



LC Operations Manual
Summary of Additions & Revisions as of September 2023 from 2023 SAM

2023 LC SAM Additions & Revisions – All changes are noted in **RED**

Policy 4.2 – Biennial Membership Fee Adjustment Policy added as follows: (Effective 2025)

Policy 4. Biennial Membership Fee Adjustment Policy

I. Purpose

The purpose of this policy is to ensure that the organization's membership fees (Base Membership Fee, Participant Fee, Coaching Fee, Officiating Fee) remain consistent with changes in the general economic climate, specifically with respect to inflation. By adjusting membership fees every two years according to an established inflation index, the organization can maintain its financial stability and continue to offer quality services and programs to its members.

II. Scope

This policy applies to all members of the organization, including new and renewing members, and is applicable to any membership category and associated fees.

III. Definitions

1. **Inflation Index:** A measure of price changes in the economy, typically represented by the Consumer Price Index (CPI) or other relevant indices. The chosen index should be an officially recognized and published source.
2. **Adjustment Period:** The biannual interval during which the membership fees will be reviewed and adjusted according to the Inflation Index.

IV. Policy

1. Membership fees will be adjusted biannually based on the percentage change in the chosen Inflation Index over the preceding two-year period.
2. The organization will use the most recent and publicly available data from the chosen Inflation Index to calculate the percentage change in inflation.
3. The biannual adjustment will be calculated by multiplying the current membership fee by the percentage change in the Inflation Index. The result will then be added to the current membership fee to determine the new fee amount.
4. Membership fee adjustments will be rounded to the nearest whole dollar amount for simplicity and ease of implementation.
5. The organization will provide at least 60 days' notice to its members of any upcoming fee adjustments. This notice will include the new fee amounts, the effective date of the change, and the rationale for the adjustment based on the Inflation Index.
6. The organization reserves the right to temporarily suspend or modify this policy in exceptional circumstances, such as during periods of economic instability, with the approval of the Board of Directors.



V. Roles and Responsibilities

1. The Finance Committee is responsible for monitoring the chosen Inflation Index and calculating the biannual membership fee adjustments.
2. The Board of Directors is responsible for approving the adjusted membership fees and any temporary suspensions or modifications to the policy.
3. The Membership Department is responsible for implementing the adjusted fees, updating membership materials, and communicating fee changes to members.

VI. Review

This policy will be reviewed every two years by the Finance Committee to ensure its continued relevance and effectiveness. The committee will make recommendations for any necessary changes to the Board of Directors.

Policy 18.4.2 – Transfers amended as follows: (Effective 2024)

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.**

Policy 18.3.3 Player Eligibility added as follows (Effective 2024)

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 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.

Exceptions will be made for professional players who have been full-time residents in a team's catchment area, as defined by their respective MA, for no less than three consecutive years immediately prior to the current playing season.



Policy 19.2.5 – Men’s Field Player Eligibility added as follows: (Effective 2024)

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.

Policy 19.2.6 – Men’s Field MA Ratings added as following: (Effective 2024)

The rating of the MAs 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.

Appendix 25-13 LC Calendar of National Championships Men’s Field amended as follows: (Effective 2024)

Increase the duration to 4 days from 3 days. The event will run from Thursday to Sunday if required.

Policy 22.3.2 – Coaching Committee amended as follows: (Effective 2023)

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 (NCR). The NCR 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.

Policy 23.2.2.4.1 – Officiating Committee amended as follows: (Effective 2023)

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 of Domestic Development and each of the RIC's and UIC's will have one vote each. The Chair will only vote in the event of a tie.**

Policy 22.3.3 Coaching Voting – REMOVED as follows: (Effective 2023)

22.3.3 In all matters requiring voting, the vote will be carried out in person when possible, through written ballot or by electronic means. A vote receiving a majority shall be considered carried. At any time the Coaching Coordinator (or delegate) appointed or elected by the MAs may carry the total votes for that MA.

Policy 23.7.3 World Men's Field Championships amended as follows to World Lacrosse Men's Field approved International Officials List (For events such as the World Championships): Effective 2023

23.7.3 World's 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 Referee-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.

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 Referee-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.
- 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 referee 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.
-

Policy 24.3.2.6 – Minor Box Nationals amended as follows: (Effective 2024)

- 24.3.2.6 16U (male and female), 14U (male and female) 12U 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.
-



Policy Sixes Sector – Terms of Reference amended as follows: (Effective 2023)

Appendix 25-27 Sixes Sector Terms of Reference

Name	Sixes Lacrosse Sector Terms of Reference
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	<p>The Sector will perform the following key duties related to Sixes Lacrosse:</p> <ul style="list-style-type: none"> • Govern Sixes Lacrosse activities at all age groups. • Oversee the implementation of LC's Strategic Plan and annual Operational Plans as they relate to Sixes Lacrosse. • 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. • Ensure monitoring of Sixes games for compliance with LC's policies, procedures, regulations and standards. • Determine ratings for each team sent by a Member Association to a National championship or Competition. • Monitor eligibility, releases, negotiation lists, transfers and possible tampering with players in the Sector • Oversee the application of minimum coaching standards in Sixes. • Work in conjunction with, and provide input to, any of LC's Operating Committees to fulfill related key duties.
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>		
	SIXES SUB-COMMITTEES		
	WOMEN’S RULES	MEN’S RULES	ALL-GENDER RULES
	<ul style="list-style-type: none"> • 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. • This sub-committee reports directly to the Sixes Committee. The Chair, who will be a woman, will be appointed annually by the Sixes Sector 	<ul style="list-style-type: none"> • 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. • This sub-committee reports directly to the Sixes Committee. The Chair will be appointed annually by the Sixes Sector Chair at the LC SAM 	<p>**For future use</p>



	<p>Chair at the LC SAM</p> <ul style="list-style-type: none"> This sub-committee will be comprised of the Sixes Sector Women's Division representatives 	<ul style="list-style-type: none"> This sub-committee will be comprised of the Sixes Sector Men's Division representatives 	
--	--	---	--

<p>Meetings</p>	<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>
<p>Resources</p>	<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>
<p>Reporting</p>	<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>