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 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 may send to LC 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, 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.



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### 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
U7	Community Initiation Trained	N/A	N/A
U9	Community Initiation Trained	N/A	N/A
U11	Community Development Trained	N/A	N/A
U13	Community Development Trained	N/A	N/A
U15	Competitive Introduction In Training	N/A	N/A
U17	Competitive Introduction Trained	Competitive Introduction Certified	N/A
U19	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
<b>Category</b>	<b>Community Initiation</b>	<b>Community Development</b>	<b>Competitive Introduction/Development</b>
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

All first year coaches may be in training for community development, but any coach at 17U and above must achieve their competitive-introduction training in the second year of coaching.

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 LC 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'

## 20 SECTION 20: WOMEN'S FIELD SECTOR

### 20.1 RULES OF PLAY

- 20.1.1 All games and competitions under the jurisdiction of LC shall be governed by the International Lacrosse Rules as issued by World Lacrosse (WL), with specific exceptions as listed in this Manual.
- 20.1.2 All playing rules pertaining to competitions under the jurisdiction of the LC shall be binding on all Member Associations. All regulations, resolutions and their interpretations, made or adopted by the LC shall be binding on all Member Associations.
- 20.1.3 Changes to the specific exceptions referred to in 20.1.1 must follow the procedure as outlined in Section 3.8.3 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by WL must follow the procedure as outlined in Section 3.8.4 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.

### 20.2 COMPETITION STRUCTURE

#### 20.2.1 Age Categories

- 20.2.1.1 Eligibility to compete in programs of LC and its MAs 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:

Category	Age
Masters	35+
Senior	19+
U19	17 and 18
U17	15 and 16
U15	13 and 14
U13	11 and 12
U11	9 and 10
U9	7 and 8
U7	5 and 6

- 20.2.1.3 Age is determined to be the age of a player that they will be in the calendar year of the current playing season. Calendar year is January 1 to December 31 of any given year. Example: for U19,

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player cannot turn 19 at any time during the calendar year to be eligible.

## 20.3 PLAYER ELIGIBILITY

20.3.1 Players must be registered with their respective MAs by the guidelines established in each MA. In order to be eligible to play in a National Championship Tournament, the player must be registered with the MA no later than one (1) month prior to the commencement of the tournament.

20.3.2 Players wishing to play in a MA or jurisdiction other than their home MA 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 team.

## 20.4 INTER-MEMBER TRANSFERS

20.4.1 A participant may move from one MA'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 certificate or registration for the current year must obtain a LC inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MAs involved and LC prior to commencing play in the receiving MA.

20.4.1.2 A participant who has not signed an MA certificate or registration for the current year must obtain an inter-member transfer, prior to commencing of play in the receiving province, verifying the current status of the participant by the MA 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 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 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 Director National Championships, who will consult with the MAs 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 may render the appeal on behalf of the participant, supplying copies of all required documentation. Upon notification of appeal, each involved

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team shall be responsible to forward \$100.00 to LC Head Office. The winner of the appeal shall have their \$100.00 returned.

20.4.2 A participant who has not signed an MA certificate or registration in either the current year or past year may sign with any MA.

20.4.3 No MA shall permit any participant from another MA to play within its jurisdiction unless that participant has obtained an inter-member transfer approved by LC. Violation of this policy shall be referred to LC 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.

20.4.4 No team from any MA 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 and LC 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
U7	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U9	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U11	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U13	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U15	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U17	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	N/A	N/A

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U19	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
<b>Category</b>	<b>Community Initiation</b>		<b>Community Development</b>		<b>Comp-Intro/Comp-Dev</b>	
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.

### **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 Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be 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 LC 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.

## 21 SECTION 21: SIXES SECTOR

### 21.1 RULES OF PLAY

- 21.1.1 All games and competitions under the jurisdiction of LC shall be governed by the International Lacrosse Rules as issued by World Lacrosse (WL), with specific exceptions as listed in this Manual.
- 21.1.2 All playing rules pertaining to competitions under the jurisdiction of LC shall be binding on all Member Associations. All regulations, resolutions and their interpretations, made or adopted by LC shall be binding on all Member Associations.
- 21.1.3 Changes to the specific exceptions referred to in 21.1.1 must follow the procedure as outlined in Section 3.8.3 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by WL must follow the procedure as outlined in Section 3.8.4 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.

### 21.2 COMPETITION STRUCTURE

#### 21.2.1 Age Categories

- 21.2.1.1 Eligibility to compete in programs of LC and its MAs 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:

Category	Age
Masters	35+
Senior	19+
U19	17 and 18
U17	15 and 16
U15	13 and 14
U13	11 and 12
U11	9 and 10
U9	7 and 8
U7	5 and 6

- 21.2.1.3 Age is determined to be the age of a player that they will be in the calendar year of the current playing season. Calendar year is January 1 to December 31 of any given year. Example: for U19,

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player cannot turn 19 at any time during the calendar year to be eligible.

## 21.3 PLAYER ELIGIBILITY

21.3.1 Players must be registered with their respective MAs by the guidelines established in each MA. In order to be eligible to play in a National Championship Tournament, the player must be registered with the MA no later than one (1) month prior to the commencement of the tournament.

21.3.2 Players wishing to play in a MA or jurisdiction other than their home MA 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.

21.3.3 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 team.

## 21.4 INTER-MEMBER TRANSFERS

21.4.1 A participant may move from one MA's jurisdiction to another and be eligible to play Lacrosse under the following circumstances.

21.4.1.1 A participant who has signed an MA certificate or registration for the current year must obtain a LC inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MAs involved and LC prior to commencing play in the receiving MA.

21.4.1.2 A participant who has not signed an MA certificate or registration for the current year must obtain an inter-member transfer, prior to commencing of play in the receiving province, verifying the current status of the participant by the MA 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 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 is a confirmation of the registration.

21.4.1.3 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 Director National Championships, who will consult with the MAs 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 may render the appeal on behalf of the participant, supplying copies of all required documentation. Upon notification of appeal, each involved

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team shall be responsible to forward \$100.00 to LC Head Office. The winner of the appeal shall have their \$100.00 returned.

21.4.2 A participant who has not signed an MA certificate or registration in either the current year or past year may sign with any MA.

21.4.3 No MA shall permit any participant from another MA to play within its jurisdiction unless that participant has obtained an inter-member transfer approved by LC. Violation of this policy shall be referred to LC 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.

21.4.4 No team from any MA 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:

21.4.4.1 any player who is transferred/released on a bonafide transfer

21.4.4.2 player directly released as a result of negotiations between two teams

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

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

21.4.5 All conditions relating to transfers must be completed and signed by all parties and filed with MAs and LC prior to final approval.

### 21.5 NATIONAL CHAMPIONSHIPS AND COMPETITIONS

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

### 21.6 SIXES 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
U7	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U9	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U11	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U13	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U15	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
U17	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	N/A	N/A



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U19	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
<b>Category</b>	<b>Community Initiation</b>		<b>Community Development</b>		<b>Comp-Intro/Comp-Dev</b>	
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.

### **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 Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be 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 LC 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'

## SECTION 22: COACHING COMMITTEE

### 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 LC 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 and in others it is a combination of MA 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 LC responsibility. The training of the Learning Facilitators (LF) and delivery of the program rests with the MAs. MAs without MLF'S within their association can request assistance with their training requirements from LC or

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another MA. Facilitators 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 LC's Master LF/Evaluator Guide. When an MA wishes to train new Learning Facilitators, they must first provide the list of candidates to LC office for confirmation that they meet the minimum requirements to become an LF. This list will be reviewed by LC Program Coordinator, Coaching Committee Chair and the Director Domestic Development.

22.1.7 For Community Development, a coach is considered trained once he or she has attended a clinic.

For Competitive Introduction, a coach is considered "in-training" once he or she attends the appropriate clinic. Once this coach has successfully completed the appropriate online workbook on LC's coaching website [www.nccp.lacrosse.ca](http://www.nccp.lacrosse.ca) as well as the online module *Making Head Way*, he or she is considered "trained". A coach wishing to be considered "certified" must complete the online module *Make Ethical Decisions* and complete the additional evaluations as set down by the CAC.

22.1.7.1 For the purposes of the national coaching certification program, year one is defined as the year that a coach first takes a clinic in a specific context (community development, competitive introduction, etc) and discipline (box, men's field, women's field). If a coach takes a clinic again they do not revert back to year one.

22.1.8 Coaches who wish to bypass the Community Development course may apply to challenge the evaluation component of the course in question. This application must be sent to their respective MA, who may approve or deny the request. The coach must follow the appropriate challenge procedure set out by the Coaching Committee. If the coach is successful in challenging Community Development, they can go directly into the Competitive Introduction clinic. With the exception of National Team coaches, a coach cannot challenge the Competitive Introduction clinic. National Team coaches can challenge Competitive Introduction and begin taking the Competitive Development clinics (if applicable).

22.1.9 Under the auspices of LC, LC's NCCP operates as a structured progressive system through which Lacrosse coaches can upgrade their knowledge and skills.

22.1.10 Minimum coaching accreditation standards are set for the Box Minor, Box Senior, Men's Field, Women's Field and Sixes Sectors.

22.1.11 LC NCCP is based upon the belief that every athlete deserves a certified coach. LC is committed to enhancing the effectiveness of all levels of coaches in each of the Sectors of LC.

## 22.2 PROFESSIONAL DEVELOPMENT AND RENEWAL OF CERTIFICATION

### 22.2.1 PRINCIPLES

- 22.2.1.1 Professional development reinforces the values of continuous improvement and lifelong learning.
- 22.2.1.2 Professional development encourages the sharing of learning among coaches.
- 22.2.1.3 Coaches participate in professional development activities to:
  - 22.2.1.3.1 Renew their active certification status.
  - 22.2.1.3.2 Enhance their knowledge and competencies in order to provide a high standard of sport coaching practice for their athletes.
  - 22.2.1.3.3 Stay current with developments in their coaching context or develop new areas of specialized practice.
- 22.2.1.4 Professional development reflects the reality that coach learning is influenced by a mix of formal, non-formal, and informal learning experiences.
- 22.2.1.5 Professional development provides coaches with some opportunity to choose the various learning experiences that will be of benefit to themselves and their athletes.
- 22.2.1.6 It must be possible to recognize and verify an experience for the purpose of recording professional development credit.
- 22.2.1.7 Reflection, formative evaluation, and summative evaluation will be considered as professional development.
- 22.2.1.8 Professional development needs may vary depending on the context.
- 22.2.1.9 Professional development requirements will:
  - 22.2.1.9.1 Reflect a minimum standard framework across all lacrosse disciplines and contexts.
  - 22.2.1.9.2 Allow lacrosse to exceed the minimum CAC standards to meet their needs.
  - 22.2.1.9.3 Emphasize activities that provide consistent quality and context-relevant coaching development.
  - 22.2.1.9.4 Be accessible.
  - 22.2.1.9.5 Not act as a disincentive to coaches who complete requirements in less than maximum allowable time period.

### 22.2.2 Policy Statement

- 22.2.2.1 Professional development is required for coaches to renew “Certified” status in any context.

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- 22.2.2.2 Professional development requirements must be completed by the end of the period for which the certification is valid.
- 22.2.2.3 Coaches are required to obtain 20 points within the five year period of the certification renewal process for competitive-introduction, and 30 points within the five year period of the certification renewal process for competitive-development.
- 22.2.2.4 Professional Development credit is available in all of the following activity categories, within the limits described:

	<b>Activity Category</b>	<b>Points</b>	<b>Limitations</b>
<b>Lacrosse-Specific</b>	Active Coaching	1 point/year for every season coached OR 1 point/year for LF or Evaluator activity	To a maximum of 5 points.
	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	No maximum or minimum
	Coach self-directed activity	3 points for the certification period.	Maximum of 3 points for certification renewal period.
	Re-evaluation in context	All in-person/video evaluations are required.	No other PD is required if coach chooses re-evaluation
<b>Multi-Sport</b>	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 points maximum	To a maximum of 50% of required PD credit for the context in a certification renewal period

- 22.2.2.5 LC or MA will validate and assign credit consistent with 22.2.2.4 of this policy, and submit to the CAC PD Registry all lacrosse-specific non-NCCP events.
- 22.2.2.6 A coach will have the full 5 year period of their valid certification to accumulate the total required professional development credits.
- 22.2.2.7 Only those professional development credits entered in a coach's record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.

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- 22.2.2.8 LC, MA, or individual coach may enter a Professional Development record in the NCCP Database.
- 22.2.2.9 LC or MA enters PD credit on the NCCP database for completed lacrosse-specific non-NCCP events.”
- 22.2.2.10 The coach will self-report PD credit for self-directed PD, active status and ‘all sport’ non-NCCP activities.
- 22.2.2.11 LC or MA can, at any time, audit and revoke any credits claimed by a coach through self-reported PD.
- 22.2.2.12 All non-NCCP activity related to renewal of certification and Professional Development data entered on the Database will be subject to a user-pay system.
- 22.2.2.13 Certified (Renewed) status will be given only to those coaches who accumulate the required professional development credits within the five year certification renewal period.
- 22.2.2.14 Failure to accumulate the required professional development credits within the five years causes the coach’s status to be changed to Certified (Not-Renewed).
- 22.2.2.15 The renewal of certification for a coach who does not complete the required professional development credits within the 5 year period will be determined at a later date.

### 22.3 COACHING COMMITTEE

- 22.3.1 The guidance and direction of LC NCCP is the responsibility of the Coaching Committee of LC. The Coaching Committee Chairperson is established and ratified by the Board of Directors for a two (2) year term each odd year. The Committee falls under the Director Domestic Development who shall have a vote at all meetings conducted by the Committee.
  - 22.3.1.1 Interested candidates should send their nomination to their MA together with their resume. MA’s will need to send their nominations to LC Program Coordinator, by the date specified by LC Head office prior to the SAM. MA’s can submit more than one nomination.
- 22.3.2 The Committee is made up of individuals (normally the Coaching Coordinator from each MA) who are either elected or appointed by each respective MA; LC National Resource Person (NRP); and a National Team Coach Representative (NTRC). The NTRC and the NRP will carry one vote and must be in good standing as defined in the Regulations. Each MA through their elected or appointed representative shall have one vote.
  - 22.3.2.1 The Director Domestic Development shall also have a vote. The Chairperson shall only vote in the case of a tie.
- 22.3.3 The Committee is responsible for:
  - 22.3.3.1 program planning;

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- 22.3.3.2 development of technical materials;
  - 22.3.3.3 setting priorities on tasks identified in conjunction with the other Sectors;
  - 22.3.3.4 budget submissions;
  - 22.3.3.5 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;
  - 22.3.3.6 training of Master Learning Facilitators (MLFs) and ensuring that all MLFs meet the minimum standards laid down by the NCCP policies;
  - 22.3.3.7 communications with MLFs and provincial Coaching Coordinators;
  - 22.3.3.8 assisting the MAs in the development of program delivery;
  - 22.3.3.9 recommendations to the Directors of LC and the Sectors through the Director Domestic Development on coaching development, certification and program delivery.
- 22.3.4 Meetings of the Committee shall be at the discretion of the Chairperson, by a majority vote of the Committee or the Directors of LC.
- 22.3.5 Meetings shall be the financial responsibility of LC and will be financed to the extent indicated by the Directors of LC during the budget discussions. Meetings will normally only be attended by the following:
- 22.3.5.1 The Chairperson;
  - 22.3.5.2 The Director of Domestic Development;
  - 22.3.5.3 The National Resource Person;
  - 22.3.5.4 Coaching Coordinators of each MA.
- 22.3.6 When financially feasible, a full meeting with all members will be carried out. MAs who wish to have representation by members other than their Coaching Coordinator may do so at their own expense.
- 22.3.7 The Officiating Committee Chairperson may attend all meetings of the Committee.

### 22.4 JOB DESCRIPTIONS

#### 22.4.1 *Chairperson*

- 22.4.1.1 responsible to LC through the Director Domestic Development for the administration of the Committee;
- 22.4.1.2 responsible to supervise the Committee and its programs;
- 22.4.1.3 to chair or to delegate a chair for all meetings of the Committee;
- 22.4.1.4 to act as a direct liaison with the Head Office on behalf of the Committee;



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- 22.4.1.5 ensure that the Committee is represented at all meetings where a input from coaching is required;
- 22.4.1.6 to develop or have developed all projects and programs which have been selected and approved by the Committee;
- 22.4.1.7 ensure business plans, including budgets, are submitted for approval by the Directors of LC;
- 22.4.1.8 ensure that reports are provided for all completed projects, on-going programs or yearly reports as may be required;
- 22.4.1.9 to liaise with the Officiating Committee 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;
- 22.4.1.10 to carry out any other duties as agreed to by the Chairperson and LC Board of Directors.

### *22.4.2 Coaching Coordinators*

- 22.4.2.1 responsible for the liaison between MAs and the Committee;
- 22.4.2.2 responsible to forward all applicable coaching concerns or problems to the Coaching Committee on behalf of the MAs;
- 22.4.2.3 responsible to ensure all minimum requirements and deadlines outlined in Sections 18.7, 19.6 and 20.6 are adhered to;
- 22.4.2.4 assist the MAs in ensuring all coaches are registered with CAC and LC;
- 22.4.2.5 attend all Committee meetings or appoint an alternate;
- 22.4.2.6 ensure all Learning Facilitators (LF) are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;
- 22.4.2.7 responsible to forward a current list of LFs to LC Head Office prior to February 1 annually;
- 22.4.2.8 ensure that all MLF's in the MA 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;
- 22.4.2.9 carry out additional tasks assigned by the Committee agreed to by both parties;
- 22.4.2.10 act as the direct liaison between the Chairperson and the additional voting members as outlined in LC NCCP Structure Chart;
- 22.4.2.11 carry all votes on behalf of the MA when attending Committee meetings

### *22.4.3 Additional Voting Members as defined in this Section*



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- 22.4.3.1 act as direct Liaison between MA coaches in the applicable sector and the Coaching Coordinators;
  - 22.4.3.2 responsible to forward all applicable coaching concerns or problems on behalf of the applicable sector to the Coaching Coordinators;
  - 22.4.3.3 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;
  - 22.4.3.4 to assist the Coaching Coordinator in assuring that all coaches are registered with the CAC and LC;
  - 22.4.3.5 to participate when required in determining the content and method of training for coaches
- 22.4.4 *National Resource Person (NRP)* - This position shall be by appointment by the Committee for a period of two (2) years each odd year and will be ratified by the Directors of LC. The duties include:
- 22.4.4.1 provide the Committee with the necessary technical expertise required to ensure that all coaches achieve the mandates and goals set by the Committee and the Membership of LC;
  - 22.4.4.2 ensure all MLFs are trained in the area of adult education and course delivery;
  - 22.4.4.3 monitor of all technical materials being developed, rewritten or reviewed to ensure that all mandates and goals set for the Committee are met;
  - 22.4.4.4 provide written or electronic material required by the Committee when the terms of the said agreement is acceptable by all parties which include the Chairperson, the NRP and LC;
  - 22.4.4.5 review all policies set by the NCCP and CAC as they pertain to activities carried out by the Committee;
  - 22.4.4.6 attend all meetings of the Committee;
  - 22.4.4.7 provide a written report when required by the Chairperson
- 22.4.5 *National Team Coach Representative*
- 22.4.5.1 *Selection Guidelines:* The NTCR shall be nominated from appointed staff of any of the National Teams for the term on the committee.  
  
The National Team Committee must ensure that a candidate can ideally represent all 3 Sectors, or, that all 3 Sectors are represented over the course of 3-4 consecutive terms.  
  
An individual appointed will be limited to a maximum of two – 2 year terms in this role. Upon its nomination, the NTCR must hold the proper level of coaching certification established by Operations Policies 18.7, 19.6 and 20.6 in accordance with the National Team assignment during the NTCR term. If the individual nominated to the

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NTRC position is not currently coaching at the national team level, but has in the past, they must be certified at the level that was required during their appointment with the team.

- 22.4.5.2 Selection Process: Interested individuals will submit their applications to LC Executive Director. Nominations may also be submitted with the agreement of the person being nominated.

Applications and other nominations will be reviewed by the Director of HP and International Relations and the National Team Chair and will be ranked according to the selection guidelines and their knowledge of the candidates.

The Chair of the Coaching Committee, along with the Director of Domestic Development will ratify the final candidate for appointment to the committee.

The Chair of the Coaching Committee will notify the successful applicant of their position on the committee.

The Chair of the Committee and LC Program Coordinator will provide the appointed NTCR background information and updates as to the current and future work of the committee.

- 22.4.5.3 Job Description:

- 22.4.5.4 National Team Coach Representative (NTCR) - This position shall be by appointment by the National Team Committee Chairperson for a period of two (2) years each even year and will be ratified by the BOD. The duties include:

- 22.4.5.4.1 act as a liaison person between the National Team Program and the Coaching Committee
- 22.4.5.4.2 responsible to communicate and liaise with the National Team Coaches on all minimum requirements and deadlines outlined in Operations Manual Sections 18.7, 19.6 and 20.6 to enhance adherence by the National Team Coaches
- 22.4.5.4.3 make recommendations and assist in the development of advanced technical and tactical non-NCCP modules
- 22.4.5.4.4 assist in the execution of non-NCCP modules delivery programs on an as needed basis
- 22.4.5.4.5 make recommendations and assist in the development of a strategy which will increase the number of coaches capable of coaching at the National Team level
- 22.4.5.4.6 carry out additional tasks assigned by the Committee agreed to by both parties
- 22.4.5.4.7 attend all Committee meetings

### 22.4.6 Master Learning Facilitator

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- 22.4.6.1 responsible to the MA Coaching Coordinator for the training of all LFs and Evaluators;
- 22.4.6.2 monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;
- 22.4.6.3 responsible for the updating of the LF's and to ensure they have the necessary equipment to conduct training clinics;
- 22.4.6.4 responsible to forward social, moral and technical philosophies for consideration to be incorporated into coach training
- 22.4.6.5 responsible to provide technical and theoretical material to the NRP for consideration for inclusion into course curriculums;
- 22.4.6.6 deliver courses in the areas in which they are qualified and certified as standards require;
- 22.4.6.7 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;
- 22.4.6.8 responsible to provide written technical material when mutually agreed to by both parties

### 22.4.7 Learning Facilitators (LF)

- 22.4.7.1 liaise with the MA MLFs and MA Coaching Coordinators in arranging dates, locations and facilities for clinics identified by the MA;
- 22.4.7.2 deliver clinics within the guidelines established by the national program while addressing the needs of the candidates;
- 22.4.7.3 ensure all training and evaluations are completed by the candidate before certification is given;
- 22.4.7.4 ensure that all NCCP forms are completed and forwarded to the appropriate body;
- 22.4.7.5 ensure all necessary materials outlined in the "Facilitator Lunch Box" which pertain to the course being delivered are current and up to date;
- 22.4.7.6 To provide the MA MLFs and MA Coaching Coordinators with any suggestions and ideas which are obtained through the candidates or in a personnel manner which could enhance the certification program.

## 22.5 NATIONAL COACH REGISTRATION

22.5.1 All lacrosse coaches registered with a MA shall be registered with LC. Cost of said registration shall be determined by the Committee and ratified by the Directors of LC. Deadline for registration shall be the September 1 of each playing year.

22.5.2 Registration applies to all disciplines and all divisions of play.

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22.5.3 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.

### 22.6 MINIMUM CERTIFICATION STANDARDS

22.6.1 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.

22.6.2 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 Committee Chair for review and the Directors of LC for ratification.

22.6.3 Coaches who fail to meet the minimum standards outlined per 22.6.1 will be considered suspended by LC and no longer able to coach.

22.6.4 Non-Canadian Coaching staff utilized by teams representing LC 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

### 22.7 PARTICIPANT DEVELOPMENT MODEL (PDMs)

22.7.1 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.

22.7.2 The development of the PDMs for the various disciplines of lacrosse is the responsibility of the Committee. It is completed with the guidance and assistance from all sectors.

### 22.8 MANUALS

22.8.1 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:

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

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

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

22.8.2 The Committee through LC must ensure that these support materials are developed and disseminated to the Lacrosse community by the MAs. The

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development, review and rewrite of the manuals are subject to the availability of finances and the needs and priorities as established by the Sector.

22.8.3 The price of the manual shall be set by LC Office in consultation with the Committee Chairperson and includes the following:

22.8.3.1 the production of the manual, workbooks and instructional DVD;

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

22.8.3.3 a clinic fee charged to every coach who attends a coaching clinic;

22.8.3.4 it does not include the following:

22.8.3.4.1 yearly coach registration fee;

22.8.3.4.2 marking of evaluation workbook fee;

### 22.9 AUDIO-VISUAL MATERIALS

22.9.1 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.

### 22.10 PROGRAM DELIVERY

22.10.1 LC through the Coaching Committee is responsible for providing:

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

22.10.1.2 consultation and assistance to the MAs for the implementation of the certification programs;

22.10.1.3 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;

22.10.1.4 development and dissemination of support material to the members;

22.10.1.5 setting the standard of certification of coaches at International level competitions;

22.10.1.6 training and development of MLFs to service the needs of the MAs in the delivery of the certification program.

22.10.2 The MAs are responsible for:

22.10.2.1 delivery of certification courses to the lacrosse community within their jurisdiction;

22.10.2.2 ensuring that LF's are in place to service the needs of the coaches under their authority;

22.10.2.3 ensuring that the delivery of the certification program adheres to the guidelines and minimum certification standards established by the Committee;

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- 22.10.2.4 ensuring that the administration of the courses is completed and that all qualified coaches are properly accredited;
- 22.10.2.5 ensuring all coaches who failed to meet the minimum standards of certification are suspended from further coaching duties until the standard is met;
- 22.10.2.6 providing the name of a person to fill the position of “Coaching Coordinator”.

## **23 SECTION 23: OFFICIATING COMMITTEE**

### **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 LC, the NOCP operates to identify, develop and accredit Canadian officials for competitive and developmental programs up to National and International levels.

### **23.2 OFFICIATING COMMITTEE**

- 23.2.1 The Officiating Committee is responsible for guidance and direction of the NOCP. The Officiating Committee Chairperson is established and ratified by the Board of Directors for a two (2) year term each even numbered year. The committee falls under the Director Domestic Development.
- 23.2.1.1 Interested candidates should send their nomination to their MA together with their résumé. MAs will need to send their nominations to LC Program Coordinator, by the date specified by LC Head office prior to the SAM. MA's can submit more than one nomination.
- 23.2.2 The Committee is made up of the following individuals:
- 23.2.2.1 Officiating Committee Chair;
  - 23.2.2.2 Director Domestic Development;
  - 23.2.2.3 Box and Men's Field OICs, Women's Field OIC; and Sixes OIC
  - 23.2.2.4 MA representatives who are either elected or appointed by their respective MA.
    - 23.2.2.4.1 Each MA may have a maximum of one person appointed to the Officiating Committee at a time. This person should be present at all meetings of the Committee. If an MA Committee member cannot attend a meeting, their MA may appoint a temporary proxy to attend in their stead. Provided they are a member in good standing as defined in this Manual. Each MA will have one vote. The Director Domestic Development and each of the OIC's will have one vote each. The Chair will only vote in the event of a tie.

- 23.2.3 The Chairperson is responsible:

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- 23.2.3.1 to LC through the Director Domestic Development for the administration of the committee;
- 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 Committee;
- 23.2.3.4 to act as a direct liaison with the Head Office on behalf of the Committee;
- 23.2.3.5 for ensuring that the Committee 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 Committee;
- 23.2.3.7 ensure business plans, including budgets, are submitted for approval by the Directors of LC;
- 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 Committee 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 LC Board of Directors.

### 23.2.4 Box Official-in-Chief

- 23.2.4.1 This person shall be recommended by the Box Lacrosse Sector in consultation with the Officiating Committee Chairperson for a two (2) year term each ODD numbered year and be ratified by the Board of Directors
- 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 Committee reporting to and being accountable to the Sector Chairperson.

### 23.2.5 Men's Field Official-in-Chief

- 23.2.5.1 person shall be recommended by the Men's Field Lacrosse Sector in consultation with the Officiating Committee Chairperson for a two (2) year term each even numbered year and be ratified by the Board of Directors.



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### 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 Committee reporting to and being accountable to the Committee Chairperson.

### 23.2.6 Women's Field Official in Charge (OIC)

23.2.6.1 This person shall be recommended by LC Women's Field Lacrosse Sector in consultation with LC Officiating Committee Chairperson for a two (2) year term each even numbered year and be ratified by LC Board of Directors.

### 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 Committee reporting to and being accountable to the Women's Field Sector Chair.

### 23.2.7 Sixes Official in Charge (OIC)

23.2.7.1 This person shall be recommended by LC Sixes Lacrosse Sector in consultation with LC Officiating Committee Chairperson for a two (2) year term each odd numbered year and be ratified by LC Board of Directors.

### 23.2.7.2 Responsibilities of the position include:

- 23.2.7.2.1 developing and maintaining an Officials Development and Certification program for the Sixes Sector;
- 23.2.7.2.2 administering the Officiating component of the national championships for the Sixes Sector;
- 23.2.7.2.3 administering and coordinating the International component of the Officiating program for the Sixes Sector as required;
- 23.2.7.2.4 sitting as a member of the Officiating Committee reporting to and being accountable to the Sixes Sector Chair.

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### 23.2.8 NOCP Technical Working Group

- 23.2.8.1 An NOCP Technical working group will be created to complete tasks assigned to it.
- 23.2.8.2 The members of this working group will be appointed by the Officiating Committee Chair in consultation with the Board of Directors.
- 23.2.8.3 This working group will report back to the Officiating Committee.
- 23.2.8.4 The responsibilities of the NOCP Technical working group include:
  - 23.2.8.4.1 Continuous upgrading of technical material for the National Officiating Certification Program;
  - 23.2.8.4.2 Ensure word smithing of rules is correct to eliminate confusion and ensure proper administration;
  - 23.2.8.4.3 Continuous upgrading of current situations of Rules of Play as required;
  - 23.2.8.4.4 Annual review of all documentation/forms placed on LC website for officiating.

### 23.2.8 The Working Group 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 committees;
- 23.2.8.5 budget submissions;
- 23.2.8.6 communications with MA heads of officiating or Officials in Charge (OIC);
- 23.2.8.7 assisting the MAs in the development of program delivery;
- 23.2.8.8 recommendations to the Directors of LC 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:

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- 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 Officiating Committee must ensure that these manuals are developed and disseminated to the officiating community in each MA. The development of these manuals is subject to the availability of finances, and the needs and priorities as established by the Officiating Committee.

### **23.5 PROGRAM DELIVERY**

23.5.1 LC, through the Committee, 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 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;
- 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 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;

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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 Committee under the established guidelines for the appropriate Sector.

#### *23.7.2 World Indoor (Box) Championships*

23.7.2.1 LC Chair of Officiating, Director of High Performance and International Relations and the NOCP Committee shall appoint the officials for any International 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 LC official in the current year

23.7.2.1.5 Meet WL eligibility rules for officiating

23.7.2.1.6 Recommended by the MA

23.7.2.1.6.1 In the event an MA does not have an RDC/Officials' Association for that jurisdiction, the OIC has the authority to recommend individuals.

23.7.2.1.7 Approved by LC OIC of that sector

23.7.2.1.8 Criminal record check within one year of departure to the event

#### *23.7.3 Worlds Lacrosse Men's Field approved International Officials List (For events such as the World Championships)*

23.7.3.1 The Selection Committee shall consist of the following persons:

23.7.3.1.1 Men's Field Sector Official-in-chief;

23.7.3.1.2 Men's Field Sector Chairperson;

23.7.3.1.3 LC Officiating Committee Chairperson.

23.7.3.1.4 LC Director Domestic Development

23.7.3.1.5 LC Director of High Performance and International Relations;

23.7.3.1.6 If any of the above are not available, the other members shall appoint a replacement subject to the approval of LC Board of Directors.

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### 23.7.3.2 Eligibility

- 23.7.3.2.1 Candidates must be registered and in good standing with an MA.
- 23.7.3.2.2 Candidates must be an active participant in the Officiating Program within the MA and their application must be approved by the MA. There is no limit to the number of candidates a MA may recommend subject to the eligibility criteria.
- 23.7.3.2.3 Candidates must be certified at level 4 or higher for Men's Field.
- 23.7.3.2.4 Candidates must meet WL eligibility rules for officiating.

### 23.7.3.3 Selection Process

- 23.7.3.3.1 MA's will be notified of the request for eligible candidates by the Men's Field Sector Official-in-Chief by March 31 each year.
- 23.7.3.3.2 The prospective candidates are to submit an application form with MA approval, and may be asked to submit a registration fee, to LC Head Office by April 30 prior to their tryout.
- 23.7.3.3.3 LC 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 select candidates to attend a selection camp which shall be held in conjunction with at least one of the following events:
  - First Nations/Alumni Cup
  - Ross Cup/Victory CupThe final selection camp of the team being chosen to compete in the upcoming world championship.  
Other events approved by the Selection Committee.
- 23.7.3.3.5 Selected candidates may be asked to cover some or all of the cost of their own travel and accommodations to attend the camp.
- 23.7.3.3.6 The selection committee will appoint assessors to conduct the necessary testing and assessments. After the selection camp, the assessments and test results will be submitted to the Selection Committee for their review and final selection. Final selections will then be ratified by the Board of Directors.
- 23.7.3.3.7 The selected candidates shall be notified in writing by LC Head Office before October 31 following the selection camp. Such notification shall also contain any conditions and financial commitments required of the selected candidates.

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- 23.7.3.3.8 Selected candidates must have a criminal record check completed within 6 months after their selection.
  - 23.7.3.3.8.1 Any fees required to obtain a criminal record check will have to be paid by the candidate but will be refunded by LC upon submission of the completed criminal record check and the appropriate receipt to LC Office.
  - 23.7.3.3.8.2 If a criminal record is found, LC Board of Directors will review it and reserves the right to remove the candidate from participation. Any costs incurred to date would be the responsibility of the candidate, not LC.
  - 23.7.3.3.8.3 If any criminal charges are brought against a candidate after they've been selected, or they violate LC code of conduct, LC reserves the right to move the issue to a discipline committee and/or to remove that candidate from participation and determine who is responsible for any costs incurred to date.
- 23.7.3.3.9 The candidates' acceptance must be received at LC Head Office by November 15 following the selection camp.
- 23.7.3.3.10 Letters of regret to unsuccessful candidates shall be sent by LC Head Office by November 15 following the selection camp.
- 23.7.3.3.11 Selected officials shall remain on the approved international officials list for 3 years from the selection camp attended, assuming eligibility conditions (mentioned above) are maintained. Therefore, a official that was added to the approved list in 2022 would continue to be approved for events occurring until 2025. To maintain a spot on the list beyond 2025 an official would have to take part in another selection camp in 2025.
- 23.7.3.3.12 The Approved International Officials List will be submitted to World Lacrosse. World Lacrosse will select officials from the list for their events.

### 23.7.3.3.13

#### 23.7.4 *World Women's Field Championships (Senior and U19)*

- 23.7.4.1 The Selection Committee shall consist of the following persons:
  - 23.7.4.1.1 Women's Field Sector Official in Charge;
  - 23.7.4.1.2 Women's Field Sector Chairperson;
  - 23.7.4.1.3 LC Officials Committee Chairperson.
  - 23.7.4.1.4 LC Director of Domestic Development
  - 23.7.4.1.5 LC Director of High Performance and International Competition;

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- 23.7.4.1.6 If any of the above are not available, the other members shall appoint a replacement subject to the approval of LC Board of Directors.
- 23.7.4.2 Eligibility
  - 23.7.4.2.1 Candidates must be registered and in good standing with a MA.
  - 23.7.4.2.2 Candidates must be an active participant in the Officiating Program within the MA and their application must be approved by the MA. There is no limit to the number of candidates a MA may recommend subject to the eligibility criteria.
  - 23.7.4.2.3 Candidates must be certified at level 3 or higher for Women's Field for the U19 Championships and a WL International rating for the Senior Championships.
  - 23.7.4.2.4 Candidates must have officiated at a Senior or Junior National or Provincial Championship in the year prior to or during the selection year. (e.g. for selection in 2017, the candidate must have officiated at a national or Provincial championship in 2015/2016.)
  - 23.7.4.2.5 Candidates must meet WL eligibility rules for officiating.
- 23.7.4.3 Selection Process
  - 23.7.4.3.1 MAs will be notified of the request for eligible candidates by the Women's Field Sector Official in Charge by March 31 one year prior to the year of the competition. (e.g. for the 2017 Worlds, notice to be sent by March 31, 2016.)
  - 23.7.4.3.2 The prospective candidates are to submit an application form with MA approval, and may be asked to submit a registration fee, to LC Head Office by April 30 of the year prior to the competition. (e.g. for the 2017 Worlds, submitted by April 30, 2016.)
    - 23.7.4.3.2.1 On their application, candidates must divulge whether they have a criminal record and if they have any pending criminal charges.
  - 23.7.4.3.3 LC Head Office will forward the list of all candidates to the Selection Committee as defined in this Section.
  - 23.7.4.3.4 The Selection Committee shall review the list of recommended candidates and select candidates to attend a selection camp which shall be held in conjunction with an approved event.
  - 23.7.4.3.5 Selected candidates may be asked to cover some or all of the cost of their own travel and accommodations to attend the camp.



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- 23.7.4.3.6 The selection committee will appoint 2-3 assessors to conduct the necessary testing and assessments. After the selection camp, the assessments and test results will be submitted to the Selection Committee for their review and final selection. Final selections will then be ratified by the Officials Committee.
- 23.7.4.3.7 The selected candidates shall be notified in writing by LC Head Office before October 1 of the year prior to the year of competition. Such notification shall also contain any conditions and financial commitments required of the selected candidates based on the information that LC has to date on the specific world event.
- 23.7.4.3.8 Selected candidates must have a criminal record check completed within 6 months after their selection.
  - 23.7.4.3.8.1 Any fees required to obtain a criminal record check will have to be paid by the candidate, but will be refunded by LC upon submission of the completed criminal record check and the appropriate receipt to LC Office.
  - 23.7.4.3.8.2 If a criminal record is found, the Board of Directors will review it and reserves the right to remove the candidate from participation. Any costs incurred to date would be the responsibility of the candidate, not LC.
  - 23.7.4.3.8.3 If any criminal charges are brought against a candidate after they've been selected, or they violate LC code of conduct, LC reserves the right to move the issue to a discipline committee and/or to remove that candidate from participation and determine who is responsible for any costs incurred to date.
- 23.7.4.3.9 The candidates' acceptance must be received at LC Head Office by October 15 of the year prior to the year of competition.
- 23.7.4.3.10 Letters of regret to unsuccessful candidates shall be sent by LC Head Office by October 15 of the year prior to the year of competition.
- 23.7.4.3.11 WL will provide LC a request for nominations of officials for the relevant World event by November 1<sup>st</sup> of the year prior to the competition. This request may include restrictions on the number of nominations they will accept from the National Federation. LC will create a ranking list of the selected officials based upon performance in established categories and will provide a list of nominations to WL based on that ranking. Once WL has notified LC of the final selections, LC will ensure that each official is contacted with the information of their selection and any details from WL about travel and



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logistics around the World program for the selected officials at that time.

### *23.7.5 WL OIC and Deputy OIC Nomination/Selections*

- 23.7.5.1 Send out application to MA's to distribute to officials, within MA, for named nominations for the specific position with list of the position roles and responsibilities and qualifications as per WL application form. Application to be posted on LC website.
  - 23.7.5.1.1 Nominations must include a lacrosse resume.
  - 23.7.5.1.2 Nominations must meet the qualifications of the WL application
  - 23.7.5.1.3 Nominated individuals must be a member, in good standing, of the MA.
  - 23.7.5.1.4 Nominated individuals must be supported by the MA.
  - 23.7.5.1.5 The MA can submit more than one nomination.
- 23.7.5.2 The Selection Committee shall review all nominations and select a candidate from the submitted nominations and send to WL.
  - 23.7.5.2.1 The Selection Committee consists of the following persons:
    - 23.7.5.2.1.1 LC Officials Committee Chair
    - 23.7.5.2.1.2 LC Director High Performance & International Relations
    - 23.7.5.2.1.3 LC Director Domestic Development
    - 23.7.5.2.1.4 Sector OIC (for specific application designation)
    - 23.7.5.2.1.5 LC Program Coordinator
    - 23.7.5.2.1.6 If applicant is one of the above a LC Board of Director would be selected, as a replacement, by the remaining committee members.

## **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.

## 24 SECTION 24: NATIONAL CHAMPIONSHIPS AND COMPETITIONS

### 24.1 GENERAL

24.1.1 All forms referred to in this Section can be obtained from LC website at [www.lacrosse.ca](http://www.lacrosse.ca) or through LC 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 LC National Championships (Appendix 25-13)

### 24.2 GUIDING POLICY

24.2.1 National Championships and Competitions, including Invitational Nationals, are event properties owned by LC and must be conducted in the best interests of the development of all MAs. To be effective they must involve commitment, cooperation and communication among all the MAs and LC Board and Staff.

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.

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- 24.2.5 National Championships and Competitions shall adhere to the regulations of this Manual.
- 24.2.6 National Championship Agreements signed between MAs, such as but not limited to the Mann and Minto agreements shall meet or exceed the standards outline in this Section.
- 24.2.7 LC National Event Hosting Guide may also be referenced with respect to hosting a national championship or competition.
- 24.2.8 The National Championship schedule will be created by LC and approved by the Director National Championships or designate in conjunction with Sector Chair.

### 24.3 BOX LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS

24.3.1 In order to be eligible to play in any LC National Box Championship, a player must meet the eligibility requirements of their respective MA's regional play-downs. For Minor Nationals, a player must be eligible to play in play-downs in any jurisdiction in the MA where they are registered. They may play for the MA where they are registered or they may play for the MA where they reside or for the First Nations MA 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 to pick up players from another MA without the necessity of a transfer.

#### 24.3.2 Approved Championships and Competitions

24.3.2.1 LC shall endeavour to conduct national competitions at the Masters, Senior, Junior, U17, U15 and U13 levels on an annual basis. The Masters, Senior, Junior and U19 competitions shall be designated as Major Championships. The U17, U15, and U13 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, leagues that qualify and LC must be signatories. Effective 2024, the rating of the MA's competing in the Senior A championship of Canada (Mann Cup) as defined in Section 18 are as follows:

<b>BC</b>	<b>Type 2</b>
<b>ON</b>	<b>Type 1</b>

24.3.2.2.1 Any MA applying to enter Senior A Championships, shall post a five thousand dollar (\$5000.00) bond with LC Head Office. This bond will be held in trust by LC until a five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs.

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. The Host MA shall be allowed to enter

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the local host association or club as a second team in the competition.

24.3.2.3.1 The schedule for Presidents Cup will be a full round robin.

24.3.2.3.1.1 The schedule involving 7 registered teams or less will be a full round robin

24.3.2.3.1.2 The schedule involving 8 or more registered teams will consist of two (2) Pools with teams seeded 1,4,5,8,9 in one Pool, and teams seeded 2,3,6,7,10 in the other Pool.

24.3.2.3.1.2.1 A Task Force chaired by LC Director of National Championships and consisting of the Box Sector Chair and two (2) individuals appointed by the Member Council – one individual representing a Small MA, and one individual representing a Large MA – will be responsible for seeding all participating teams as per 24.3.2.3.1.2

24.3.2.3.1.2.2 Round Robin format will see teams play all other teams in their Pool.

24.3.2.3.1.3 In all round-robin play, the round-robin will be followed by cross-over games to ensure that the competition is fair and reasonable. The cross-over shall be as follows: The 1<sup>st</sup> place team in each pool gets a bye. The 2<sup>nd</sup> place team in pool A vs 3<sup>rd</sup> place team in pool B, The 2<sup>nd</sup> place team in pool B vs 3<sup>rd</sup> place team in pool A. The winners of these two games will play the opposite pool 1<sup>st</sup> place team in the pool that they have moved to. The winners of these two games will go to the gold medal game and the losers to the bronze medal game.

24.3.2.3.2 The rating of the MAs as defined in Section 18 are as follows:

BC	Type 2
SK	Type 3
ON	Type 1
NS	Type 3
NB	Type 3

AB	Type 2
MB	Type 3
QC	Type 3
CanAm	Type 2
TNLL	Type 3

24.3.2.3.3 Grandfather the previous AMA's Three Nations Lacrosse to continue to participate in the Presidents Cup.

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- 24.3.2.3.4 Upon the awarding of the Presidents Cup to the FNLA, depending on the League in the Association that is awarded the tournament be eligible to enter the Host Team plus league champion.
  - 24.3.2.3.5 In round robin tournament plan, all games are final after 3 periods of regulation play.
  - 24.3.2.3.6 Should the final score be a tie and the end of regulation play, the game shall be recorded as such, with each team receiving one (1) point.
- 24.3.2.4 The Junior A championship of Canada shall be conducted under the policies established by unanimous agreement of all participating MAs, and LC.
- 24.3.2.4.1 Qualifications
    - 24.3.2.4.1.1 The MA 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 BLC 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 has to have a minimum best two (2) out of three (3) playoff round.
    - 24.3.2.4.1.5 The MA Jr. A Champion to move on to National Championships.
    - 24.3.2.4.1.6 Any MA applying to enter Junior A Championships shall post a five thousand dollar (\$5000.00) bond with LC Head Office. This bond will be held in trust by LC until the five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs.
  - 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
    - 24.3.2.4.2.2 The total number of names to be engraved will not exceed thirty-five (35).

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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 LC Board of Directors 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 Board of Directors 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 (subject to the approval of their participation by their MA), as well as a host team.

24.3.2.5.1 The schedules for the Founders' Tournament to be a full round-robin.

24.3.2.5.1.1 The schedule involving 7 registered teams or less will be a full round robin

24.3.2.5.1.2 The schedule involving 8 or more registered teams will consist of two (2) Pools with teams seeded **1,4,5,8,9** in one Pool, and the team seeded **2,3,6,7,10** in the other Pool.

24.3.2.5.1.2.1 A Task Force chaired by LC Director of National Championships and consisting of the Box Sector Chair and two (2) individuals appointed by the Member Council – one individual representing a Small MA, and one

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individual representing a Large MA – will be responsible for seeding all teams as per 24.3.2.5.1.2

24.3.2.5.1.2.2 Round robin format will see teams play all other teams in their Pool

24.3.2.5.1.3 In all round-robin play, with 8 or more teams, the round-robin will be followed by cross-over games to ensure that the competition is fair and unbiased. The cross-over shall be as follows: 1<sup>st</sup> pool A vs 2<sup>nd</sup> pool B, 1<sup>st</sup> pool B vs 2<sup>nd</sup> pool A. The winners go to the gold medal game and the losers go to the bronze medal game. In the Founder's the 3<sup>rd</sup> and 4<sup>th</sup> place teams also crossover to determine who goes to the (non-LC) Tier 2 trophy game.

24.3.2.5.2 The rating of the MAs as defined in Section 18 are as follows:

BC	Type 2
SK	Type 3
ON	Type 1
NS	Type 3

AB	Type 2
MB	Type 3
QC	Type 3
FNLA	Type 3

24.3.2.6 U17 (male and female), U15 (male and female) U13 and Junior Women: Only one representative from each MA 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 three MAs at each level must be entered in order to conduct the competition at the Minor level.

24.3.2.6.2 Each MA 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.

24.3.2.6.4.1 Junior Women's box nationals shall be held in conjunction with the female minor national's competition.

24.3.2.7 Inter-Member Tournament

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- 24.3.2.7.1 Any Minor Association, defined as an association within a MA meeting their MA obligations will be eligible to host or attend an Inter-Member 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 (FNLA, 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 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, TNSLL, 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 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 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 have not hosted the Championship since the other tendering MA, then only those MA'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 LC 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 LC Office and Sector Chair, no later than January 15<sup>th</sup> in the year preceding the championship.



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### 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 U17 A – The Tackaberry Trophy
- 24.3.3.1.6 U17 B – Bill McBain Trophy
- 24.3.3.1.7 U15 A – The Commissioner's Trophy
- 24.3.3.1.8 U15 B – LC Directors Trophy
- 24.3.3.1.9 U13 A – The E.G. Dopp Trophy
- 24.3.3.1.10 U13 B – E.D. Blair Trophy
- 24.3.3.1.11 Female U15 – Rose Engemann Trophy
- 24.3.3.1.12 Female U17 – Dorothy Robertson Trophy
- 24.3.3.1.13 Junior Women's – Carol Patterson 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 LC 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:

- Canadian National Championships
- Canadian Invitational Tournaments

#### 24.4.2 Approved Competitions

24.4.2.1 LC shall endeavor to conduct competitions at the Masters, Senior, U19, U17 and U15 levels on an annual basis.

#### 24.4.3 MA Championship Qualifications

##### 24.4.3.1 Senior Competitions

24.4.3.1.1 The Senior Championships of Canada shall be conducted annually. More than one (1) representative team per MA league or province may participate per trophy (Ross Cup and Victory Cup).

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- 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 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 Masters and Senior Champions may move on to the National Championship.
- 24.4.3.1.5 The rating of the MAs as defined in Section 19.4.2 are as follows:

BC	Type 2
SK	Type 3
ON	Type 2
NS	Type 3
NB	Type 3
AB	Type 3
MB	Type 3
QC	Type 3
FNLA	Type 3
PEI	Type 3
NFLD	Type 3

### 24.4.3.2 U19/U17 Championships

- 24.4.3.2.1 The U19 Men`s and U17 Field Championships shall be conducted annually on the basis of one (1) provincial/territorial team per age division per MA.

- 24.4.3.3 Any MA wishing to participate in a national championship for the first time must give notice of intention to compete at the SAM of the year wishing to compete in.
- 24.4.3.4 Any MA wishing to host a national championship when it is their turn in the rotation must notify LC office and Men`s Field Sector Chair no later than January 15<sup>th</sup> in the year preceding the championship.

### 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 25-13: Calendar of LC National Championships.
- 24.4.3.5.2 The Masters and Senior shall divide Championship entries into two pools. The MA 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 representatives for the

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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.

<b>Category</b>	<b>Dates</b>	<b>Format</b>
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
U19 Men's First Nations Trophy	Long weekend in September	Split – Round Robin
U17 Alumni Cup	Long weekend in September	Split – Round Robin
U15	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 U19 – First Nations Trophy

24.4.4.1.3 U17 – 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 LC in the following amounts:

24.4.4.2.1 Senior Competitions – 30

24.4.4.2.2 U19, U17 and U15 Competitions – 30

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- 24.4.4.3 Awards will be given for Championship MVP and All-Star team by position as follows: 1 – goalie, 3 – defense and 3 – midfielders, 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 at LC AM. 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 LC 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 Tournament Host.
- 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 The National Championship Medallions (gold, silver and bronze) are awarded to the first, second and third place Canadian teams. The Host is responsible for ordering and purchasing a maximum of twenty five (25) of each medallion from LC. Requests for medals in excess of this amount are at the cost of the requesting team.

#### 24.5.4 Tournament Scheduling

- 24.5.4.1 Each match in the preliminary round will be consistent with the World Lacrosse Women's Field Lacrosse Rules.
- 24.5.4.2 During the medal round, each match will be consistent with the World Lacrosse Women's Field Lacrosse Rules.
- 24.5.4.3 A schedule of games times, transportation arrangements and ceremonies must be made available to the participants prior to the commencement of the competition.

#### 24.5.5 Awarding of Women's Field Championships.

- 24.5.5.1 The selection of host for Women's Field National championship will follow even years in the West (AB, SK, MB, BC) and odd years for the East (FNLA, QC, NB, NS, OLA PEI). The inability to host would

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not relegate the MA to the bottom of the rotation if they wish to trade spots with another MA in their East/West group.

- 24.5.5.2 In the event that there is more than one MA in the East or West, a bid shall be tendered which satisfies the minimum criteria. Only eligible MA's may tender a bid to host the Championship.
- 24.5.5.3 Unless otherwise directed at the Women's Field Sector Meeting the selection of the host for the following year, will be made at the SAGM. All bids must be submitted in writing by March 30th in the year preceding the championship and comply with LC hosting criteria.
- 24.5.5.4 The Upcoming Host MA, in the East/West Rotation, must provide notice to the Sector as to their intent to host their respective championship for the year identified on the rotation. Notice must be given to the LC Office and Sector Chair, no later than March 30th in the year preceding the championship.

### **24.6 MEMBER ELIGIBILITY**

- 24.6.1 The National Championship and Competitions are open to all MA's.
- 24.6.2 Each MA who qualifies to enter a team in a National Championship or Competition must have a permanent bond on deposit with LC to act as a guarantee of performance and compliance with the regulations of LC.
- 24.6.3 All permanent bonds must be in good standing. If LC has depleted them for cause, the bond must be replenished to the required amount no later than thirty (30) days prior to the first National Championship or Competition for which the MA's teams are registered to participate in. If not, they will forfeit their opportunity to participate.

### **24.7 PERFORMANCE BONDS**

- 24.7.1 Each MA's permanent bond, on deposit with LC, 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 at a national championship such as but not limited to arena and hotel damage.
- 24.7.2 Any shortfall between actual expenses and the permanent bond will be billed to the MA.
- 24.7.3 *Sanction of Host*
  - 24.7.3.1 The selection of the MA 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.
  - 24.7.3.2 The hosting rights are awarded to a MA in good standing and are conditional on the MA remaining in good standing with LC.

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Participation by a team from the MA in the championship or competition in the year prior to hosting is also required.

- 24.7.3.3 An Application with bid to Host must be submitted by the MA at the SAM 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.
  - 24.7.3.3.1 Host Committee that will be responsible for the planning and execution of every aspect of the National Championship or Competition.
- 24.7.3.4 The Directors of LC shall approve the Host at a meeting of the Directors.
- 24.7.3.5 A Hosting Agreement, which will be the contract between LC, the MA 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.
- 24.7.3.6 The tournament sanction fee is due 30 days after the Hosting Agreement is signed.
- 24.7.3.7 Failure to comply with the above deadlines will result in a fine of \$100 being applied monthly until the deadline is met.
- 24.7.3.8 Applications to Host shall contain the following information and criteria:
  - 24.7.3.8.1 facility information and agreement in principle;
  - 24.7.3.8.2 transportation, local and airport arrangements;
  - 24.7.3.8.3 accommodation information and agreement in principle;
  - 24.7.3.8.4 program strategy and information required for production;
  - 24.7.3.8.5 volunteer's areas of responsibilities and numbers required;
  - 24.7.3.8.6 media strategy and timelines to distribute information and attract coverage;
  - 24.7.3.8.7 internet web page content and access strategy for use throughout the championship;
  - 24.7.3.8.8 identification of host committee;
  - 24.7.3.8.9 proposed event budget.

### **24.8 REGISTRATION FOR NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

- 24.8.1 Teams attending National Championships and Competitions must have the approval of their governing MA.

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- 24.8.2 The MA is responsible for filing with LC Head Office a copy of the Notice of Attendance at National Championship and Competition on behalf of the attending teams.
- 24.8.3 The Notice of Attendance must be filed with LC Head Office on or before the date specified in Appendix 25-13: LC Calendar of National Championships. Where the specific team or teams that will attend have not been decided, the MA 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.
- 24.8.4 A registration fee must be paid by the MA'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.
- 24.8.5 The appropriate LC Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct Form must be completed and signed by the following individuals:
- 24.8.5.1 all players or legal guardian;
  - 24.8.5.2 all team personnel;
  - 24.8.5.3 officials;
  - 24.8.5.4 personnel as identified by LC Convenor
    - 24.8.5.4.1 All of the above who have not signed the waiver will not be permitted to play or participate in the event.
- 24.8.6 MAs 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 Director National Championships in consultation with LC Convenor and LC Head Office.
- 24.8.7 In Box Lacrosse, playoffs to determine the representative of a MA 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.
- 24.8.8 In Women's Field Lacrosse:*
- 24.8.8.1 MAs may enter more than one team in the competition. One team must be designated as the MA representative team. Only the designated team may play in the medal round for the National Championship title.
  - 24.8.8.2 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 REGISTRATION FEES**

#### *24.9.1 For Major Box Lacrosse National Championships*

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24.9.1.1 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 LC 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	\$1,900	If multiple venues will be used, the entry fee may be increased by \$200 so the host can cover the expenses of an Assistant OIC and Convenor. A \$2,000 fine is to be charged for withdrawals after June 1 payable to LC. 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 LC AGM for reimbursement equal to that of the fine collected.
Founders' Cup	\$1700 for single venue  \$2,500  For 8 and 9 team events;	A \$2,000 fine is to be charged for withdrawals after June 1 payable to LC. 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 LC AM for reimbursement equal to that of the fine collected. \$1700 to be paid with Notice of Attendance and remainder to be paid on determination that the event will be comprised of 8 (or 9) teams
Junior Women's	\$2500	The \$2500 registration fee will still be charged if there is a withdrawal after January 31st deadline

24.9.1.2 The Host must notify LC Head Office the registration fee by May 1 of the year of the competition. LC office will notify the MA of the fees for each championship.

24.9.1.3 Non-refundable registration fees for Major National Championships shall be paid to LC Head Office on or before June 1 of each calendar year. LC will forward to each Host Committee the appropriate fees, less 25%, thirty (30) days prior to the start of the championship or competition. Junior Women's registration fee payment per 24.33.13.3.

### *24.9.2 For Men's Field Lacrosse National Championships*



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24.9.2.1 The fees for National Championships and Competitions are as follows:

24.9.2.1.1 Masters - \$2,000

24.9.2.1.2 Senior Division I (P.D. Ross Trophy) - \$2,000

24.9.2.1.3 Senior Division II (Victory Cup) - \$2,000

24.9.2.1.4 Alumni Cup – U17, First Nations U19 - \$2,500

24.9.2.1.5 U15 - \$1,800

24.9.2.2 Registration fees shall be paid to LC Head Office on or before the date indicated in Appendix 25-13: LC Calendar of National Championships. LC Head Office will forward to each Host the appropriate fees, less 25%, thirty (30) days prior to the start of the event.

24.9.2.3 Where the MA representative has not been finalized, the MA 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 have forfeited their right to play in the competition.

24.9.2.4 Withdrawal from an event must be made in writing to the Host, copied to LC 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.

### *24.9.3 For Women's Field Lacrosse National Championships*

24.9.3.1 The entry fee is \$2,500.00 for Senior events and \$2,500.00 for Junior events.

24.9.3.2 Registration fees shall be paid to LC Head Office on or before the date indicated in Appendix 25-13: LC Calendar of National Championships. LC shall forward to each Host the appropriate fees, less 25%, 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.

24.9.3.3 Withdrawal from an event after Notice of Attendance is filed, as per Appendix 25-13, will result in forfeiture of the entry fee plus a fine to a maximum of \$1000. The entry fee will remain with the Host MA, and the fine will be used to off-set costs incurred by the Host MA and other participating MAs. The forfeiture fine amount will be levied within 30 days of the competition. Decisions regarding distribution of the forfeiture fine will be decided in consultation with the Host Convenor, and distributed to the affected MAs within 45 days of the competition

## **24.10 NOTIFICATION OF TEAM REGISTRATION (ROSTERS)**

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24.10.1 Team registration forms must be signed by the signing authority of the MA the team is representing. This signature confirms that all players are eligible to compete in the championship or competition and where applicable (under policy 10.1.2.) have completed LC Anti-Doping education program or the CCES online education course and all bench personnel have the appropriate certification. MA's found, by the Discipline Committee, after a Hearing, to have knowingly or without reasonable diligence, signed the form with false information shall be subject to a \$2500 fine.

### *24.10.2 For Box Lacrosse National Championships and Competitions*

24.10.2.1 The MA shall ensure that all teams attending national championships or competitions shall have copies of their approved registration form.

24.10.2.2 The Team Registration form shall be limited to a maximum of twenty-five (25) players with the exception of Presidents Cup and Founders Cup where each competing team will be allowed a roster of 26 players – 3 of which are designated as goaltenders on the Team Registration Form. The number of players dressed for each game shall be governed by the rules of Box Lacrosse as issued by LC.

24.10.2.3 A completed or unsigned but substantially completed Team Registration Form shall be submitted to LC office (electronically via email or online form) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).

24.10.2.3.1 Failure to submit the Team Registration Form by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting, will result in a fine of \$500 charged to the offending team's MA.

With the following exception:

24.10.2.3.1.1 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.

24.10.2.3.2 The team will not be eligible to compete in the event until the Team Registration form has been submitted to LC Convenor. No player or bench personnel may play or participate until a Waiver and Code of Conduct Form has been submitted to LC Convenor

24.10.2.4 The completed Team Registration Form, signed by the MA and the appropriate acknowledgement of Risk and Release of Liability Waiver and Code of Conduct forms in the same order as the names appear on the Team Registration form, must be brought to the Coaches meeting prior to tournament.

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- 24.10.2.4.1 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.

### *24.10.3 For Men's Field Lacrosse Championships and Competitions*

- 24.10.3.1 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 LC.

- 24.10.3.2 The completed Team Registration form, signed by the MA 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.

- 24.10.3.2.1 Failure to submit the Team Registration signed by the MA and Waiver Forms at the Coaches meeting will result in a fine of \$500 charged to the offending team's MA.

With the following exception:

- 24.10.3.2.1.1 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.
- 24.10.3.2.2 The team will not be eligible to compete in the event until the Team Registration form has been submitted to LC Convenor. No player or bench personnel may play or participate until a Waiver and Code of Conduct Form has been submitted to LC Convenor
- 24.10.3.3 LC logo is to be placed on all U19 and U17 jerseys for the National Championships. The location is to be the front left shoulder, size is to be 3 inches minimum and it will be the same as LC logo as it appears on LC letterhead. The color of this LC logo must be contrasting to the color of the jersey.
- 24.10.3.4 All teams participating at a National Championship will participate in uniforms consistent with Rule 17 in the Lacrosse Canada's Rules of Field Lacrosse and Policy 24.10.3.3 in the Lacrosse Canada's Operation Manual. Uniform colours will be consistent with those adopted for Minor Box Nationals. Teams participating in uniforms that are not consistent with this policy will result in a \$500.00 fine.

### *24.10.4 For Women's Field Lacrosse Championships and Competitions*

- 24.10.4.1 The rosters shall be unlimited. The MA shall forward to LC Head Office at least twenty-one (21) days prior to the start of the event the approved roster of all teams representing their MA at the event. LC Head Office shall forward this information to LC Convenor for use in verifying player registrations at the competitions.

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## **24.11 COACH AND TRAINER CERTIFICATION**

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24.11.1 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.

24.11.1.1 All coaches must have the appropriate certification (as listed in the minimum certification standards) at least two (2) weeks prior to their attendance at a National Championships of Competition.

24.11.2 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 is expelled from the game and there is not another fully certified coach on the bench, the game shall be forfeit.

24.11.3 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; Chiropractor; Registered Massage Therapist).

From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.

LC 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.

24.11.4 Coaches and Trainers must be able to provide proof of certification if requested.

24.11.5 Non-Canadian Coaches and Trainers must meet the certification requirements or acceptable equivalency from programs in their home country or country of residence.

24.11.6 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.

24.11.7 All teams are required to have a minimum of one appropriately certified coach (as per section 24.34.2), registered on the team registration form and on the bench, at the start of each game.

24.11.7.1 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

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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 within LC and must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.11.7.2 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 within LC and must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.11.7.3 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.

### **24.12 LC CONVENORS**

24.12.1 LC Convenor is the representative of LC at the Championship. The Director National Championships in consultation with the Board of Directors, host MA and the appropriate Sector Chairperson appoint LC Convenors. That appointed LC Convenor may appoint an Assistant LC Convenor to assist him/her at all National Championships, preferably from the Host MA in consultation with the Host MA.

24.12.2 LC Convenor is responsible to LC for the decisions made on behalf of LC. The nominee should be drawn from (in order of precedence): LC Board of Directors, MA Presidents, or Sector Chairpersons. If no candidate is available from those individuals, the Host MA should be asked to provide the name of a prominent and respected member of the lacrosse community.

24.12.3 LC Convenor appointment is to be made no later than April 1<sup>st</sup>, unless a date is specified in a sanction-agreement.

24.12.4 The role of LC Convenor is to act as a general supervisor of the competition. The function of LC Convenor is to ensure that the competition adheres to:

24.12.4.1 the regulations of LC;

24.12.4.2 the rules of play;

24.12.4.3 the hosting agreement;

24.12.4.4 LC Convenor does not have the authority to change any of the above.

24.12.4.5 Additional duties include:

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- 24.12.4.5.1 confirm all required forms are completed prior to the event;
- 24.12.4.5.2 supervise the competition;
- 24.12.4.5.3 verify the registration of the participants prior to the start of the competition;
- 24.12.4.5.4 serve as the chairperson of the Appeals Committee;
- 24.12.4.5.5 conduct a pre-competition meeting with the Host, the Official-in-Chief and the representatives of the participants;
- 24.12.4.5.6 maintain a close liaison with the Host;
- 24.12.4.5.7 review all game sheets ensuring that they are complete and accurate, and deal with any items requiring further action;
- 24.12.4.5.8 file a post-event 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 submitted to LC office within 30 days of the end of competition. LC Convenor honourarium will not be paid until the report has been received.

24.12.5 LC is responsible for the following expenses:

24.12.5.1 Transportation – as per the guidelines in the Finance section of this manual.

24.12.5.2 Per Diem – as per the guidelines in the Finance section of this manual.

24.12.5.3 Accommodation – as per the guidelines in the Finance section of this manual.

24.12.6 Honorariums are paid as per the following schedule

<b>Box Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Mann Cup	LC	\$500	To be paid upon submission of a report.
Minto Cup	LC	\$500	To be paid upon submission of a report.
Presidents' Cup	LC	\$500	To be paid upon submission of a report.
Founders' Cup	LC	\$500	To be paid upon submission of a report.
Minor Nationals	LC	\$500 per event	To be paid upon submission of a report

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<b>Men's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Masters	Host	\$200	To be paid upon submission of a report
Senior	LC	\$200	To be paid upon submission of a report
U19	LC	\$200	To be paid upon submission of a report
U17	LC	\$200	To be paid upon submission of a report
U15	Host	\$200	To be paid upon submission of a report
<b>Women's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Senior	LC	\$200	To be paid upon submission of report
Junior	LC	\$200	To be paid upon submission of report

### **24.13 LC OFFICIAL IN CHARGE (OIC)**

- 24.13.1 The OIC is responsible to and reports directly to LC Convenor. They serve as the technical resource for LC Convenor.
- 24.13.2 The OIC is a representative of LC at the competition. The OIC for National Championships or Competition is appointed by the Director National Championships, in consultation with the host MA the Officiating Committee Chair and the appropriate Sector Chair.
- 24.13.3 The OIC appointment to be made no later than April 1<sup>st</sup>, unless a later date is specified in the sanction agreement.
- 24.13.4 The OIC of the Women's Field Lacrosse Sector shall be the event OIC. If this person is unavailable, the Women's Field Sector Chair shall nominate an alternate.
- 24.13.5 The OIC does not work as a game official in the Championship. Notwithstanding the above, should a situation arise which requires the OIC to participate as a game official, it can be approved by LC Convenor at the event.
- 24.13.6 Responsibilities include the following:
- 24.13.6.1 coordinate planning with the Host;
  - 24.13.6.2 attend pre-competition meeting and respond to all questions and issues pertaining to officiating;
  - 24.13.6.3 handle all communications between the participants and the officials;
  - 24.13.6.4 receive and distribute payments to officials;



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24.13.6.5 provide input to inquiries or discipline procedures as the representative of the officials under supervision

24.13.6.6 supervise the officials at the competition;

24.13.6.7 recommend assignments to LC Convenor for all games of the competition.

24.13.6.8 Complete an event report and submit it to LC Officiating Committee Chair within 30 days of the end of competition, along with all of the individual evaluations of the officials. See Appendix 25-14 for the required information to be included in the report.

24.13.7 LC is responsible for the following expenses:

24.13.7.1 Transportation – as per the guidelines in the Finance section of this manual.

24.13.7.2 Per Diem – as per the guidelines in the Finance section of this manual.

24.13.7.3 Accommodation – as per the guidelines in the Finance section of this manual.

24.13.8 Honorariums are paid as per the following schedule:

<b>Box Competitions</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Sr. Box	LC	\$500	To be paid upon submission of report
Jr. Box	LC	\$500	To be paid upon submission of report
Minor Nationals (4 separate events)	LC	\$250 per Individual OIC	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	LC	\$200	To be paid upon submission of report
U19	LC	\$200	To be paid upon submission of report
U17	LC	\$200	To be paid upon submission of report



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U15	Host	\$200	To be paid upon submission of report
<b>Women's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Senior	LC	\$200	To be paid upon submission of report
Junior	LC	\$200	To be paid upon submission of report

24.13.9 In Men's Field, the OIC in consultation with LC Convenor may appoint an Assistant OIC 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 OIC. These costs are to be covered by LC.

### **24.14 DISCIPLINE AT NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.14.1 The Host MA 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 LC Convenor and announced at the Pre-Competition Meeting. This committee will be comprised of a pool of five (5) people including the Chair, any three (3) of whom will sit as the panel of discipline hearings.

24.14.2 If determined by LC 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.

24.14.3 All fines levied by the CCDC are payable to LC. LC 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 LC Head Office.

24.14.4 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 LC Convenor as per the guidelines in this Section.

24.14.5 Disciplinary actions taken will be considered specific to the Championship or Competition. All disciplinary matters and actions shall be reported to LC Head Office and then forwarded to LC President for further review. LC reserves the right to impose additional discipline as a result of a Code of Conduct violation.

#### **24.14.6 General Discipline Guidelines**

24.14.6.1 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.

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24.14.6.2 Any person suspended under the rules of play, these guidelines, by action of the CCDC or LC Convenor shall not participate in pre-game, game, or post-game activities of the championship or competition including any medal ceremonies.

### *24.14.7 Box Sector Pre-Determined Discipline Guidelines*

24.14.7.1 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.

24.14.7.2 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.

24.14.7.3 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.

24.14.7.4 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.

24.14.7.5 Any person who enters into acrimonious discussions, makes abusive or obscene comments or gestures, or threats to officials, LC OIC, LC Convenor, Minor Officials or LC event Staff, shall be fined a minimum of \$100 and suspended for a minimum of two (2) games. The incident shall be reviewed by the CCDC to determine if further action is warranted.

24.14.7.6 Any person knowingly falsifying eligibility or certification documentation will be suspended indefinitely, until LC Discipline Committee can meet to render a decision.

### *24.14.8 Men's Field Sector Pre-Determined Discipline Guidelines*

24.14.8.1 Any person who makes abusive or obscene comments or gestures, or threats to: officials, LC Convenor, the Official in Charge, Minor Officials or LC event staff shall be fined a minimum of \$100. The incident shall be reviewed by the CCDC to determine if further action is warranted.

24.14.8.2 Any person falsifying eligibility or certification documentation will be suspended indefinitely, until LC Discipline Committee can meet to render a decision.

24.14.8.3 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 LC - RULES OF MEN'S FIELD LACROSSE, the individual shall be suspended for the remainder of the game and

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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.

- 24.14.8.4 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.
- 24.14.8.5 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.
- 24.14.8.6 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.
- 24.14.8.7 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.

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.

### **24.15 APPEALS AT NATIONAL CHAMPIONSHIP AND COMPETITIONS**

- 24.15.1 LC 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 LC.
- 24.15.2 Protests and appeals must be filed with LC 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 LC, or cash in the amount of \$100.00. The appeal or protest shall then be dealt

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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 LC.

24.15.3 The Committee may call witnesses to help in making their decision.

24.15.4 If there is an appeal of an official's call, LC Convenor shall only consider the appeal based upon errors in fact or application of the rules, not on the official's judgment.

### **24.16 TRANSPORTATION FOR TEAMS, LC CONVENOR, LC OIC, AND OFFICIALS**

24.16.1 Teams, LC Convenor and LC OIC are responsible for their transportation costs to and from the Host community.

24.16.2 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.

24.16.3 The Host Committee shall make arrangements for transportation for teams and officials, coming to and from the airport to the identified championship accommodation location. This will also be required for LC Convenor and LC OIC if necessary.

24.16.3.1 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.

24.16.3.2 The Host Committee will have the option of charging a fee for team transportation to and from the airport to the identified championship accommodation location, if necessary, and are to inform teams of said fee prior to the date that teams are to confirm they are accepting the arrangements.

24.16.3.3 Teams and officials will have the option of accepting the arrangements or making their own.

24.16.3.4 Teams and officials must inform the Host Committee of their decision by the deadline set by the Host Committee.

24.16.4 Teams are responsible for their own transportation during the championship.

24.16.5 The Host Committee is responsible for arranging and cost of ground transportation of the officials during the championship.

24.16.6 This policy does not apply to the Minto Cup or Mann Cup.

### **24.17 OFFICIALS TO NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

#### *24.17.1 On-Floor or On-Field Officials*

24.17.1.1 Each MA attending a National Championship has the right to nominate one (1) official to participate in that National Championship. Any MA sending more than one (1) team to the National

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Championship shall have the right to nominate one (1) additional official for each subsequent team. Any MA 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.

- 24.17.1.2 The MA'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 will review that request.
- 24.17.1.3 The MAs shall provide LC Officiating Sector Chairperson with a list of officials to work at the National Championships and Competitions by July 1.
- 24.17.1.4 The identification of the number of officials required to work the championship is a function of the Chief Official in conjunction with LC Convenor and the Host Committee.
- 24.17.1.5 The Host Committee is responsible for the following expenses for Officials:

Item	Fees	Notes
Accommodation		1 room/2 Officials - see Note 1 below
Per Diem		As per LC Guidelines – see Note 2 below
Game Fee Sr. A - Box	\$525.00	3 officials x \$150/Official + \$75/standby Official for each game
Game Fee Sr. B – Box	\$350.00	3 officials x \$100/Official + \$50/standby Official for each game
Game Fee Jr. A – Box	\$350.00	3 officials x \$100/Official + \$50/standby Official for each game
Game Fee Jr. B – Box	\$280.00	3 officials x \$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	\$160.00	4 officials x \$40/Official for each game

**Note 1:** 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

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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

**Note 2:** Per diem must be paid at the start of the event. Meal allowance per 13.10.8, corrected for meals provided with the hotel stay if applicable. The payment method must be agreed-upon between the Host Committee and OIC.

24.17.1.6 For Men's Field – If an official attending a national championship has to travel over 400 kms to attend the tournament, the Host will be required to provide one additional night's accommodation (providing accommodation at one room per two officials) on the last evening of the competition to allow the official to travel home on the designated travel day.

24.17.1.7 LC is responsible for all Minor Box/Female Box and Minor Field/Female Field Lacrosse National Championships officials game fees as follows:

24.17.1.7.1 Minor Box/Female Box and Minor Field/Female Field Lacrosse National Championships officials game fees are to be paid to each official by the Host at the National Championship event. The Host shall apply to LC for reimbursement of the game fees as defined in this Section.

24.17.1.7.1.1 Female Box (U22)- \$40/official/game – 2 officials. If standby used, \$20/game.

24.17.1.7.1.2 U17 Box (Male/Female) - \$35/official/game– 2 officials. If standby is used, \$17.50/game.

24.17.1.7.1.3 U15 Box (Male/Female) - \$35/official/game– 2 officials. If standby is used, \$17.50/game.

24.17.1.7.1.4 U13 Box - \$35/official/game-2 officials. If standby is used, \$17.50/game.

24.17.1.7.1.5 U19 Men's Field - \$40/official/game – 4 officials

24.17.1.7.1.6 U17 Men's Field- \$40/official/game – 4 officials

24.17.1.7.1.7 U15 Men's Field - \$40/official/game – 3 officials

24.17.1.7.1.8 Women's Field - \$40/official/game – 4 officials

### 24.17.2 Minor Officials

24.17.2.1 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.

24.17.2.2 These Officials shall come under the authority of the OIC.

24.17.2.3 In Men's Field, the following minor officials are required:

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- 24.17.2.3.1 Timekeepers are persons recruited to operate the game watches must have a working knowledge of the equipment.
  - 24.17.2.3.2 Scorekeepers are responsible for registering, correctly, all goals, assists and penalties as given by the Official's. The game sheet must be signed by all Official's and given to LC Convener or their delegate after the game.
  - 24.17.2.3.3 Statistician will get the game sheet from LC 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 LC Convener or their delegate.
  - 24.17.2.3.4 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.
  - 24.17.2.3.5 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 persons shall be a minimum 10 years of age, and shall wear a helmet, gloves and where appropriate a box/cup (Rule 14.3)
- 24.17.2.4 In Men's Field
- 24.17.2.4.1 Officials shall conduct themselves in a manner deemed socially acceptable on and off the field
  - 24.17.2.4.2 Officials shall dress appropriately on and off the field.
  - 24.17.2.4.3 Each game will have the minimum number of officials as outline in the table under Policy 24.18.1.6

### *24.17.3 Officials Travel to Nationals*

- 24.17.3.1 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 Officials to National Championships.
  - 24.17.3.1.1 LC office staff will book all officials travel to LC national championships.
  - 24.17.3.1.2 All airline tickets should be booked no later than 45 days prior to departure. If a ticket is booked within the 45 days prior to departure, a reason must be provided in writing which will be reviewed by the Director Administration.



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- 24.17.3.1.3 Airline Transportation expenses include flight cost and one checked bag. Seat selection is not included as seats can be selected free of charge 24 hours prior to departure.
- 24.17.3.1.4 If an official chooses to drive to a national championship the official must notify the LC Head office no later than 45 days prior to the national championship.
  - 24.17.3.1.4.1 A claim for ground transportation as defined in section 13.10.4.1 must be submitted within 30 days after the championship.

### **24.18 OFFICIALS CERTIFICATION**

#### *24.18.1 For Mann Cup – Senior A*

- 24.18.1.1 Level 5 (some possible exceptions)
- 24.18.1.2 NOCP certified in current year
- 24.18.1.3 Previous experience in a National Championship
- 24.18.1.4 Recommended by the MA Officials' Association (RDC in Ontario).
- 24.18.1.5 Recommendation approved by the MA where applicable.
- 24.18.1.6 The Chair will take the recommended officials to the NOCP Committee for ratification

#### *24.18.2 For Presidents' Cup – Senior B*

- 24.18.2.1 Level 4 (some possible exceptions)
- 24.18.2.2 NOCP certified in current year
- 24.18.2.3 Previous experience in:
  - 24.18.2.3.1 A National Championship or
  - 24.18.2.3.2 Provincial Championship or
  - 24.18.2.3.3 LC sanctioned Invitational Tournament
  - 24.18.2.3.4 Recommended by the MA Officials' Association (RDC in Ontario).
  - 24.18.2.3.5 Recommendation approved by the MA.
  - 24.18.2.3.6 The Chair will take the recommended officials to the NOCP Committee for ratification

#### *24.18.3 For Minto Cup – Junior A*

- 24.18.3.1 Level 5 (some possible exceptions)
- 24.18.3.2 NOCP certified in current year
- 24.18.3.3 Previous experience in a National Championship
- 24.18.3.4 Recommended by the MA Officials' Association (RDC in Ontario).
- 24.18.3.5 Recommendation approved by the MA.



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24.18.3.6 The Chair will take the recommended officials to the NOCP Committee for ratification

### *24.18.4 For Founders' Cup*

24.18.4.1 Level 4 (some possible exceptions)

24.18.4.2 NOCP certified in current year

24.18.4.3 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.4.4 Recommendation approved by the MA.

24.18.4.5 The Chair will take the recommended officials to the NOCP Committee for ratification.

### *24.18.5 For Minor Nationals*

24.18.5.1 Level 3

24.18.5.2 NOCP certified official in the current year

24.18.5.3 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.5.4 Recommendation approved by the MA.

24.18.5.5 The Chair will take the recommended officials to the Committee for ratification

### *24.18.6 For Men's Field*

24.18.6.1 For national competitions officials shall be certified at the following minimum levels for each age division;

Masters	Level III
Senior	Level III
Junior Mens (U19)	Level III
U17	Level III
U15	Level II

## **24.19 ACCOMMODATIONS**

24.19.1 Prior to the competition, the Host Committee must provide to the MA, 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.

24.19.1.1 The Host Committee is responsible for arranging and cost of accommodations for all officials.

24.19.1.2 Accommodations for LC Convenor and LC OIC shall be booked and paid by LC head office.

24.19.1.3 This policy does not apply to the Minto Cup or Mann Cup.

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24.19.2 When arranging accommodations, LC sponsorship agreements must be adhered to unless unavailable or unsuitable as approved by LC Executive Director.

24.19.3 A representative from each team shall complete the Accommodations Declaration Form before accepting rooms on behalf of their teams.

### **24.20 NATIONAL CHAMPIONSHIP OR COMPETITION TROPHIES**

24.20.1 Approved trophies for the various championships and competitions are listed by discipline in this Section.

24.20.2 Winning teams may retain possession of the trophy or cup until the end of February. A Championship Trophy/Cup Agreement Form must be filled out by the team manager of the winning team. This form must be returned to LC Convenor before the team can take possession of the trophy or cup. The form will be sent to LC Head Office along with the Convenor report.

24.20.3 All trophies must be returned "PREPAID" to LC Head Office, or other place specified by LC Executive Director. Trophies not returned by the specified date will result in a fine of \$100 per month until it is received in LC Head Office. Failure to return the trophy may also result in the suspension of the offending team.

24.20.4 Each team, in a national championship, acts as a representative of their MA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA.

24.20.5 The Host Committee is responsible for the purchase of championship medals from LC, or for getting LC approval of substitute awards. Substitute awards must be submitted to LC 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.

24.20.6 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 LC. Presentation trophies shall fall under the regulations for national championship trophies as established in this section.

### **24.21 BANQUET AND CEREMONIES**

24.21.1 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 LC Convenor.

24.21.2 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, officials 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 LC Head Office. This awards event cost will be added to each teams registration fee, due at the appropriate date.

24.21.3 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 Director National Championships. 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.

24.21.4 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.

24.21.4.1 All players, coaches and team personnel are expected to attend the banquet.

24.21.4.2 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.

24.21.4.3 Participants must be informed of the dates and times of the ceremonies. Dress code and other specifics must be included with this information.

24.21.4.4 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.

### **24.22 MARKETING AGREEMENTS**

24.22.1 LC 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. LC shall work in conjunction with the Host Committee to ensure maximum exposure and return for this promotion.

24.22.2 LC 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.

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- 24.22.3 LC shall have the right to pre-approve the form, content and quality of all such advertising, promotion or other use of LC products.
- 24.22.4 The proceeds from any marketing agreement, including contra, will be distributed as per the terms and conditions of the agreement and the Hosting Agreement.
- 24.22.5 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.
- 24.22.6 LC Executive Director will provide a list to Host Committee(s) by outlining National Championship or Competition sponsorship agreements.
- 24.22.7 LC official sponsor's logos to be given to Host Committee by LC Head Office to be displayed on the cover sheet of all print material pertaining to the Championship or Competition.
- 24.22.8 The Host Committee has the option of creating an event specific logo for the championship they are hosting. The logo shall incorporate LC logomark and clearly identify the official title of the championship. LC has right to request edits and shall give final approval.

### **24.23 MEDIA RELATIONS**

- 24.23.1 LC owns the exclusive rights to all media properties related or generated from LC sanctioned championships or competitions, which originate in Canada. All transactions involving media rights must be exercised through LC and with the expressed written consent of LC Executive Director.
- 24.23.2 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.
- 24.23.3 The Host Committee shall publish a program for the event and shall provide LC with the 3 pages for advertising which are necessary to fulfill LC sponsorship agreements. LC will provide print-ready content prior to July 15th.
- 24.23.4 The Host Committee shall invite area media (TV, Print & Radio) to all promotional events surrounding the championship.

### **24.24 TIE BREAKING**

- 24.24.1 In the event of a tie in point standings in a competition, final standings shall be determined as follows:
  - 24.24.1.1 In the event of a tie in points between **two** teams the final standings shall be determined as follows:
    - 24.24.1.1.1 The team that won the greater number of points in games played, during the competition, between the teams tied shall

# LC Operations Manual

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be declared the winner of the higher position. **(HEAD TO HEAD)**

- 24.24.1.1.2 If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in the games during the competition shall be used in the goal average computation. (See Goal Average Formula below)
- 24.24.1.1.3 If a tie still exists, the team with least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number of games, the lowest average of the penalties in minutes in all Round Robin games shall be used to declare the winner.
- 24.24.1.1.4 If a tie still exists then a coin toss will decide the winner.
- 24.24.1.2 In the event of a tie in points between three or more teams the final standings shall be determined as follows:
  - 24.24.1.2.1 The team(s) that won the greater number of points in games played, during the competition, between the team(s) tied shall be declared the winner of the higher position. **(HEAD TO HEAD TO HEAD)**
  - 24.24.1.2.2 If any or all of the teams are still tied after the seeding of teams under 24.24.1.2.1, the Goal Average Formula will be used to break the tie between the remaining tied teams. Only goals scored in games between the tied teams during the competition shall be used in the goal average computation. (See Goal Average Formula)
  - 24.24.1.2.3 If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in all games during the competition shall be used in the goal average computation. (See Goal Average Formula Below)
  - 24.24.1.2.4 If a tie still exists, the team with the least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number The Goal Average Formula is defined as follows:

$$\frac{GF}{GF + GA} = \text{GOAL AVERAGE}$$

The team with goal average closest to 1.0 shall be declared the winner

- 24.24.1.3 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:
  - 24.24.1.3.1 Least penalty minutes between tied teams
  - 24.24.1.3.2 Man Up goals
- 24.24.1.4 In Women's Field, if a tie still exists between teams, the WL Women's Field tie breaker rule will be followed.

## 24.25 CONTINGENCY PLANNING

## LC Operations Manual

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- 24.25.1 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.
- 24.25.2 The Host MA must have liability insurance in place, which will cover all reasonable hazards pertaining to competition.
- 24.25.3 The Host Committee must ensure adequate and proper crowd control at all competitive sites throughout the competition.

### **24.26 INFORMATION SERVICES**

- 24.26.1 Prior to the championship or competition, the Host Committee must provide to the participating teams if known or the MAs if team is unknown the information necessary to arrange accommodations.
- 24.26.2 The Host Committee will provide directions for participating teams to all game sites and accommodations.
- 24.26.3 A schedule of game times, transportation arrangements and ceremonies must be made available to the participating teams if known and to the MAs if team is unknown prior to the commencement of the championship or competition.
- 24.26.4 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.

### **24.27 GAME PASSES OR TICKETS**

- 24.27.1 The Host Committee will provide Championship Game passes or tickets for the following approved groups:
  - 24.27.1.1 Teams will be given a pass or ticket for each eligible player, three coaches, two managers, two trainers, one league commissioner and one MA representative.
  - 24.27.1.2 Approved Officials for the championship or competition will receive a pass or ticket.
  - 24.27.1.3 Two Official evaluators.
  - 24.27.1.4 Members of the discipline and appeals committee's shall receive two passes or tickets each.
  - 24.27.1.5 LC Convenor, LC OIC and each attending LC Executive, Director, Sector Chair, and LC office staff will receive two passes or tickets. The Host Committee to confirm with LC Head Office the number of LC passes or tickets required for each Championship or Competition.

### **24.28 FACILITIES AND EQUIPMENT**

- 24.28.1 Meeting Facilities

## LC Operations Manual

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24.28.1.1 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.

### 24.28.2 Fields for Men's Field:

24.28.2.1 Field markings shall be up to date and accurately applied on each field being used.

24.28.2.2 Adequate dressing rooms for all participants shall be provided by the host when necessary.

24.28.2.3 Washroom facilities shall be made available for participants and spectators during the championships

24.28.2.4 Every effort shall be made to make available food services to participants and spectators during the championships.

24.28.2.5 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.

### 24.28.3 Equipment

24.28.3.1 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.

## 24.29 INTERNET SERVICES

### 24.29.1 Website

24.29.1.1 Each National Championships has a website, with a stats program incorporated, that is provided by LC to the host (at no expense to the host). The host must use this website and will not create their own. The host will work with LC on the content set up and updates.

24.29.1.2 Information about all aspects of the Championship must be updated as it becomes available.

24.29.1.3 Throughout the competition, the website must be updated at least daily.

24.29.1.4 Website should contain the following:

24.29.1.4.1 Host Committee information;

24.29.1.4.2 Participating Teams;

24.29.1.4.3 Ticket prices;

24.29.1.4.4 Schedule, Game results and Standings;

24.29.1.4.5 Officials of the Championship or Competition;

24.29.1.4.6 Optional Areas:



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- 24.29.1.4.6.1 Merchandise available;
- 24.29.1.4.6.2 Individual players stats;
- 24.29.1.4.6.3 Team pictures or individual players;
- 24.29.1.4.6.4 Game summaries

24.29.1.5 LC sponsors must be listed on website

### 24.29.2 *Web Cast*

24.29.2.1 Whenever or wherever possible, Championship and Competition games should be web cast.

24.29.2.2 LC Official sponsors to be mentioned once per period or quarter of play during web cast.

## 24.30 FINANCIAL

24.30.1 Each championship or competition will be budgeted to be self-sufficient. Unless otherwise determined by the Directors of LC 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.

24.30.2 The Host Committee is required to file a financial statement with LC Head Office within (90) ninety days of the end of the championship or competition.

24.30.3 Failure to submit a financial statement for the Championship with LC Head Office will result in a fine of \$100.00 per month assessed to the MA for late reporting.

## 24.31 CHAMPIONSHIPS SUMMARY

24.31.1 The Host Committee will be responsible for sending a summary of the Championship or Competition to LC within ninety (90) days after the final game.

24.31.2 The summary should include:

24.31.2.1 Game results, scoring statistics and highlights;

24.31.2.2 Game action, award winners and winning team pictures with names;

24.31.2.3 Statistics information on attendance, sales, and media, etc;

24.31.2.4 Copy of Championship or Competition Program

24.31.3 Failure to submit a summary will result in host MA being fined \$500.00.

## 24.32 ADDITIONAL REGULATIONS AND REQUIREMENTS FOR MEN'S FIELD

### 24.32.1 *General Championship Meetings*

24.32.1.1 The Host Coordinator will conduct regular organizing committee meeting during the year prior to the Championship.



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24.32.1.2 LC Convenor and LC OIC will be invited to all meetings if individuals have been appointed. Attendance will be at the cost of LC Convenor and LC OIC. Minutes of these meetings will be kept and distributed within 7 days. A copy of the minutes shall be emailed or mailed to LC Convenor, LC OIC and LC Head Office as required. An overview of these meetings shall be posted on the championship or competition website.

### *24.32.2 Pre Championship Meeting*

24.32.2.1 LC Convenor will chair a meeting with the Host committee, LC OIC, Officials and at least one representative per team. Discussions will center on Championship special events, rule interpretation, championship format and general information.

### *24.32.3 Special Events*

24.32.3.1 Participants must be informed of the dates and times of each special event. Dress code and other specifics must be included with this information.

24.32.3.2 A press conference to introduce the Host committee and distribute information about the participants and Championship will be held days prior to the Championship.

### *24.32.4 Game Announcer (Optional)*

24.32.4.1 In each game the game announcer will follow a script provided by the Host committee with the approval of LC Convenor.

24.32.4.2 The script will explain how to announce goals and penalties, as well as when to introduce sponsors and upcoming special events surrounding the championship.

24.32.4.3 The Game Announcer shall make game announcements in both official languages.

### *24.32.5 Evaluation Committees (Optional)*

#### *24.32.5.1 Players*

24.32.5.1.1 The men's field and coaching sectors shall provide approved criteria to evaluate player's at all minor national championships.

24.32.5.1.2 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.

#### *24.32.5.2 Officials*

24.32.5.2.1 The OIC will evaluate all Officials participating in the national championships.

## LC Operations Manual

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24.32.5.2.2 Where possible, all Officials will be evaluated at least twice during the event and a report submitted to LC and its officiating committee.

### 24.32.6 *Championship Merchandise or Promotions*

24.32.6.1 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.

### 24.32.7 *Tickets*

24.32.7.1 Individual ticket and championship package prices to be sent to MAs early for advertising and presale. Complimentary tickets to be identified and set aside.

### 24.32.8 *Program*

24.32.8.1 Solicit advertising, championship schedule, format and general information, articles of interest about participating teams and individuals, pictures and archived championship information, etc.

### 24.32.9 *Clothing/Equipment*

24.32.9.1 The championship shall solicit venders to make available clothing and equipment that participants and the general public can purchase. Agreements with venders shall follow LC and MA guidelines. Information about clothing and equipment should be made available to the championship partners when finalized.

### 24.32.10 *Game Fundraisers*

24.32.10.1 Each host committee has an opportunity to include additional fundraising events as long as they do not detract from the championship and signed agreements.

### 24.32.11 *Championship Statistics*

24.32.11.1 In order to attract potential sponsorship for future championships, statistics 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

### 24.32.12 *Canadian Invitational Tournaments*

## LC Operations Manual

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24.32.12.1 All Canadian Invitational Tournaments shall be operated under the same regulations and guidelines as Canadian National Championships including the following;

### 24.32.12.2 Approved Hosts

24.32.12.2.1 LC may sanction any Association approved by their MA 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.

### 24.32.12.3 MA Responsibilities

24.32.12.3.1 The host MA is responsible for approving the host committee. As well as selection of the tournament convenor, chief of officials, discipline committee and appeals committee.

### 24.32.12.4 Registrations for Tournaments

24.32.12.4.1 Each eligible association will register their Notice of Attendance as per LC Manual for each sector. All registered approved personnel from an MA are eligible to participate.

### 24.32.12.5 Registration Fees

24.32.12.5.1 Team registration fees are set by the Host and must be paid directly to the host committee.

### 24.32.12.6 MA Tournament Qualifications

24.32.12.6.1 Athletes and coaching staff must meet LC requirements for National Tournaments in the Sector the Invitational National Tournament has been sanctioned.

### 24.32.12.7 Transportation

24.32.12.7.1 Each participating team is responsible for all transportation requirements during the competition.

### 24.32.12.8 Approved Awards

24.32.12.8.1 All division winners shall receive trophies as per tournament structure. All-star team selections and awards are not required for this type of competition.

### 24.32.12.9 Tournament Information and Format

24.32.12.9.1 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.

### 24.32.12.10 Special Events

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24.32.12.10.1 All special events surrounding the tournament are at the option and expense of the Host Committee.

### 24.32.12.11 Evaluation Committees

24.32.12.11.1 These committees shall not be required at National Invitational Tournaments.

### 24.32.12.12 Tournament Merchandise/Promotions

24.32.12.12.1 All tournament merchandise and promotions are at the option and expense of the Host Committee.

### 24.32.12.13 Tournament Statistic

24.32.12.13.1 Statistics shall be kept and sent as part of the host committee report sent to their MA. The Host Committee shall complete all LC reports within 30 days of the completion of the event and submit to their MA, for submission to LC Staff.

### 24.32.12.14 Duration of Games

24.32.12.14.1 All game length in the Invitational National Competition will be determined by the current LC rules of competition for the Sector involved in the competition.

## **24.33 MINOR NATIONALS**

### *24.33.1 Player Eligibility*

24.33.1.1 U13 Players to be 11 and 12 years of age in the calendar year.

24.33.1.2 U15 Players to be 13 and 14 years of age in the calendar year.

24.33.1.3 U17 Players to be 15 and 16 years of age in the calendar year.

24.33.1.4 Must be a resident of Province/Territory or registered by the Province/Territory and being the closest MA for the player to play in where there is no lacrosse offered.

24.33.1.5 Must be registered and approved by the MA.

24.33.1.6 All teams must be an All-star format.

24.33.1.7 You can register up to 23 players.

24.33.1.8 You can only dress 18 players and 2 goalies.

### *24.33.2 Bench Personnel Eligibility*

24.33.2.1 All Bench Personnel must be certified and meet LC guidelines.

24.33.2.2 Trainers must hold valid St. John's, Red Cross, or Sport Training Certificate MA recognized. (Medical Doctors, Registered Nurses, Fire Fighters and Paramedics.)

24.33.2.3 Bench Personnel must be registered and approved by the MA.

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24.33.2.4 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 LC Box rulebook)

### 24.33.3 *Team Uniforms*

24.33.3.1 All MA's will have specified colours for your uniforms; permission would have to be given for any changes from the Box Sector.

24.33.3.2 MA's to work with LC Office to find one supplier for all MA's to purchase uniforms.

### 24.33.4 *Officials*

24.33.4.1 Must be certified in current season (Level 3 preferred)

24.33.4.2 Must be at least 18 years of age.

24.33.4.3 MA's responsibility to get the official to the Host Province.

24.33.4.4 Host to supply accommodations.

24.33.4.5 Per diem per 24.17.1.6

24.33.4.6 Host to supply transportation from the Official Hotel.

### 24.33.5 *Game Structure*

24.33.5.1 LC rules apply, with the following exceptions:

24.33.5.2 Offence/Defense style coaching not permitted at Minor Nationals.

24.33.5.3 U13

24.33.5.3.1 3-15 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.4 U15

24.33.5.4.1 3-17 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.5 U17

24.33.5.5.1 3-20 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.6 3 minute rest between periods

24.33.5.7 Full round robin if 6 or more teams participating, double round robin for less than 6 teams participating.

24.33.5.8 Preliminary Games ties stand.

24.33.5.9 Positioning games, Bronze and Gold games if tied after 3 Periods.

24.33.5.9.1 Full 10 minute overtime period.

24.33.5.9.2 If still tied sudden victory 10 minute periods.

24.33.5.9.3 3 minute break between periods.

24.33.5.9.4 In overtime the teams do not change ends as per LC rule 19 situation 3.

### 24.33.6 *Championship Round (based on 10 teams)*

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- 24.33.6.1 1st placed team gets a bye to the Gold A Game.
- 24.33.6.2 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.
- 24.33.6.3 4th place team gets a bye to the A Bronze Game.
- 24.33.6.4 5th place team gets a bye to the Gold B Game.
- 24.33.6.5 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.
- 24.33.6.6 8th place team gets a bye to the B Bronze game.
- 24.33.6.7 9th vs. 10th for the Consolation.

### 24.33.7 *(Based on 9 teams)*

- 24.33.7.1 1st placed team gets a bye to the Gold A Game.
- 24.33.7.2 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.
- 24.33.7.3 4th place team gets a bye to the A Bronze Game.
- 24.33.7.4 5th place team gets a bye to the Gold B Game.
- 24.33.7.5 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.
- 24.33.7.6 8th place team gets a bye to the B Bronze game.
- 24.33.7.7 9th team eliminated.

### 24.33.8 *(Based on 8 teams)*

- 24.33.8.1 1st placed team gets a bye to the Gold A Game.
- 24.33.8.2 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.
- 24.33.8.3 4th place team gets a bye to the A Bronze Game.
- 24.33.8.4 5th place team gets a bye to the Gold B Game.
- 24.33.8.5 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.
- 24.33.8.6 8th place team gets a bye to the B Bronze game.

### 24.33.9 *(Based on 7 teams)*

- 24.33.9.1 1st placed team gets a bye to the Gold A Game.
- 24.33.9.2 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.
- 24.33.9.3 4th place team gets a bye to the A Bronze Game.
- 24.33.9.4 5th place team gets a bye to the Gold B Game.

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24.33.9.5 6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser eliminated.

### 24.33.10 *(Based on 6 teams)*

24.33.10.1 1st placed team gets a bye to the Gold A Game.

24.33.10.2 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.

24.33.10.3 4th place team gets a bye to the A Bronze Game.

24.33.10.4 5th place and 6th place team gets a bye to the Gold B Game.

### 24.33.11 *(Based on 5 teams) – Double Round Robin*

24.33.11.1 1<sup>st</sup> place team gets a bye to the Gold A Game.

24.33.11.2 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.33.11.3 4<sup>th</sup> place team earns bye to Bronze A game. 5<sup>th</sup> place team is eliminated.

### 24.33.12 *(Based on 4 teams) – Double Round Robin*

24.33.12.1 1<sup>st</sup> place team get a bye to the Gold A Game.

24.33.12.2 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.33.12.3 4<sup>th</sup> place team earns bye into Bronze A game.

### 24.33.13 *Entry Fees*

24.33.13.1 \$2500.00 per team commitment to be made by January 31<sup>st</sup>, non refundable fee to be paid by April 30<sup>th</sup>. (if you decide you can not commit after your January 31<sup>st</sup> deadline the MA will be charged the entry fee.)

24.33.13.2 No gate fees to be charged except the Championship day all participating MA's will receive 50 free tickets per team.

24.33.13.3 Non-refundable registration fees for all Minor Box Championships shall be paid to LC Office on or before April 30<sup>th</sup> of each calendar year. LC will forward to each Host Committee the appropriate fees, less 25%, thirty (30) days prior to the start of the championships or competition.

### 24.33.14 *Practice Times*

24.33.14.1 To be arranged and paid for by the participating teams. (host to supply contact information)

### 24.33.15 *Opening Ceremonies*

24.33.15.1 Minimum Criteria

24.33.15.1.1 All teams will parade out on to the floor.

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24.33.15.1.2 Officials will parade out on to the floor.

24.33.15.1.3 LC President or delegate (must speak)

24.33.15.1.4 MA President and or their delegate.

24.33.15.1.5 O Canada in both English and French.

24.33.15.1.6 Host requirements to have Provincial flags for opening and closing ceremonies.

### *24.33.16 Closing Ceremonies*

24.33.16.1 Teams come out in order of ranking (host to identify entry point)

24.33.16.2 Medal Presentations.

24.33.16.3 MVP of each team (host to supply award and selection criteria.)

### *24.33.17 Arrival/Departure*

24.33.17.1 Host to announce Arrival and Departure dates by LC AM.

### *24.33.18 Accommodations*

24.33.18.1 To be arranged by host MA, all participants must stay at the official residence.

### *24.33.19 Transportation*

24.33.19.1 Cost Sharing of Transportation

24.33.19.1.1 To be approved by the Box Sector and added to this format.

24.33.19.1.2 does not apply to the Minto Cup or Mann Cup.



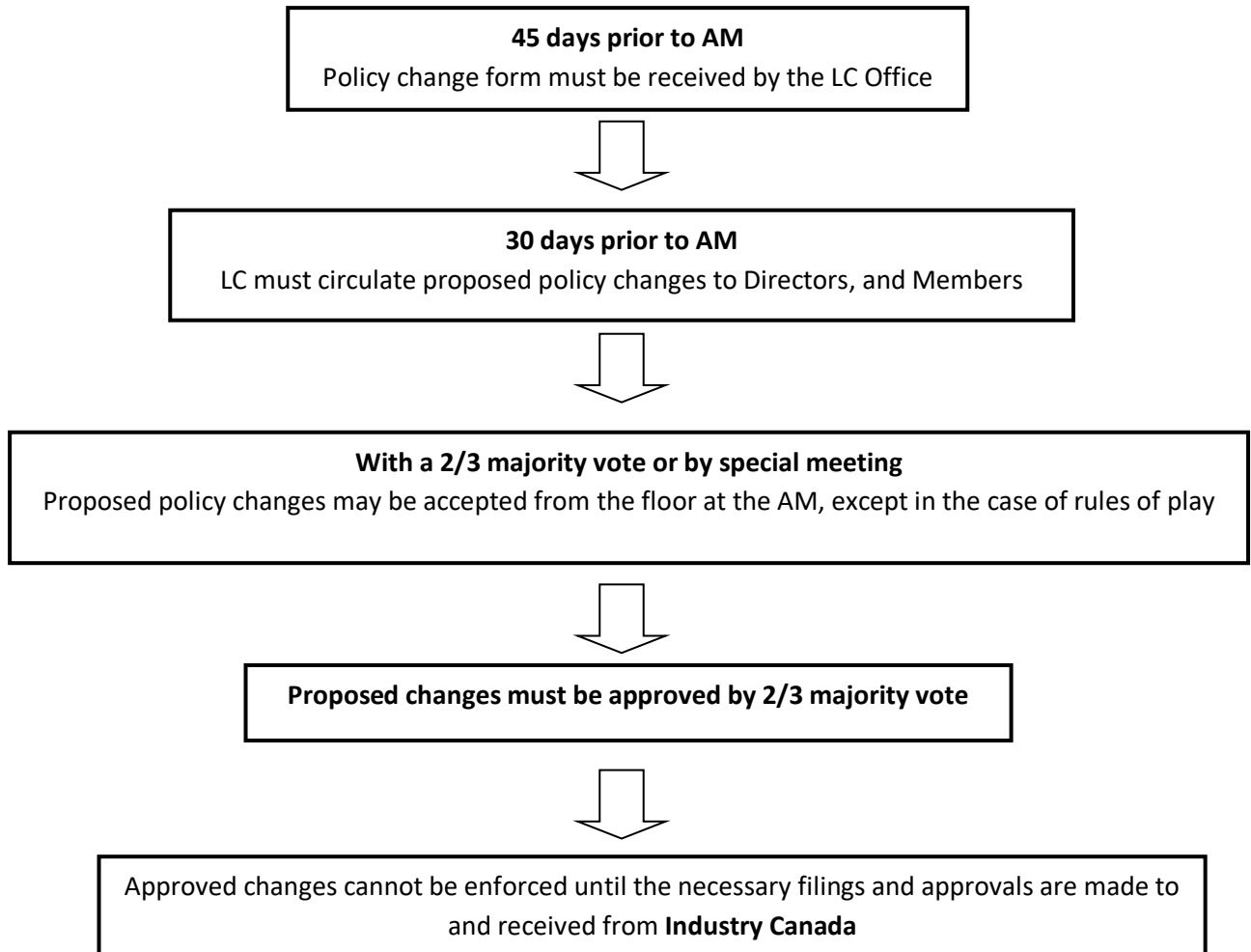
**25 SECTION 25: APPENDICES AND FORMS**

## APPENDIX 25-1

### POLICY CHANGE PROCEDURE

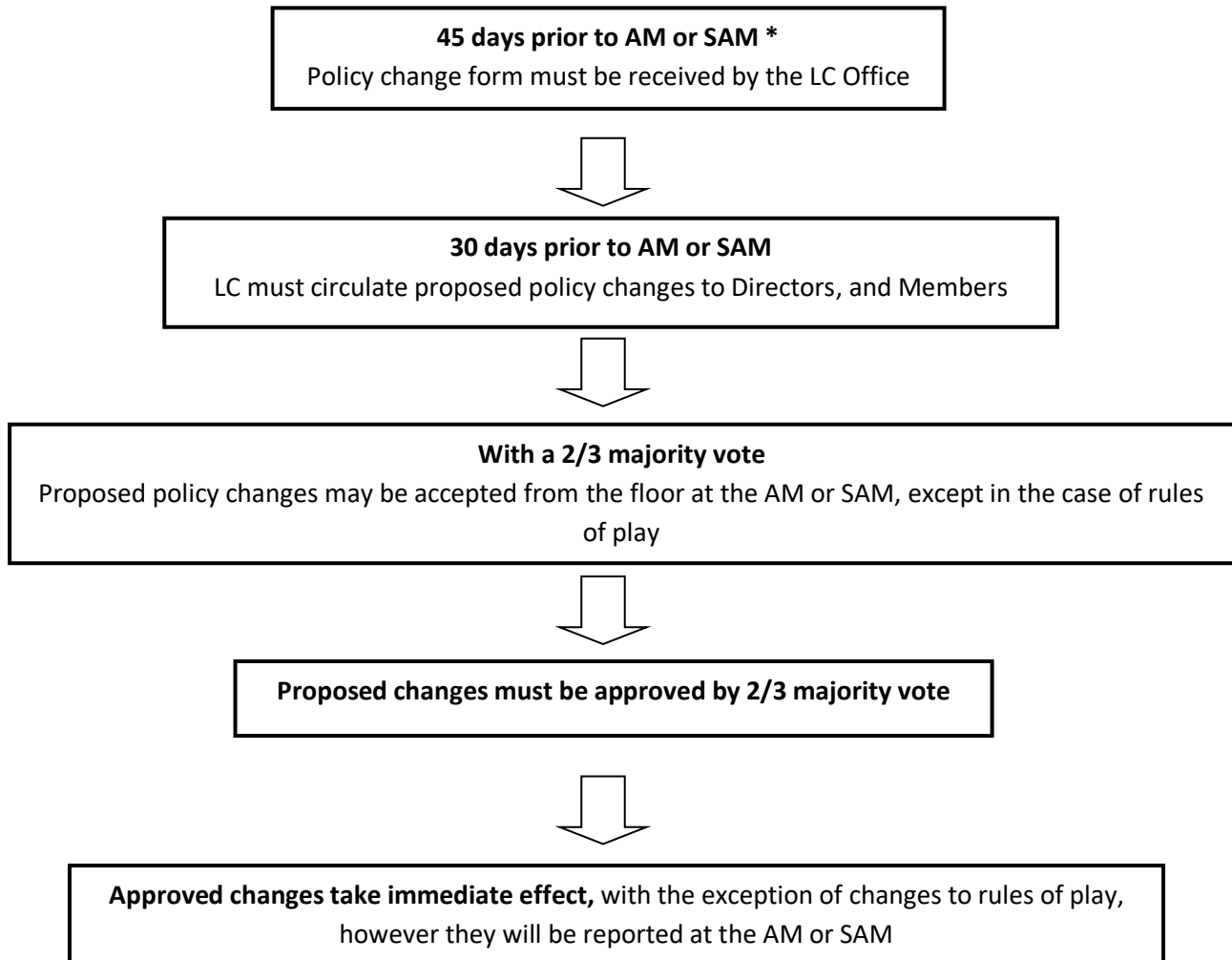
A.

- Applies to Articles of Continuance, and Bylaws.



**B.**

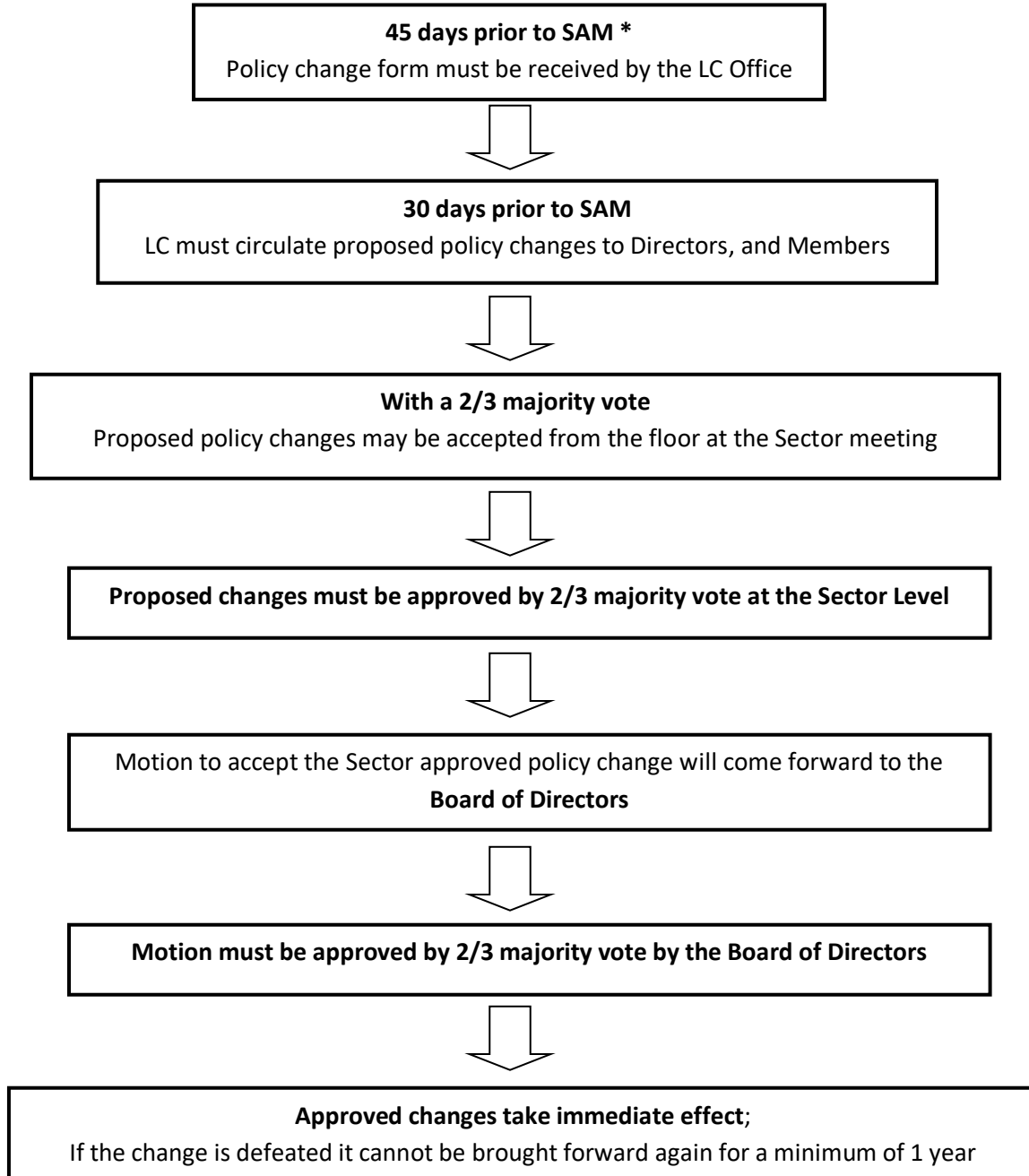
- **Applies to Regulations 3 through 17**



**\*In the period between the SAM and AM proposed policy changes, excluding rules of play, can be dealt with by Board E-Mail Ballot.**

C.

- **Applies to Regulations 18 through 24: Box Sector, Men's Field Sector, Women's Field Sector, Coaching Program, Officiating Program, National Championships.**

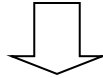


**\*At the discretion of the Sector Chair between Sector meetings proposed policy changes, excluding rules of play, can be dealt with by Sector E-Mail Ballot.**

**APPENDIX 25-2**  
**RULE CHANGE PROCEDURE**

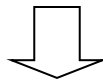
**Even Numbered Years**

Regulations relating to Rules of play may only be changed in even numbered years.



**Proposal Deadline February 15<sup>th</sup>**

Proposal for rule changes must be received by the LC Head Office by February 15<sup>th</sup>.



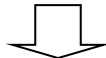
**Proposal submissions to Sector Chairs – March 1<sup>st</sup>**

Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Committee Chairpersons by March 1<sup>st</sup>.



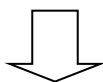
**Submit Evaluations to CLA Office – April 15<sup>th</sup>**

The Coaching and Officiating Committee Chairperson will submit their evaluations to the LC 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 Members at the Sector Meeting..



**Sector Approval requires 2/3 majority**

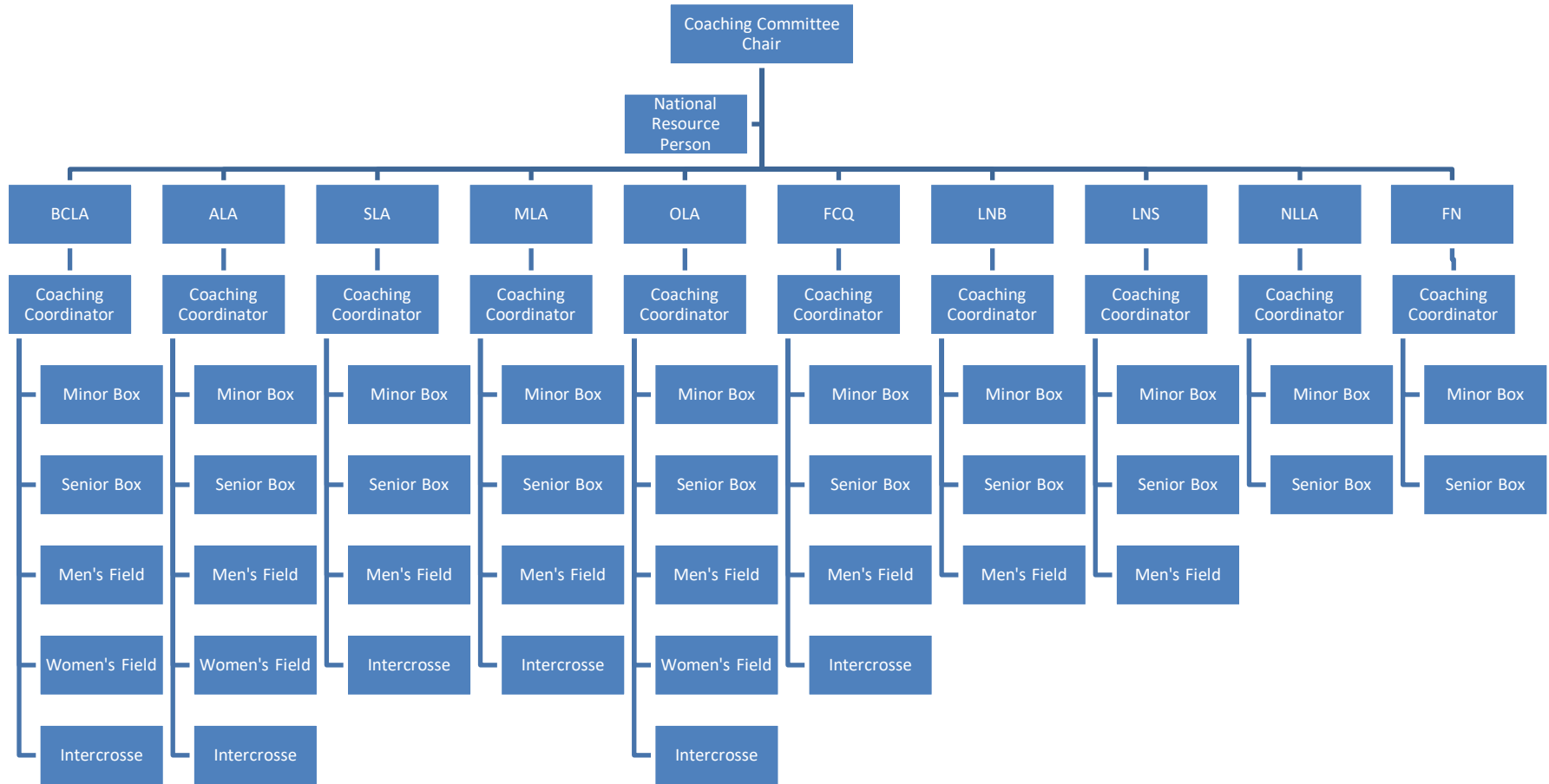
All proposals for rule changes must be considered at the Sector Meeting at which time a vote of the Member representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt, unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.



**Board of Directors Approval**

Rule changes not rejected by the Directors of the Association will be incorporated into the playing rules for the following playing season of the Sector unless immediate implementation is necessary in the interest of safety or integrity or image of the game.

# Appendix 25-3: LC NCCP Organizational Chart





**Form 100R**

**Appendix 25-4**

**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 LC.

<b>Coaching Staff Registration (PLEASE PRINT OR TYPE)</b>				
	<b>Head Coach</b>	<b>Assistant Coach</b>	<b>Assistant Coach</b>	<b>Assistant Coach</b>
<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.**

<b>Bench Personnel Registration</b>			
	<b>Name:</b>	<b>Address:</b>	<b>Phone #</b>
<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.



## 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  
 U22     U17     U15     U13

#### 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 Lacrosse Canada

- Full Payment Enclosed     Deposit     Payment to Follow





## APPENDIX 25-6

# NATIONAL CHAMPIONSHIP LIABILITY WAIVER AND CODE OF CONDUCT

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

## ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY

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 Lacrosse Canada, 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 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 an LC event and I hereby release any proprietary rights that I may have in those images to LC 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.

## CODE OF CONDUCT

- This code for conduct identifies the standard of behaviour, which is expected of all LCV 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, LC contractors, game announcers, authorized social media representatives, and employees involved in LC activities and events.
- LC is committed to providing an environment in which all individuals are treated with respect. Members and participants of LC shall conduct themselves at all times in a manner consistent with the values of LC, which include fairness, integrity and mutual respect.
- During the course of all LC activities and events, members shall avoid behaviour, which brings LC 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.
- LC members and participants shall at all times adhere to LC operational policies, to rules and regulations governing LC events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of LC.
- Members and participants of LC 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 LC 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 LC’s Harassment policy.
- Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of LC. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in LC activities and events, both present and future.

By signing below, I (participant) am indicating that I have read and understand the Acknowledgement of Risk and Release of Liability and agree to abide by the Code of Conduct for this LC National Championship.

<b>Minor Participant Name</b>		<b>Parent/Guardian Name</b>	<b>Organization Witness Name</b>
<b>Minor Participant Address</b>		<b>Parent/Guardian Address</b>	<b>Organization Witness Title</b>
		<b>Parent/Guardian Signature</b>	<b>Organization Witness Signature</b>
		<b>Date</b>	<b>Date</b>



## APPENDIX 25-7

# NATIONAL CHAMPIONSHIP LIABILITY WAIVER AND CODE OF CONDUCT

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

## ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY

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 Lacrosse Canada, 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. "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 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 LC event and I hereby release any proprietary rights that I may have in those images to LC 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.

## CODE OF CONDUCT

- This code for conduct identifies the standard of behaviour, which is expected of all LC 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, LC contractors, game announcers, authorized social media representatives, and employees involved in LC activities and events.
- LC is committed to providing an environment in which all individuals are treated with respect. Members and participants of LC shall conduct themselves at all times in a manner consistent with the values of LC, which include fairness, integrity and mutual respect.
- During the course of all LC activities and events, members shall avoid behaviour, which brings LC 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.
- LC members and participants shall at all times adhere to LC’s operational policies, to rules and regulations governing LC events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of LC.
- Members and participants of LC 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 LC 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 LC’s Harassment policy.
- Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of LC. Such action may result in the member losing the privileges, which come with membership in LC, including the opportunity to participate in LC activities and events, both present and future.

By signing below, I (participant) am indicating that I have read and understand the Acknowledgement of Risk and Release of Liability and agree to abide by the Code of Conduct for this LC National Championship.

<b>Participant Name</b>	<b>Organization Witness Name</b>
<b>Participant Address</b>	<b>Organization Witness Title</b>
<b>Participant Signature</b>	<b>Organization Witness Signature</b>
<b>Date</b>	<b>Date</b>





**LACROSSE CANADA  
CROSSE CANADA**

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HOUSE OF SPORT, RA CENTRE  
2451 RIVERSIDE DRIVE  
OTTAWA, ON K1H 7X7


<b>STAFF</b>				
<b>Position</b>	<b>Name</b>	<b>Address</b>	<b>NCCP #</b>	<b>Qualifications</b>
Coach				
Coach				
Coach				
Coach				
Coach				
Trainer				
Manager				

<b>EMERGENCY CONTACTS</b>			
<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Head Coach			
Manager			

Please complete the Team Registration Form and submit it to the CLA office (electronically via email) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).





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MA Contact			
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<b>PROVINCIAL/TERRITORIAL VERIFICATION</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

Please complete the Team Registration Form and submit it to the CLA office (electronically via email) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).



**APPENDIX 25-9**

# 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 #	

Team Representative:	Dated:
Host Representative:	Dated:





**Appendix 25-10**

## **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 hereby guarantee that the \_\_\_\_\_ Championship Trophy/Cup will be back to the Lacrosse Canada in the same condition as received by the second Friday of June following the year it is won.

**LC Operations Manual-Section 24: National Championships**

24.20.2 Winning teams may retain possession of the trophy or cup until the end of February. 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 LC Convenor before the team can take possession of the trophy or cup. The form will be sent to the LC Head Office along with the Convenor report.

24.20.3 All trophies must be returned "PREPAID" to the LC 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 LC Head Office. Failure to return the trophy may also result in the suspension of the offending team.

24.20.4 Each team in a national championship acts as a representative of their MA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA.

Team Representative: \_\_\_\_\_ Date: \_\_\_\_\_

CLA Convenor: \_\_\_\_\_ Date: \_\_\_\_\_

To be included with report to the LC Office by Championship Convenor



**Appendix 25-11**

**CHAMPIONSHIP TROPHY/CUP TRAVEL AGREEMENT**

This agreement is between:

Lacrosse Canada (**LC**)

and

The Winning Team of a National Championship (**the TEAM**) or the Member Association (**MA**)

This agreement is to allow the following LC National Championship Trophy or Cup to travel for a special event.

Responsibilities of LC

- To ship the requested LC Championship Trophy or Cup in good repair and in a shipping case which will ensure no damage to the trophy or cup during shipping, to arrive two days prior to the Event start date
- Return the \$500 bond upon the safe return of the undamaged trophy or trophy case

Responsibilities of the Team

- Post a \$500 bond for the use of the trophy by attaching a cheque or money order to this signed agreement
- Provide a shipping address to receive the trophy or cup
- Pay for the shipping of the trophy, both ways
- Provide an insurance policy on the trophy or cup of a minimum of \$10,000 for the duration of the time the Team has the trophy or cup, inclusive of shipping dates
- Ship the trophy or cup back to the Lacrosse Canada office within 2 business days of the completion of the event

By signing this agreement and sending to the Lacrosse Canada office with a bond cheque or money order of \$500, made out to the 'Lacrosse Canada' and a copy of the insurance policy, the representative for the TEAM or MA agrees to the above terms.

CHAMPIONSHIP/TOURNAMENT TROPHY or CUP: \_\_\_\_\_

EVENT THE TROPHY/CUP WILL BE USED FOR: \_\_\_\_\_

START DATE of Event: \_\_\_\_\_ END DATE of Event: \_\_\_\_\_

<i>Print Name</i>	<i>Signature</i>
TEAM / MA REP.:	TEAM / MA REP.:
	DATE:

<i>Print Name</i>	<i>Signature</i>
LACROSSE CANADA REP.:	LACROSSE CANADA REP.:
	DATE:



**LACROSSE CANADA  
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**Appendix 25-12**

**EXPENSE CLAIM FORM**

NAME:

ADDRESS:

EVENT:

DATE:

PREFERRED PAYMENT METHOD:  cheque - ensure address is included

electronic funds transfer (EFT)

TRAVEL EXPENSE		AMOUNT
air travel, train tickets (receipts required)		
ground transportation, taxi, ferry, car rental, fuel (receipts required)		
parking expenses (receipts required)		
private motor vehicle _____ km @ \$0.40/km		
MEALS		AMOUNT
Breakfast	_____ @ \$15.00 _____	
Lunch	_____ @ \$15.00 _____	
Dinner	_____ @ \$30.00 _____	
OTHER EXPENSES (details & receipts required)		AMOUNT

TOTAL (please specify if USD): \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Authorized signature

## APPENDIX 25-13: CALENDAR OF LC NATIONAL CHAMPIONSHIPS

Championship	AUGUST				SEPTEMBER		OCTOBER
	1st Week	2nd Week	3rd Week	Final Week	Labour Day W/E	2nd-3rd Week	Thanksgiving W/E
U13 (Box)							
U15 (Box)							
U17 (Box)							
U22 Women's (Box)							
Founders - Jr. B (Box)							
Minto - Jr. A (Box)							
President's - Sr. B (Box)							
Mann - Sr. A (Box)							
Alumni - U17 (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
U13 Minor (Box)	11-12 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
U15 Minor (Box)	13-14 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
U15 Girls (Box)	13-14 yrs.	Bid	4 days	Prov. All-Stars	1	Jan. 31	Apr. 30
U17 Minor (Box)	15-17 yrs	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
U17 Girls (Box)	15-17 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Junior Women's (Box)	21 & Under	Bid					
Founders - Jr. B (Box)	21 & Under	Rotation	9 days	Clubs	1 + host	Jun. 1	Jun. 1
Minto - Jr. A (Box)	21 & Under	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 - U17 (MF)	14-15 yrs.	Rotation	4 days	Prov. All-Stars	1	Jul. 5	Jul. 5
First Nations - U19 (MF)	16-18 yrs.	Rotation	4 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.

### National Championships Tournament Format - Men's Field

# 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 25-14**

### **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 LC Officiating Committee  
Chairperson within 15 days after the competition has been completed!***



## APPENDIX 25-15

# LACROSSE CANADA SOCIAL MEDIA GUIDELINES

## OVERVIEW

Lacrosse Canada (LC) has begun to use social media networking accounts in a way to increase the reach of LC 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 LC, Facebook and Twitter. LC has created a Facebook account (Lacrosse Canada), as well as a fan page (Canadian Lacrosse Association). LC has the Twitter handle (name) of LacrosseCanada.

These guidelines were developed to sit under the framework for Lacrosse Canada (“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 LC, can identify how many people follow the organization's accounts.



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Both forms of social media that LC utilizes are used to engage the audience. Creating awareness, generating interest, and increasing the visibility of LC 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 LC 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. LC can highlight the organization's recent activity, post links to related stories already posted on LC website or other related websites. It can also share photo albums and videos. Facebook allows for LC to operate and manage "groups" as well - groups allow LC 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 LC's "followers". The user(s) can only post messages and links to LC website or any other lacrosse related story. Messages must be 140 characters or less. Photos and videos can be linked as well.

Using LC'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)





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- 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 [kealan@lacrosse.ca](mailto:kealan@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. LC'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.** LC'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 LC's *Harassment Policy* in LC *Safe Sport Suite Policies*, 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 is 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 [kealan@lacrosse.ca](mailto:kealan@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 brand 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 LC staff who are trained to address such comments, at [kealan@lacrosse.ca](mailto:kealan@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.



6. **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 [kealan@lacrosse.ca](mailto:kealan@lacrosse.ca).

### PROFESSIONAL USE OF SOCIAL MEDIA

#### ***Our Expectations for Professional Behavior in Social Media***

##### Becoming Authorized To Use, Post And Comment

- Before using LC'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 LC'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



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- 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 LC's reputation or bring it into disrepute.



**APPENDIX 25-16  
TERMS OF REFERENCE – LC INDIGENOUS DEVELOPMENT COMMITTEE**

Name	<b>Indigenous Development Committee</b>
Mandate	The Indigenous Committee is a standing committee of Lacrosse Canada. Its role is to assist the Board of Lacrosse Canada in fulfilling its strategic priority and responsibility to ensure inclusion of Indigenous peoples in the sport of lacrosse, development of Indigenous-specific programming, education and promotion of the historical significance of Indigenous 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 Lacrosse Canada of activities, opportunities, programming and events that further the Association’s strategic priorities with regard to Indigenous development.</li> <li>• Determine the adequacy of Lacrosse Canada’s policies and communications to appropriately and responsibly include Indigenous peoples and communities.</li> <li>• Review Lacrosse Canada’s Member Association policies and communications to appropriately and responsibly include Indigenous peoples and communities and provide advice, assistance and recommendations.</li> <li>• Ensure that all member associations are tracking the Indigenous status of athletes, coaches and officials and reporting and changes in participation numbers to Lacrosse Canada.</li> <li>• Propose participation-based and educational programming to the Board of Lacrosse Canada for consideration.</li> <li>• Develop strategic partnerships with other organizations, such as Indigenous associations and funding agencies.</li> <li>• Create and maintain a resource list available to all Lacrosse Canada members including but not limited to: community champions, cultural facilitators, literature, etc.</li> <li>• Access and expose as many Indigenous communities as possible to the sport of lacrosse.</li> <li>• Create a strategic plan to further increase the participation numbers of Indigenous peoples and communities.</li> <li>• Develop, update and educate the entire lacrosse community on cultural sensitivity.</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 Lacrosse Canada</p>
Authority	The Committee is a limited agent of the Board in relation to Indigenous matters and is an active advisor to the Board on all matters related to Indigenous 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 LC’s Indigenous Director, LC Director Domestic Development, LC Program Coordinator, LC Atlantic Coordinator(s) and a representative appointed by each provincial association annually at the LC AM.
Meetings	The Chair of the Committee will be the LC’s Indigenous Director. The LC Program





	<p>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.</p>
Resources	<p>The Committee shall request any necessary resources Lacrosse Canada Board which will determine approval of such requests. The Committee shall receive administrative support from the LC Program Coordinator.</p>
Reporting	<p>The Committee will report through the LC Indigenous Director to the Board and Member Council at the AM and SAM in writing.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on May 30, 2015.</p>
Review	<p>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 Meeting, if warranted.</p>



**APPENDIX 25-17**

**TERMS OF REFERENCE – LC MINTO CUP COMMITTEE**

Name	<b>Minto Cup Committee</b>
Mandate	The Minto Cup Committee is a standing committee of Lacrosse Canada. 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 SAM 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 LC President, Director National Championships, Director 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 LC Communications and Marketing Coordinator or staff designate. The LC 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	<p>The Chair of the Committee will be the LC's Box Sector Chair. The LC Communications and Marketing 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.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
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 LC Events and Communications Coordinator or staff designate.



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Reporting	<p>The Committee will report through the LC Box Sector Chair to the Board at the AM and SAM in writing.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.</p>
Review	<p>The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the SAM, if warranted.</p>





**APPENDIX 25-18**  
**TERMS OF REFERENCE – LC FINANCE AND AUDIT COMMITTEE**

Name	<b>Finance and Audit Committee</b>
Mandate	The Finance and Audit Committee is a standing committee of Lacrosse Canada. 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 Lacrosse Canada on the compliance with legal and regulatory requirements.</li><li>• Determine the adequacy of Lacrosse Canada'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 Lacrosse Canada'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 Lacrosse Canada 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 Lacrosse Canada risk management and insurance policies and programs.</li><li>• Work with staff to review and assess budgets and advise on budget recommendations to the Board of Directors. The Board of Directors approves and brings annual budgets to the Members for final 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 Lacrosse Canada, 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	The Committee will be composed of the Director Administration and three additional persons who are appointed by the Board at the Annual 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.

	Members of the Committee will serve terms of two years.
Meetings	<p>The Chair of the Committee will be the Director Administration. The Executive 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.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee will receive the necessary resources from Lacrosse Canada 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 Director Administration to the Board at the AM and SAM 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 Meeting and will make recommendations to the Board on any revisions, if warranted.



**APPENDIX 25-19**  
**TERMS OF REFERENCE – LC NOMINATIONS COMMITTEE**

Name	<b>Nominations Committee</b>
Mandate	The Nominations Committee is a standing committee of Lacrosse Canada (LC). Its role is to assist the Board and Members of Lacrosse Canada by identifying and recommending eligible candidates for volunteer positions on the LC Board of Directors as per the LC nomination process and by identifying and recommending eligible candidates for volunteer position within World Lacrosse (WL) as per the WL 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 LC Operations Manual is followed fairly.</li><li>• ensure that candidates for election consist of a diverse selection of individuals; including athletes, visible minorities, geographic residence, and gender identity</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 LC Board of Directors or within World Lacrosse</li><li>• Solicit nominations from for individuals to be considered for a position on the LC Board of Directors or within World Lacrosse.</li><li>• Explain to potential candidates their duties and responsibilities as members of the Board of Directors prior to elections at the AM.</li><li>• Obtain from each candidate a written consent to the nomination prior to elections at the AM.</li><li>• Ensure the nomination includes a statement describing how they are Independent (or how they will become Independent within thirty (30) days following their election</li><li>• To ensure that 60% of the Directors identify as the same gender identity, the Nominations Committee will determine the gender identity of each Director on the Board whose term is not expiring at the meeting of the Members. If there are seven (7) individuals who identify as one gender identity, nominees of that same gender identity will not be permitted to stand for election. If there are more nominees than available positions, the nominee(s) receiving the greatest number of votes will be elected provided the gender identity quota has not been reached. For clarity, if there are six (6) individuals of the same gender identity serving on the Board, only one (1) Director of that gender identity may be elected to the Board and the remaining nominees of that gender identity are not permitted to be elected once that individual has been elected.</li></ul>
Authority	As per Section 9 of the LC 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 LC Board of Directors or within World Lacrosse.
Composition	The Nomination Committee will be appointed by the Board of Directors at the Semi-Annual Meeting. The LC Executive Director shall be an ex-officio, non-voting member of the Committee. The Nomination Committee must include EDI members of different gender identify.
Meetings	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 Lacrosse Canada Board which will determine approval of such requests. The Committee shall receive administrative support from the LC Executive Director.
Reporting	The Committee will report through the Chairperson to the Board at the AM in writing.



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Approval	These Terms of Reference were approved by the Members of Lacrosse Canada on November 18, 2023
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 AM, if warranted.



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**Appendix 25-20**

**Team International Travel Form**

\*This form must be completed and returned to the LC office prior to team departure\*

**Destination:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ Player: \_\_\_\_\_

Player: \_\_\_\_\_ 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 LC Office: \_\_\_\_\_



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## LC Officials' International Travel Form

### Appendix 25-21

an Referees who wish to referee outside of Canada **must notify** both their Member Association as well as Lacrosse Canada. **This form must be completed and submitted to Member Association (MA) where the applying official is registered. At least fifteen (15) days prior to travel, the MA shall provide notification to LC 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 _____ Field _____ Box	Current Cert. Level ____ 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	

**Officials' Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Approved By

<b>MA Representative</b>	<b>Title</b>	<b>LC Representative</b>	<b>Title</b>



## APPENDIX 25-22

### LACROSSE CANADA (LC) BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

#### Overview

The primary role of the LC Board of Directors is to govern by providing leadership and direction for LC in pursuit of its vision and mission. The Board is elected by the membership of the LC and is ultimately accountable to the membership for competent stewardship that will ensure the long-term viability of the CLA.

Good governance requires maintaining a distinction between the functions of the Board and the functions of Sectors, committees and staff. It also requires that the Board follow the principles of sound governance endorsed by Sport Canada, namely:

- Recognizing high standards of ethical behaviour as a core principle in all governance activities;
- Demonstrating commitment to LC's vision, mission, values and strategic plan;
- Promoting clarity of roles and responsibilities within CLA's governance structure;
- Providing continuity for LC by ensuring financial health and appropriate human resources; and
- Being transparent and accountable to members and others, for outcomes and results.

This Policy establishes roles and responsibilities for the Board of Directors. Separate Terms of Reference are also available for Sectors, Standing Committees and Operating Committees.

#### General Role of the Board of Directors:

- Maintain authority over, and responsibility for, the systems and structures employed by LC to direct and manage its general operations;
- Oversee the development of strategies, plans and policies that guide LC and provide direction for Sectors, Committees, management and staff;
- Ensure that longer-term strategic plans and annual operational plans for LC are in place;
- Ensure that there are sufficient and appropriate human and financial resources for LC to accomplish its work;
- Fulfill all legal requirements that pertain to LC and its Directors;
- Remain attentive to the changing needs of LC's membership and key stakeholders;
- Participate in the governance of the Canadian Lacrosse Foundation in accordance with the Foundation's bylaws; and
- Operate as a unified corporate body, speaking with one voice through formal motions adopted at its meetings.

#### Responsibilities of the Board of Directors:

##### Accountability:





- Is accountable to LC's membership and abides by its decisions and directives– more particularly, the membership will have the authority to elect directors, approve the annual budget, approve membership fees, approve financial statements, appoint the Auditor, approve strategic plans and approve changes to Articles and Bylaws.
- Maintains the trust and support of LC's membership;
- Ensures that LC operates within all applicable laws, rules and regulations;
- Ensures that the overall governance, organizational and staffing structure facilitates the pursuit of LC's strategic plan;
- Ensures that policies and procedures exist to identify and monitor principal organizational risks; assess risks and determine what risks are acceptable to LC; and ensure that appropriate measures are in place to manage such risks. While the Board acknowledges that Sectors have authority to make decisions on technical matters including policies, rules and regulations, the Board retains the right of veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.
- Ensures effective reporting of CLA activities to stakeholders, funders and regulators on a timely and regular basis; and
- Ensures that LC operates in accordance with high ethical standards.

#### Selection, Support and Evaluation of Executive Director (ED):

- Selects the ED, determines the ED's compensation, and sets out in clear terms the ED's authority, responsibilities and accountability;
- Provides support to the ED to enable him/her to carry out his/her responsibilities;
- Develops and employs effective procedures for the monitoring and evaluation of the ED, and as required, for the ED's termination;
- Conducts a formal evaluation of the ED on an annual basis; and
- Makes provision for the ED's continuing professional development.

#### Financial Oversight:

- Governs LC with a view to its long-term financial health, by safeguarding LC's assets and resources;
- Approves LC's audited year-end financial report, annual operating budget, and other financial reports as required, and presents these to the membership for approval;
- Appoints a Finance and Audit Committee to assist the Board in fulfilling its financial oversight responsibilities;
- Provides every support to the ED to ensure that he/she is able to carry out his/her responsibilities of financial analysis and effective utilization of LC's financial resources;
- Approves policies that implement sound financial controls for LC and ensures policy compliance by Sectors, committees and staff;





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- Ensures that an effective relationship is maintained between LC and all funding agencies and financial partners; and
- Approves major financial decisions and actions and presents these to the membership for approval.

### Board Governance:

- Governs in accordance with LC's Articles of Incorporation, Bylaws, this Policy and any other applicable governance policies of LC;
- Approves any changes to the Articles of Incorporation or Bylaws for subsequent ratification by the membership;
- Approves and updates other LC policies, including those pertaining to risk management, conflict of interest, and member conduct;
- Approves a detailed Terms of Reference for the Members' Council, Sectors, Standing Committees and Operating Committees to assist LC in carrying out its work and pursuing its mandate, provided these Terms of Reference are consistent with the mandates and powers of such entities as stated in the Bylaws;
- Determines the policies, procedures and norms governing Board meetings;
- Appoints persons to sign all contracts, documents, cheques or like instruments, at least one of whom will be an Officer;
- Assesses the performance of the Board and its Directors on an annual basis; and
- Provides an orientation and training program for new Directors.

### External Relations:

- Develops policies regarding the conduct of relationships with external agencies, corporate partners and stakeholders;
- Develops policies regarding the protection and enhancement of LC's image and reputation.
- Actively participates in the activities of the Canadian Lacrosse Foundation on fund raising and financial matters.
- Approves appointments and/or nominations of CLA staff or volunteers to external bodies, including FIL (Federation of International Lacrosse); and
- Approves the selection of CLA representatives to attend national and international events and competitions.



**APPENDIX 25-23**  
**TERMS OF REFERENCE - MEMBER COUNCIL**

Name	<b>Member Council</b>
Mandate	The Member Council is a committee of Lacrosse Canada (LC), duly constituted under its bylaws. The Council is responsible for maintaining effective communication between and among Member Associations and LC, and for advising the Board, Sectors and committees of LC on matters of importance to the development of the sport of lacrosse at the local and provincial/territorial level.
Key Duties	<p>The Member Council will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Every year, Nominate 2 individuals of its choosing for election by the members as Directors at Large on the LC Board (4 Directors at Large sit on the Board, however 2 Directors at Large are up for election each year at the end of their alternating term). Of the 2 nominations, one must be from a “large” MA and one from a “small” MA.</li><li>• Appoint 2 individuals of its choosing to the LC Nominating Committee.</li><li>• Identify suitable candidates for various committees of LC for appointment by the LC Board.</li><li>• Review recommendations of CLA operating committees and advise the Board and staff on operational implications at the local and provincial level.</li><li>• Upon request, provide input on technical matters, including policies, rules and regulations proposed by Sectors.</li><li>• Exchange information and best practices, relay information from the LC Board or committees, and collaborate on inter-member matters.</li><li>• Provide organized input into plans, policies and programs of LC and, in particular, engage fully in the development of LC strategic plans in accordance with LC’s process and timetable.</li><li>• Assist with the coordination and implementation of LC plans, programs and policies within Member Associations.</li><li>• Identify Member Association, league, club or other stakeholder issues that should be brought to the attention of LC Board, Sectors, LC committees or staff.</li><li>• Carry out such additional duties as may be agreed to by LC Board and Member Council from time to time.</li></ul> <p>Individual members of the Member Council are expected to maintain regular communications with their respective Member Association.</p>
Authority	<p>The Member Council is an advisory body and its decisions and recommendations are not binding upon any Member Association or upon LC.</p> <p>The Member Council has authority to carry out its own initiatives to advance its mandate of improving communication and information exchange among Member Associations, provided these initiatives incur no extra expense to LC without prior approval of LC Board.</p>
Composition	<p>The Member Council will be composed of 1 representative appointed by each Member Association. Each Member Association will have the discretion to determine the method of appointment of its representative, and the term to be served. A Member Association may change or remove its representative from the Member Council at any time. Each Member Association will notify LC in writing of the appointment of its representative and of any change of representative.</p> <p>The Council will appoint one Member Association Executive Director to also serve on the</p>

	<p>Member Council in a non-voting role.</p> <p>Representatives to be appointed to the Member Council must be: in an employment or volunteer role within their Member Association, knowledgeable about Member Association governance and policy issues, responsive to requests for written input, and available to participate in Member Council meetings.</p> <p>The Member Council will be chaired by a Director at Large, appointed by LC Board. LC Executive Director, or a designate, will participate in all meetings of the Member Council but will have no vote.</p>
Meetings	Each Member Association will exercise one vote at meetings of the Member Council. At its meetings, the Member Council may authorize the attendance of staff support from Member Associations. The Member Council will meet at least twice per year in person, and may meet more frequently by means of telephone conference. Meetings will be at the call of the Chair, who will ensure that a meeting is held in the three-week period before a CLA Board meeting so that the Chair may provide input to the Board on Member Council activities and issues.
Resources	The Member Council will be allocated an annual budget by the LC Board which will include the cost of direct administrative support from LC staff. Travel arrangements for any meetings will be arranged exclusively by LC staff in accordance with LC policy.
Reporting	The Member Council will maintain minutes of its meetings and will submit its minutes to LC Board and the National Office on a timely basis. The Member Council will report to the membership, in writing, at each meeting of the Members.
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by LC Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Member Council as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Member Council as stated in the Bylaws.
Other	Any provisions of LC's Bylaws as they relate to the Member Council will also apply.



Name	<b>Box Sector</b>
Mandate	The Box Sector is one of three standing discipline Sectors of Lacrosse Canada (LC). Its role is to have technical authority over the discipline of Box Lacrosse and manage the discipline's activity and development in accordance with LC's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Box Lacrosse:</p> <ul style="list-style-type: none"> <li>• Govern Box Lacrosse activities at all age group levels.</li> <li>• Oversee the implementation of LC's Strategic Plan and annual Operational Plans as they relate to Box Lacrosse.</li> <li>• Oversee any LC budget allocation to the discipline of Box Lacrosse.</li> <li>• Make decisions on technical matters including policies, rules and regulations related to Box Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li> <li>• Ensure monitoring of Box Lacrosse games for compliance with LC's policies, procedures, regulations and standards.</li> <li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li> <li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li> <li>• Oversee the application of minimum coaching standards in Box lacrosse.</li> <li>• Collaborate with, and provide input to, any of LC's Operating Committees to fulfill related key duties.</li> </ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of LC on technical matters related to the Major Box Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Box Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association will appoint representatives to serve on the Sector. The Sector will elect two Co Chairs (Major &amp; Minor) from among the representatives.</p> <p>The two Co Chairs will be elected every two years from among the representatives on the Sector.</p>

Meetings	<p>A staff designate from the LC National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Box participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	<p>The Sector will receive the necessary resources from LC to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.</p>
Reporting	<p>As a Sector of LC, the Box Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by LC at any meeting of the Members.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. They were updated by the LC Board on November 18, 2022. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Box Sector as stated in the Bylaws.</p>
Other	<p>Any provisions of LC's Bylaws as they relate to Sectors will also apply.</p>



**APPENDIX 25-25**  
**TERMS OF REFERENCE - MEN'S FIELD SECTOR**

Name	<b>Men's Field Sector</b>
Mandate	The Men's Field Sector is one of three standing discipline Sectors Lacrosse Canada (LC). Its role is to have technical authority over the discipline of Men's Field Lacrosse and manage the discipline's activity and development in accordance with the LC's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Men's Field Lacrosse:</p> <ul style="list-style-type: none"><li>• Govern men's field lacrosse activities at all age groups.</li><li>• Oversee the implementation LC's Strategic Plan and annual Operational Plans as they relate to Men's Field Lacrosse</li><li>• Oversee any LC budget allocation to the discipline of Men's Field Lacrosse.</li><li>• Make decisions on technical matters including policies, rules and regulations related to Men's Field Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li><li>• Ensure monitoring of Men's Field games for compliance with LC's policies, procedures, regulations and standards.</li><li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li><li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li><li>• Oversee the application of minimum coaching standards in Men's Field lacrosse.</li><li>• Work in conjunction with, and provide input to, any of LC's Operating Committees to fulfill related key duties.</li></ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of LC on technical matters related to the Men's Field Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Men's Field Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association may appoint representatives to serve on the Sector. The Sector will elect a Chair from among the representatives.</p> <p>A Chair will be elected every two years from among the representatives on the Sector.</p>

Meetings	<p>A staff designate from the LC National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Men's Field participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	<p>The Sector will receive the necessary resources from LC to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.</p>
Reporting	<p>As a Sector of LC, the Men's Field Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by LC at any meeting of the Members.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Men's Field Sector as stated in the Bylaws.</p>
Other	<p>Any provisions of the LC's Bylaws as they relate to Sectors will also apply.</p>





**APPENDIX 25-26**  
**TERMS OF REFERENCE - WOMEN'S FIELD SECTOR**

Name	<b>Women's Field Sector</b>
Mandate	The Women's Field Sector is one of three standing discipline Sectors of Lacrosse Canada (LC). Its role is to have technical authority over the discipline of Women's Field Lacrosse and manage the discipline's activity and development in accordance with the LC's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Women's Field Lacrosse:</p> <ul style="list-style-type: none"><li>• Govern Women's field lacrosse activities at all age groups.</li><li>• Oversee the implementation of LC's Strategic Plan and annual Operational Plans as they relate to Women's Field Lacrosse.</li><li>• Oversee any LC budget allocation to the discipline of Women's Field Lacrosse.</li><li>• Make decisions on technical matters including policies, rules and regulations related to Women's Field Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li><li>• Ensure monitoring of Women's Field games for compliance with LC's policies, procedures, regulations and standards.</li><li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li><li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li><li>• Oversee the application of minimum coaching standards in Women's Field lacrosse.</li><li>• Collaborate with, and provide input to, any of LC's Operating Committees to fulfill related key duties.</li></ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of the LC on technical matters related to the Women's Field Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Women's Field Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association may appoint representatives to serve on the Sector. The Sector will elect a Chair from among the representatives.</p> <p>A Chair will be elected every two years from among the representatives on the Sector.</p>



Meetings	<p>A staff designate from the LC National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Women's Field participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	<p>The Sector will receive the necessary resources from the LC to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.</p>
Reporting	<p>As a Sector of the LC, the Women's Field Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by the LC at any meeting of the Members.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Women's Field Sector as stated in the Bylaws.</p>
Other	<p>Any provisions of the LC's Bylaws as they relate to Sectors will also apply.</p>



### Appendix 25-27 Sixes Sector Terms of Reference

Name	<b>Sixes Lacrosse Sector Terms of Reference</b>
Mandate	The Sixes Sector is one of four standing discipline Sectors of Lacrosse Canada (LC) Its role is to have technical authority over the discipline of Sixes Lacrosse and manage the discipline's activity and development in accordance with LC's mission, strategic direction, priorities and policy framework.
Key Duties	The Sector will perform the following key duties related to Sixes Lacrosse: <ul style="list-style-type: none"><li>• Govern Sixes Lacrosse activities at all age groups.</li><li>• Oversee the implementation of LC's Strategic Plan and annual Operational Plans as they relate to Sixes Lacrosse.</li><li>• Make decisions on technical matters including policies, rules and regulations related to Sixes Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li><li>• Ensure monitoring of Sixes games for compliance with LC's policies, procedures, regulations and standards.</li><li>• Determine ratings for each team sent by a Member Association to a National championship or Competition.</li><li>• Monitor eligibility, releases, negotiation lists, transfers and possible tampering with players in the Sector</li><li>• Oversee the application of minimum coaching standards in Sixes.</li><li>• Work in conjunction with, and provide input to, any of LC's Operating Committees to fulfill related key duties.</li></ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of LC on technical matters related to the Sixes Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Sixes Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>

Composition	<p>Each Member Association may appoint two representatives to serve on the Sector, one to represent the Men’s Sixes Division and one to represent the Women’s Sixes Division. The Sector will elect a Chair and a Vice- Chair from among the representatives. The Vice-Chair will act on behalf of the Chair should the Chair be unable to perform their duties.</p> <p>The Chair will be elected in even years, and the Vice-Chair will be elected in odd years from among the Sector representatives. Both Chairs will be elected to an initial term.</p> <p>The Sixes Sector will maintain sub-committees for each discipline of the Sixes Rules.</p>		
<b>SIXES SUB-COMMITTEES</b>			
<b>WOMEN’S RULES</b>	<b>MEN’S RULES</b>	<b>ALL-GENDER RULES</b>	
<ul style="list-style-type: none"> <li>• The Women’s Rules sub-committee will be tasked from time-to-time to make recommendations directly related to the Sixes Women’s Rules and will meet as necessary.</li> <li>• This sub-committee reports directly to the Sixes Committee. The Chair, who will be a woman, will be appointed annually by the Sixes Sector Chair at the LC SAM</li> <li>• This sub-committee will be comprised of the Sixes Sector Women’s</li> </ul>	<ul style="list-style-type: none"> <li>• The Men’s Rules sub-committee will be tasked from time-to-time to make recommendations directly related to the Sixes Men’s Rules and will meet as necessary.</li> <li>• This sub-committee reports directly to the Sixes Committee. The Chair will be appointed annually by the Sixes Sector Chair at the LC SAM</li> <li>• This sub-committee will be comprised of the Sixes Sector Men’s Division representatives</li> </ul>	<p>**For future use</p>	

	Division representatives		
Meetings	<p>A staff designate from LC National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet virtually, by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Sixes participant numbers in the representative's Member Association according to the Lacrosse Canada voting Grid, commencing at the 2023 LC Annual Meeting. Weighted votes may be split between MA representatives providing there is more than one vote available.</p> <p>Minutes shall be kept and highlights provided to LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>		
Resources	<p>The Sector will receive the necessary resources from LC to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.</p>		
Reporting	<p>As a Sector of LC, the Sixes Sector operates independently of management, the Board, the Member Council and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Sector Chair.</p> <p>The Sector will approve the minutes approximately 60 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable.</p>		



**APPENDIX 25-28**

**TERMS OF REFERENCE  
LC LACROSSE FITS COMMITTEE**

Name	<b>Lacrosse FITS Committee</b>
Mandate	The Lacrosse FITS Committee is a committee of Lacrosse Canada (LC). Its role is to assist the Board of the LC in fulfilling its strategic priority and responsibility to ensure grass roots development, education on the history of lacrosse and promotion of the participation in the sport of lacrosse to all elementary-aged children in Canada.
Key Duties	<p>The committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Advise the Board of the LC of activities, opportunities, programming and events that further the Association's strategic priorities as they pertain to development and participation.</li><li>• Develop strategic partnerships with other organizations, such as sports with similar grass roots programs.</li><li>• Ensure that funding applications are submitted to partner organizations (i.e. Sport Canada) on an annual basis.</li><li>• Develop annual strategic priorities, based on funding levels for that fiscal year, which meet funding requirements and parallel the LC strategic plan.</li><li>• Ensure that all written material and equipment is current, safe and readily available upon request.</li><li>• Maintain a communication strategy and plan that leverages the program for all stakeholders.</li><li>• Such additional duties as required 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 LC.</p>
Authority	<p>The Committee is a limited agent of the Board in relation to grass roots development and is an active advisor to the Board on all matters related to programming, resources and events. The Committee, with the approval of the Director of Domestic Development, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee is bound by the LC Operations Manual, included but not limited to the Code of Conduct and Conflict of Interest policies.</p>
Composition	<p>The Committee will be composed of the following members.</p> <ul style="list-style-type: none"><li>• One (1) Lacrosse FITS Committee Chair (appointed bi-annually in even numbered years by the LC Director Domestic Development)</li><li>• One (1) History Chair (appointed bi-annually in odd numbered years by the LC Director Domestic Development and Committee Chair)</li><li>• One (1) Indigenous (IN) Representatives (appointed in-annually in even numbered years by the Chair and Director of Domestic Development)</li><li>• Up to two (2) interested LC members (recommended by the committee Chair and approved bi-annually in odd numbered years by the LC Director of Domestic Development)</li></ul>

	<ul style="list-style-type: none"> <li>• LC Program Coordinator</li> <li>• LC Director Domestic Development (<i>ex officio</i>)</li> </ul>
Intellectual Property	All documentation, videos, programs and literature created or written by any member of the Committee past or present remains the sole property of the Canadian Lacrosse Association and may not be copied, distributed, or used without prior consent of the LC. Committee members are not entitled to any royalties or honorarium past, present or future.
Financial Authority	<p>Any expenses contemplated by the Committee are subject to pre-approval by the LC Program Coordinator. Any expenses exceeding \$5,000 will be subject to pre-approval of the LC Executive Director.</p> <p>The Committee may not enter into any binding agreement, financial or otherwise, with any third party, on behalf of the Committee or the LC, without the necessary approvals as outlined in the LC Operations Manual.</p>
Meetings	<p>The LC Program Coordinator will normally attend meetings of the Committee for reciprocal 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 may be called at the discretion of the co-chairs in conjunction with the LC Program Coordinator. The LC reserves the right to call a meeting of the committee as it deems necessary.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee shall request any necessary resources from the LC Board which will determine approval of such requests. The Committee shall receive administrative support from the LC Program Coordinator.
Reporting	The Committee will report through the Committee co-chairs to the Board at the AGM & SAGM in writing. The LC Program Coordinator & Director Domestic Development will be responsible for presenting reports and responding to any questions arising from the report.
Approval	These terms of reference were drafted in November 2013 and approved by the LC Executive Committee on an interim basis, with final approval by the Board of Directors at the 2014 SAGM.
Review	The Committee and/or LC Board of Directors will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the AM, if warranted.



**APPENDIX 25-29  
TERMS OF REFERENCE - COACHES COMMITTEE**

Name	<b>Coaches Committee</b>
Mandate	The Coaches Committee is an operating committee of Lacrosse Canada (LC). It is responsible for the guidance and direction of the LC's National Coaches Certification Program (NCCP), which is the recognized national standard for coach training and certification in Canada, delivered through NCCP workshops that are designed to meet the needs of all types of coaches.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of LC on budget matters relating to coaching development.</li> <li>• Develop technical materials for coaches.</li> <li>• In conjunction with Sectors, establish priorities and conduct overall program planning for coaching development across the sport.</li> <li>• Recommend the minimum standards of coach certification and annually submit these recommendations to the Sectors.</li> <li>• Ensure the training of Master Learning Facilitators (MLFs) who meet minimum standards for MLFs outlined by NCCP policies.</li> <li>• Communicate with MLFs and coaching coordinators from Members.</li> <li>• Assist Members with the development of program delivery.</li> <li>• Oversee registration of coaches within the LC.</li> <li>• Submit recommendations to the Sectors related to coach development, certification, and program delivery.</li> </ul> <p>The LC NCCP is based upon the belief that every athlete deserves a certified coach. The LC is committed to enhancing the effectiveness of all levels of coaching and coaches in each of the Sectors.</p>
Authority	<p>The Committee is an advisor to the Sectors and the LC Board on matters related to coaching. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Chair established by the Board of Directors</li> <li>• Director responsible for Domestic Development</li> <li>• LC's Program Coordinator</li> <li>• Representative from each MA</li> <li>• 1 National Team Coach</li> <li>• Other individuals appointed by the LC Board, as appropriate</li> </ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
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> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC’s Bylaws and Regulations as they relate to Operating Committees will also apply.





**APPENDIX 25-30**  
**TERMS OF REFERENCE - OFFICIALS COMMITTEE**

Name	<b>Officials Committee</b>
Mandate	The Officials Committee is an operating committee of Lacrosse Canada (LC). It is responsible for the guidance and direction of the National Officiating Certification Program (NOCP), which is a comprehensive system of theoretical, technical, and practical information that is intended to provide the basic skills and proficiencies to officiate lacrosse in Canada.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Use the NOCP to educate and upgrade officials through instruction, observation, and evaluation.</li><li>• Maintain the goals of the NOCP which are:<ul style="list-style-type: none"><li>• Recruit new officials</li><li>• Develop the abilities of existing officials</li><li>• Standardize the methods and techniques of officiating</li><li>• Offer recognition for achievements</li></ul></li><li>• Advise on NOCP budget submissions, program planning, and development of technical manuals.</li><li>• Monitor and maintain the NOCP database.</li><li>• Set priorities on tasks identified in conjunction with the Sectors.</li><li>• Communicate with referees-in-chief and umpires-in-chief of Member Associations.</li><li>• Assist Member Associations with program delivery of the NOCP.</li><li>• Submit recommendations to the Sectors related to officiating development, certification, rules changes, and program delivery.</li><li>• Generate funds through specific projects to support the activities of the NOCP.</li><li>• Recognize excellence in officiating through and Officials Recognition Program.</li></ul>
Authority	<p>The Committee is an advisor to the Sectors and the LC Board on matters related to officiating. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Officials Chair (appointed by the LC Board)</li><li>• LC's Director Domestic Development</li><li>• LC's Program Coordinator</li><li>• Representative from each MA</li><li>• Other individuals appointed by the LC Board, as appropriate</li></ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
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> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC’s Bylaws and Regulations as they relate to the Operating Committees will also apply.



**APPENDIX 25-31  
TERMS OF REFERENCE - LTAD COMMITTEE**

Name	<b>LTAD Committee</b>
Mandate	The LTAD Committee is an operating committee of Lacrosse Canada (LC). It is responsible for leading and advising the LC and its partners in the development of a Long Term Athlete Development Plan for Lacrosse and for the development of new programs, events and/or projects that will foster developmentally-appropriate opportunities in the sport of Lacrosse.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Prepare plans for LTAD integration and implementation for lacrosse in Canada, with the intent to support the optimal preparation of athletes in all LTAD stages.</li> <li>• Determine annually whether any proposed policy, program or rule revisions that are technical in nature and required for alignment with LTAD will be submitted to the appropriate sector and to submit proposed program and rule revisions to the appropriate sector in writing.</li> <li>• Provide input as requested to the Board of Directors in furtherance of policies on LTAD.</li> <li>• Align the LC's NCCP materials with the LC's LTAD plan.</li> <li>• Liaise with the Members on all issues relating to LTAD.</li> <li>• Liaise with other Committees on issues of mutual concern.</li> <li>• Report on progress on a regular basis through its Meeting Minutes or communications to the LC Board.</li> <li>• Prepare an LTAD plan for athletes with a disability.</li> <li>• Prepare a Long Term Officials Development Plan.</li> <li>• Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.</li> </ul>
Authority	The Committee is an advisor to the LC Board, Sectors and other committees on matters related to the LC's LTAD program and initiatives. The Committee, with approval from the Board, 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 4-5 persons. The Board will designate the Chairperson of the Committee. The LC Director Domestic Development and LC Program Coordinator will members of the Committee.</p> <p>The Board appoints members to the Committee at the Annual Meeting. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.</p>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National

	Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	The provisions of the LC's Bylaws and Regulations as they relate to the LTAD Committee will also apply.



**APPENDIX 25-32**  
**TERMS OF REFERENCE - NATIONAL CHAMPIONSHIPS COMMITTEE**

Name	<b>National Championships Committee</b>
Mandate	The National Championships Committee is an operating committee of Lacrosse Canada (LC). Its role is to provide leadership, guidance, and expertise to oversee the successful planning and delivery of all National Championships (except the Minto Cup, which is the National Junior A Box Championship), in partnership with respective National Championships host committees as selected by the LC.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Recommend policies, standards and guidelines to govern all aspects of all National Championships (except the Minto Cup which is overseen by a stand-alone committee).</li><li>• Receive and review all qualified bids and, if necessary, have a representative visit the site of each candidate venue.</li><li>• Coordinate with the appropriate Sectors to select winning bids for each National Championships and identify Host Committees.</li><li>• Appoint LC Convenors for each National Championship</li><li>• Appoint the RIC for each National Championship, in consultation with the Host Member and the Chair of the Officiating Committee</li><li>• Review all budgets, significant contracts, significant sponsors and the proposed schedule of events for all National Championships and provide feedback to Sectors and LC staff.</li><li>• Ensure that all policies, rules and guidelines pertaining to the delivery of all National Championships are adhered to by Host Committees.</li><li>• Carry out an evaluation of each National Championships and provide this report to the current host, to future hosts, the Board, and to LC staff.</li><li>• Liaise with Sectors and other LC Committees, as appropriate</li><li>• Perform such additional tasks as may be assigned to the Committee by the Board, Sectors, or LC staff.</li></ul>
Authority	<p>The Committee appoints all Convenors &amp; RIC's.</p> <p>The Committee is an advisor to the Sectors and the LC Board on matters related to the LC's National Championships. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee will propose the following for approval by the LC Board: the policies, event hosting rules, standards and guidelines to govern National Championships. In reviewing and recommending such policies, rules, standards and guidelines, the Committee will consult with the Sectors as required.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• The Director responsible for National Championships (who will be the Chair)</li><li>• LC Communications and Marketing Coordinator</li><li>• Other individuals appointed by the LC Board, as appropriate</li></ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.

	Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.
Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
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> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Operating Committees will also apply.



**APPENDIX 25-33  
HIGH PERFORMANCE COMMITTEE  
Terms of Reference**

Name	LC High Performance Committee
Mandate	Operating committee of Lacrosse Canada (LC). It is responsible for providing leadership and direction for the LC's high performance program, working with the High Performance Director of the LC to ensure strategic directives of the LC are implemented and operate/oversee the national team program and the national teams which compete for Canada in international competition.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Oversee all aspects of the LC'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.</li> <li>• 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.</li> <li>• 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 serve the needs and circumstances of the respective team.</li> <li>• Develop and implement policies and criteria for selection of athletes to National Teams and within the LC National Team Policies and Guidelines.</li> <li>• Communicate regularly to ensure consistency, uniformity and effectiveness in the administration of high performance programs.</li> <li>• Liaise with Sectors and other LC committees on matters pertaining to high performance and National Teams.</li> <li>• Perform such additional tasks as may be assigned to the Committee by the Board.</li> <li>• From the approved Budget amount approved by the Board of Directors, to create an Annual Operating Plan and Budget for submission to the Board.</li> <li>• Develop and deliver National Team Promotional Events utilizing Team Canada Players (present or alumni) and Staff to promote the Team Canada brand nationally.</li> <li>• Adhere to Sponsorship agreements to ensure compliance at all events.</li> </ul>
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</p>

	recruitment, team fundraising.
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• The Director High Performance and International Relations, who will also be the chair</li> <li>• National Team General Managers (Box, Men's Field, Women's Field, Youth)</li> <li>• The Athlete Director</li> <li>• LC Executive Director (non-voting)</li> <li>• LC High Performance Coordinator (non-voting)</li> <li>• Two Athlete Reps (Male and Female)</li> <li>• Director Administration (interim position)</li> <li>• 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</li> </ul>
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 LC to fulfill its mandate. The Committee will receive administrative support from the LC National Office.
Reporting	The Committee will report at every meeting of the Board 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 LC Board on May 2019. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to Operating Committees will also apply.





**SAFETY AND EQUIPMENT COMMITTEE  
Terms of Reference**

Name	Safety and Equipment Committee
Mandate	The Safety and Equipment Committee is an operating committee of Lacrosse Canada (LC). It is responsible for making recommendations to the LC on policies, standards, regulations and guidelines to promote safety in the sport of lacrosse. It also reviews lacrosse equipment and recommends whether such equipment should be approved for use in LC sanctioned activities.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"> <li>• Review existing and new lacrosse equipment on the sporting goods market.</li> <li>• Make recommendations to manufacturers on possible changes to their equipment.</li> <li>• Meet annually to draft and propose policies, procedures and rules related to equipment and safety for consideration by the Sectors and Board.</li> <li>• Liaise with testing agencies, such as the Canadian Standards Association and National Operating Committee on Standards for Athletic Equipment.</li> </ul>
Authority	The Committee cannot approve changes to policies, standards, regulations or guidelines, but rather serves as an advisor to the Sectors and the LC Board on matters related to safety, equipment and injury prevention.  The Committee, with approval from the Board, 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 following individuals: <ul style="list-style-type: none"> <li>• Chair to be appointed by the Board</li> <li>• Board Member</li> <li>• Coaching representative</li> <li>• Officiating representative</li> <li>• LC Program Coordinator, as an ex-officio and non-voting member</li> <li>• Any other individuals having equipment and manufacturing expertise or other relevant expertise as appointed by the Board of Directors.</li> </ul>
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 LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members. Minutes from the meetings must be prepared and submitted to the national office no later than 2 weeks following the completion of the meeting.
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Operating Committees will also apply.



**Appendix 25-35**  
**MEMBERSHIP COMMITTEE**  
**Terms of Reference**

Name	Membership Committee
Mandate	The Membership Committee is a standing committee of Lacrosse Canada (LC). It is responsible for providing leadership in defined membership and registered participant activities, including proposing to the LC Board of Directors policies and procedures to improve member relations, communications, set participant fees, review online registration and database systems.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Analyze and present a proposal for increasing national participant fees effective 2016, including any recommendations for changes in fee structure as required;</li><li>• Prepare and present a long-term strategy for national participant fee increases;</li><li>• Present input for the Quadrennial Plan and the annual operational plan to address and enhance participant registration and communication with the LC;</li><li>• Develop a plan to enable LC to capture the entire lacrosse participant numbers across all MAs and non-MAs (e.g. NT, YT, NL, NU) for statistical and funding application purposes etc.;</li><li>• Review the status of participation in the sport over the past 5 years and recommend initiatives for development;</li><li>• Research possible online participant registration systems to enable a national database to be maintained at the national office and present these options to the Board of Directors. (Note: for Sport Canada purposes, NSOs are required to report all registered participant numbers including participant category (e.g. coach, official, player, or volunteer), residency information, gender, and language preference.)</li><li>• Report in writing to the LC President;</li><li>• Participate by invitation in meetings of the LC Board of Directors;</li><li>• Perform other duties as assigned by the LC Board of Directors.</li></ul>
Authority and Term	<p>The Committee is an advisor to the LC Board on matters related to membership growth, enhancement, participant fees and registration.</p> <p>The Committee will remain active until the purpose is achieved or the LC Board of Directors dissolves the Committee. The first term will run from March 15, 2015 – March 15, 2017.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Chair (Director of Administration)</li><li>• LC's Director Domestic Development</li><li>• LC's Executive Director</li><li>• 4 individuals from a variety of MAs appointed by the LC Board, two of whom must be chosen from BLC, ALA and OLA and two from the rest</li></ul>
Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National

	Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared and approved by LC Board on March 13, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Standing Committees will also apply.



**APPENDIX 25-36**  
**TERMS OF REFERENCE - BID REVIEW COMMITTEE**

Name	<b>Bid Review Committee (Events)</b>
Mandate	The Bid Review Committee is a standing committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership and evaluation of interested event hosts to bid on international events. It is responsible to make formal and technically sound recommendations to the Board of Directors in support of Canadian bids to the FIL.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Send out reminders for call for bids and maintain the FIL bid deadlines section of the CLA website up to date;</li><li>• Receive intents to bid from interested parties for FIL major international events</li><li>• Receive interim bids from potential event hosts;</li><li>• Design and prepare a standardized bid review template and process to evaluate and score each bid in the most objective manner possible;</li><li>• Review interim bid documents using the above bid review template;</li><li>• Make recommendations to the Board of Directors as to the ranking and rationale for selecting a particular future host;</li><li>• Work with the potential host to complete a detailed final bid document to submit to the FIL;</li><li>• Secure CLA-Event Host agreements prior to the final submission of the bid;</li><li>• Communicate with the potential or selected event host throughout the process.</li></ul>
Authority and Term	<p>The Committee is an advisor to the CLA Board on matters related to international level event bids</p> <p>The Committee will remain active but will only be required to meet each time there is an international bid deadline.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Director of HP and International Relations (Chair)</li><li>• Director of Marketing and Communications</li><li>• Sector Chair of the applicable discipline of the event (Box, Men's Field or Women's Field)</li><li>• CLA Executive Director</li><li>• CLA Communications and Marketing Coordinator (ex-officio)</li></ul> <p>Note: The President may or may not sit on the committee depending on the timelines involved; the complexity of the bid situation, to ensure a fair and objective evaluation process. He/she will review the information prior to having it brought forward to the Board for approval.</p>
Meetings	The Committee will meet by telephone or through email exchange, 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 to the Board of Directors at the time of a required proposal, or they will report at the next scheduled Board of Directors meeting; based on critical time restraints or deadlines.
Approval and Review	These Terms of Reference were prepared and approved by CLA Board on July 27, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required. Any changes require Board approval.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Standing Committees will also apply.



**Appendix 25-37**

**BOARD OF DIRECTORS**  
**Terms of Reference**

Name	Board of Directors
Mandate and Duties	<p>As a member of Lacrosse Canada (LC) Board of Directors, all Director positions have incumbent in them, all of the duties and responsibilities as outlined below (Composition and Key Duties by Position section) in addition to those found in Appendix 25-24 of the Operations Manual. In addition, there are specific representative responsibilities included in these positions.</p> <p>All Directors shall be responsible for abiding by the Bylaws, Regulations, and procedures of the LC. Each Director is required to:</p> <ul style="list-style-type: none"><li>a) attend general meetings of the Association, meeting of the Board and other meetings called by the President;</li><li>b) submit a written annual and semi-annual report of his/her program areas and activities at least four weeks prior to each meeting of the Board;</li><li>c) prepare an annual budget for programs under his/her jurisdiction;</li><li>d) monitor the financial position of his / her program area;</li><li>e) formulate recommendations to the Board as necessary;</li><li>f) promote the positive image of the LC and objectively represent the decisions made by the Board and its members;</li><li>g) sit on LC committees as per their individual terms of reference and as appointed by the President;</li><li>h) maintain contact with the sport community, the corporate sector, the media and the general public speaking on behalf of the LC on specific issues related to the sport and LC;</li><li>i) represent the LC to specific events where appointed (e.g. convenors, international, national, or provincial events);</li><li>j) complete and provide to the Board the LC Conflict of Interest declaration, and alert the LC immediately when a potential conflict arises during ones term in office; and,</li><li>k) perform other duties as outlined below or assigned by the Board.</li></ul>
Authority	Please refer to the LC Bylaws
Composition and Key Duties by Position	<p>The Board of Directors will be composed of the following individuals:</p> <p><b><u>PRESIDENT:</u></b></p> <p>The President is an officer of the Corporation and will be responsible for the general supervision of the affairs of the Corporation; will preside at meetings of Members and at meetings of the Board; will be responsible for the operation of the Board; will be the official spokesperson of the Corporation; and will perform such other duties as may</p>

from time to time be established by the Board.

The President has the power, on an emergency basis and/or in the best interests of lacrosse, to discipline any player, coach, manager, trainer, lacrosse team or official for any conduct which is in breach of the Articles, Bylaws, Regulations or Rules of the Corporation, subject to the right of appeal to Appeals Committee.

In addition, the President:

- a) provides leadership toward the accomplishment of the mandate and objectives of the LC;
- b) chairs or appoints a chairperson for the SAM, the AM, and the Board of Directors meetings;
- c) monitors, directs and coordinates the activities of the other Directors as required;
- d) ensures all duly resolved directions of the Board are put into effect.;
- e) monitors and supervises the overall direction of LC activities;
- f) acts as the official representative of the LC to the Federation of International Lacrosse;
- g) acts as official representative of the LC to Sport Canada and other government agencies;
- h) maintains contact with the sport community, the corporate sector, the media and the general public, speaking on behalf of the LC on overall issues related to the sport and the LC;
- i) liaises with the Canadian Lacrosse Foundation. The President, by mutual agreement, may delegate this role to the LC Director Administration;
- j) Is a member of and participates on the following LC committees:
  - Minto Cup
  - Ex-officio on all LC standing and operational committees

**DIRECTOR ADMINISTRATION:**

The Director Administration is an officer of the Corporation and will be responsible for overseeing the finances of the Corporation; strategic and operational planning; office administration and operations; and Corporation governance. He/she will ensure the care and custody of all the funds and securities of the Corporation in such banks or other financial institutions as the Board of Directors may direct, and will perform such other duties as may from time to time be established by the Board. The Director Administration will act for the President if the President is unable to act.

In addition, the Director Administration:

- a) Calls and Chairs meetings of the following LC committees:
  - Finance and Audit Committee
  - Membership Committee
- b) Is a member of and participates on the following LC committees:
  - Minto Cup

**DIRECTOR MARKETING AND COMMUNICATIONS:**

The Director Marketing and Communications is responsible for the following duties:

- a) Marketing;
- b) Sponsorships;
- c) Publications;
- d) Volunteer Recognition;
- e) performs such other duties as may from time to time be established by the Board.

**DIRECTOR HIGH PERFORMANCE AND INTERNATIONAL RELATIONS:**

The Director High Performance and International Relations is responsible for the following duties:

- a) represents the LC at all meetings of international lacrosse organizations (Federation of International Lacrosse (FIL));
- b) recommends to the LC 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;
- c) direct the LC's role in International Development;
- d) in consultation with the LC executive determine who will receive LC endorsement as a International Board representative;
- e) management of the LC's bid process to select a host for an International Event;
- f) management of all National Team programs;
- g) sanctioning of national teams
- h) attends National Team competitions when deemed necessary;
- i) liaises and communicates with the Athlete Director on all National Team plans and issues;
- j) selection of Canadian Officials to attend International Competitions;
- k) performs such other duties as may from time to time be established by the Board;
- l) Calls and Chairs meetings of the following LC committees:
  - National Teams Committee
  - Bid Review Committee

**DIRECTOR NATIONAL CHAMPIONSHIPS:**

The Director National Championships is responsible for the following duties:

- a) National Championships;
- b) National Invitational Tournaments;
- c) Appointment of Event Convenors;
- d) Manages the selection of Officials to National Championship events;
- e) performs such other duties as may from time to time be established by the Board;



- f) Calls and Chairs meetings of the National Championships Committee;
- g) Is a member of and participates on the following LC committees:  
Minto Cup

**DIRECTOR DOMESTIC DEVELOPMENT:**

The Director Domestic Development is responsible for the following duties:

- a) Oversees the development of the LC Coaching program (including NCCP);
- b) Oversees the development of the LC Officiating program (including NOCP);
- c) Oversees athlete development and grassroots programming;
- d) School Programs;
- e) Technical Bulletins;
- f) How to Programs;
- g) Sector Administration;
- h) Domestic Development Initiatives;
- i) performs such other duties as may from time to time be established by the Board;
- j) Is a member of and participates on the following LC committees:  
Coaches Committee  
Officials Committee  
LTAD Committee  
Membership Committee  
Lacrosse FITS Committee (ex-officio)

**INDIGENOUS DIRECTOR:**

The Indigenous Director is responsible for the following duties:

- a) provide education on First Nation lacrosse culture and history to the LC Board of Directors, sectors and members;
- b) act as a liaison with First Nation and Indigenous organizations in conjunction with the MAs;
- c) assist the LC and its Members in contacting and accessing First Nation and Indigenous communities to initiate development in conjunction with the MAs;
- d) represent the LC at events that are specific to First Nation and Indigenous development;
- e) performs such other duties as may from time to time be established by the Board;
- f) calls and chairs meetings of the Indigenous Development Committee.

**ATHLETE DIRECTOR:**

The Athlete Director will have the following responsibilities:

- a) Provide oversight of the National Team Athletes
- b) Attend and actively participate in all Board of Director meetings
- c) Perform such tasks as assigned by the Board of Directors in a timely manner

	<ul style="list-style-type: none"> <li>d) Responsible for assisting the LC with the promoting, monitoring and auditing of the LC High Performance policies with all aspects of National Team program in particular, the National Team Athletes:</li> <li>e) Communicate and advocate the views and interests of the High Performance Team athletes in coordination with the Director High Performance &amp; International Relations</li> <li>f) Keep athletes informed of relevant policies, programs and their development;</li> <li>g) Keep in constant, direct contact with National Team athletes during the course of their individual term as a National Team athlete.</li> <li>h) Attend when necessary any meeting of the national team program</li> <li>i) Lead the development of an Alumni base to support national team programming.</li> <li>j) Liaison between NT Athletes and LC Board of Directors</li> <li>k) Attend AthletesCAN Forum</li> <li>l) Conduct National Team Player surveys post World Championship events</li> <li>m) With the LC Office Staff, ensure players are informed about any changes to the Canadian Anti- Doping Program and WADA Policies, and Insurance.</li> <li>n) Ensure players are informed about appeals procedure, including LC procedures, Sport Dispute Resolution Centre of Canada (SDRCC) and Court of Arbitration for Sport (CAS)</li> <li>o) Ensure players are informed about external funding and grant programs</li> <li>p) Ensure athletes are informed of post-playing opportunities within the LC (board positions, coaching positions)</li> </ul> <p><b><u>DIRECTORS AT LARGE:</u></b></p> <p>The Directors at Large are responsible for the following duties:</p> <ul style="list-style-type: none"> <li>a) acts as a liaison between the Members and the LC Board;</li> <li>b) provide Member Association type background to Board topics of discussion;</li> <li>c) performs such other duties as may from time to time be established by the Board;</li> </ul>
Meetings	The Board will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Board of Directors will receive the necessary resources from the LC to fulfill its mandate. The Board of Directors will receive administrative support from the LC National Office.
Reporting	The Board of Directors report to the Members.
Approval and Review	These Terms of Reference were prepared by the Board of Directors and were updated by the LC Members on November 2018. The Board will review these Terms of Reference on a regular basis, with input from the Members as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Operating Committees will also apply.



**APPENDIX 25-38**

**Declaration of Conflict of Interest (Real or Potential)**

Name: \_\_\_\_\_  
Please print

LC Position/Role: \_\_\_\_\_  
Please print

(See LC Conflict of Interest Policy – Operations Manual Bylaw 61 and 3.6 for details)

*I deLCre that, to the best of my knowledge, I am fulfilling my obligation to advise the LC, under the Conflict of Interest Policy, by stating that I have no circumstances - real or perceived, that place me in a Conflict of Interest position with my position/role with the Canadian Lacrosse Association; or*

*I deLCre that, to the best of my knowledge, the circumstances described below, depending on circumstances, may place me in a Conflict of Interest position with my position/role with the Canadian Lacrosse Association, however by truthfully providing the below information and obtaining approval from the Association to continue, I am fulfilling my obligation to advise the LC of any real or perceived potential conflict of interest situations.*

*Please describe/list all your current situation(s) or potential Conflict of Interest. Include any lacrosse positions/roles/affiliations/companies, either (LC, MA or non-LC/MA sanctioned); company names and numbers; or name of company/associations you may be affiliated with below and the type of work being performed (use a separate sheet if required.)*

*By signing below I acknowledge that I have read, understand and agree to abide by Lacrosse Canadas Conflict of Interest Policy and that the information contained in this declaration is true and correct to the best of my knowledge. I also understand that to knowingly fail to disclose any potential real or perceived conflict situation that I may be subject to disciplinary action as determined by the LC.*

*I also agree to notify the Canadian Lacrosse Association immediately should my circumstances change or any situation/action arise that may be perceived as a potential conflict of interest prior to my next declaration.*

Signed by:

Date: YYYY-MM-DD



**APPENDIX 25-39**

**TERMS OF REFERENCE – CANADA GAMES COMMITTEE**

Name	LC Canada Games Committee
Mandate	The Canada Games Committee is a standing committee of Lacrosse Canada. Its role is to assist the Board of Directors and the Box Sector of Lacrosse Canada 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"><li>➤ Monitor and ensure that the Canada Games Technical package is being fulfilled</li><li>➤ 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.</li><li>➤ Provide direction and assist the Technical Representative in fulfilling his/her duties</li><li>➤ 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 LC National Championship policies.</li><li>➤ Determine ratings for each team sent by a province to the Canada Summer Games</li><li>➤ Monitor player eligibility of all athletes in keeping with Canada Games eligibility criteria.</li><li>➤ Exchange information and best practices between provincial lacrosse organizations in preparation for Canada Games.</li><li>➤ Liaise with all provinces on all issues related to the Canada Games</li><li>➤ Liaise with the LC Board of Directors, LC Program Coordinator and the LC Box Sector on all issues related to the Canada Games.</li><li>➤ The LC Technical Representative (LC Program Coordinator) will communicate and be the main point of contact between the Committee and the provinces.</li><li>➤ The LC Technical Representative (LC Program Coordinator) will communicate and be the main point of contact between the LC and the Canada Games Council</li><li>➤ The LC Technical Representative (LC Program Coordinator) will communicate and be the main point of contact between the LC and the Canada Games Host Committee.</li><li>➤ Perform such additional duties and tasks as may be delegated to the Committee by the LC Board of Directors or the LC Box Sector</li></ul>
Authority	The LC Canada Games Committee is a limited agent of the LC 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"><li>• LC Box Sector Chair will also be the chair</li><li>• LC Director National Championships</li><li>• LC Domestic Development</li></ul>

	<ul style="list-style-type: none"> <li>• LC Indigenous Director</li> <li>• LC Executive Director</li> <li>• LC Program Coordinator</li> <li>• LC Coaching Chair or designate (identified by Coaching Chair)</li> <li>• LC Officiating Chair or designate (identified by Officiating Chair)</li> <li>• One representative from each province and territory</li> <li>• Aboriginal Sport Circle representative to be included on all discussions in relation to the Canada Games Consensus statement for lacrosse</li> <li>• Any other individuals having Canada Games expertise as appointed by the Board of Directors.</li> </ul>
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 LC to fulfill its mandate. The Committee will receive administrative support from the LC 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 LC Board on May 2019. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to Standing Committees will also apply.



**APPENDIX 25-40  
TERMS OF REFERENCE – GENDER EQUITY COMMITTEE**

Name	<b>Gender Equity Committee</b>
Mandate	The Gender Equity Committee is a standing committee of Lacrosse Canada (LC). It is responsible for providing guidance and recommendations to the Lacrosse Canada Board of Directors. It will also provide them with comprehensive research, information and recommendations intended to achieve gender equity in the sport of lacrosse in Canada. Gender equity is the process of allocating resources fairly and addressing any imbalances in the benefits available to people of different genders.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"><li>● Find strategies to actively engage female-identifying and non-binary participants in the sport of lacrosse, in all applicable sectors.</li><li>● Provide education and information on gender equity in an effort to engage all participants in advocating for organizational changes necessary to reach gender equity in lacrosse. This includes the use of surveys as a strategy for information gathering.</li><li>● Work on further corrections to policy and governance to incorporate a gender equity lens into existing Lacrosse Canada policies.</li><li>● Recommend changes in removing barriers that currently prevent access to coaching opportunities for female-identifying and non-binary coaches.</li><li>● Recommend changes in removing barriers that currently prevent access to officiating opportunities for female-identifying and non-binary officials.</li><li>● Help establish programming and create mentorship and leadership opportunities for female-identifying and non-binary participant groups in all sectors.</li><li>● Help address recruitment of female-identifying and non-binary leaders to board positions at all levels and in all participant groups with a goal to improve board composition and achieve equal representation at all levels.</li><li>● Recommend ways to create inclusion and access that make the sport of lacrosse welcoming to participants of all sexes and genders.</li><li>● Consider equitable access to sport, including the barriers there are to growing female-identifying participation, including financial barriers, for underserved groups (included but not limited to BIPOC, LGBTQIA2S+, those with disabilities, religious minorities, immigrants, and low-income participants).</li><li>● Recommend and set priorities on tasks identified to address gender equity, in conjunction with the sectors.</li><li>● Communicate gender equity education, research and program support to Member Associations (and assist in informing them of any funding opportunities to progress gender equity).</li></ul>

	<ul style="list-style-type: none"> <li>● Generate resources and promotional material to assist Member Associations with program delivery to achieve gender equity.</li> <li>● Consider national, and related international, issues that prevent achieving gender equity.</li> <li>● Report regularly to the LC Board of Directors</li> <li>● Act as a resource and assist with concerns, advocate for equal opportunities related to gender.</li> <li>● Provide information and research to the LC Board to identify and illustrate the benefits of achieving gender equity in lacrosse.</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 expenses of Lacrosse Canada.</p>
Authority	<p>The Committee is an advisor to the appropriate Sectors and the LC Board on matters related to gender equity. The Committee, with approval from the Board, may establish sub-committees, or working groups, to deal with specific issues, topics and projects in relation to the mandate of the Committee. The Committee’s suggested changes must be submitted to the Board prior to being submitted to the appropriate Sector(s) for input.</p>
Composition	<p>The Committee will be composed of the following:</p> <ul style="list-style-type: none"> <li>● Committee Chair (appointed by the LC Board),</li> <li>● LC Board Member, as appointed by the Board,</li> <li>● LC Staff, as appointed by LC Executive Director,</li> <li>● Preferably a minimum of one representative from each MA.</li> </ul>
Meetings	<p>The Committee will meet by telephone, virtually, or in person, at minimum four times a year and provide a report to the Board for the AGM and SAGM. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the Meeting, who shall then distribute them as appropriate.</p>
Resources	<p>The Committee shall request necessary resources from Lacrosse Canada as required to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.</p>
Reporting	<p>The Committee will report through the designated LC Board Member to the Board. The Chair will have minutes approved at each subsequent meeting of the Committee and sent to the LC office for the record. If necessary, a motion by email vote will be activated with a mover, seconder and a call for voting within a week of the motion, for minutes, reports or any other decision to be made by the Committee. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes, reports or decisions of the Committee</p>

	to be considered approved and in effect.
Approval	These Terms of Reference were prepared by the Gender Equity Working Group and approved by the Board of Directors of Lacrosse Canada on <i>September 15, 2021</i> .
Review	The Committee will review these terms of reference on a regular basis and will make recommendations to the Board on any revisions at the Annual Meeting, if warranted.