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National Team Program Policies and Guidelines

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USING THIS DOCUMENT

The 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.

The policies, procedures and operations outlined are subject to change, and in the event of a dispute in matters pertaining to the information within this document, the LC's Operations Manual will overrule all and/or any written information contained in this document.

It is the intent of this document to be used in combination with the current LC Operations Manual, which can be obtained online at www.lacrosse.ca under 'LC Guides and Manuals'.



INTRODUCTION

History

A detailed history of the origin of lacrosse can be found on our website at www.lacrosse.ca. Below is an excerpt from the “short history” section:

In the 1840s, the first games of Lacrosse were played between the settlers and the Native people. Though it was many years before any significant wins were logged against the Natives, the game of Lacrosse quickly won the loyalty and interest of the newest North Americans. Lacrosse was named Canada’s national game by parliament in 1859. In 1867, the Montreal Lacrosse Club, headed by Dr. George Beers, organized a conference in Kingston in order to create a national body whose purpose would be to govern the sport throughout the newly formed country. The National Lacrosse Association became the first national sport governing body in North America dedicated to the governance of a sport, the standardization of rules and competition, and the running of national championships to promote fellowship and unity across the country. The unforgettable motto of the organization was:

“OUR COUNTRY – OUR GAME”

Lacrosse was re-confirmed by Parliament as the National Summer Sport of Canada in 1994. Visit that ‘About’ section of www.lacrosse.ca for more information on the history of our game.

Guiding Policy

The management, attendance and representation of a National Team at the World Championship are important functions of LC. The assembly and participation of a National Team at a World Championship can serve many purposes. It can be used to measure the performance and success of the National Team Program. It can also be used as an opportunity to view the development and progress of lacrosse in Canada.

It is the objective of the LC’s National Team Program to abide by the LC values of Health, Excellence, Accountability, Respect and Teamwork in an effort to achieve positive team success and podium results in every World Championship event. The LC’s National Team Program is focused on being **player-centered, sportsmanlike, coach driven, fiscally and ethically responsible, transparent and drug-free**. LC strives to ensure the National Team Program meets or exceeds the high performance program criteria of Sport Canada. Performance is used as a measure to evaluate, monitor and review the development of lacrosse players in Canada.

The LC’s High Performance Programs are:

Senior Women’s Field Lacrosse
U-19 Women Field Lacrosse
Indoor Box Lacrosse
Senior Men’s Field Lacrosse
U-19 Men Field Lacrosse
Men’s and Women’s Sixes Lacrosse



PROGRAM POLICY

Note: Lacrosse Canada is herein after also referred to as 'LC.

1. Athlete Eligibility

- 1.1 To be eligible to be considered for selection, an athlete shall:
- 1.1.1 Be a citizen of Canada or have landed immigrant status;
 - 1.1.2 Hold a current Canadian passport;
 - 1.1.3 Have played in a sanctioned league of a provincial member association or accredited secondary school or university for two or more consecutive seasons;
 - 1.1.4 Be in good standing if he or she is a member of a LC provincial member association;
 - 1.1.5 Pay any required fees;
 - 1.1.6 Attend selection and/or training camps as required by head coach; and
 - 1.1.7 Be eligible to participate as per the international rules of the applicable event and the World Lacrosse.

2. Staff Requirements

- 2.1 Upon selection and in order to remain a member of National Team, staff must:
- 2.1.1 Sign and abide by the LC national team staff agreement and code of conduct;
 - 2.1.2 Provide to LC all required documents, including but not limited to medical records, health card, passport etc.;
 - 2.1.3 Actively support and endorse the values and mission of LC, as well as abide by the National Team Program Policies and Guidelines.

3. Funding

- 3.1 Any funds raised for any national team program are funds for that respective program.
- 3.2 No refunds or credits for funds raised will be issued to athletes or athlete families, regardless of player position and/or final selection in the program.
- 3.3 Players who may be removed from the team for any reason, including but not limited to discipline issues, poor performance or injury, will not be reimbursed for any funds invested, as a result of their participation in the national team program.
- 3.4 The National Team Program is to be operated in a fiscally responsible way with expenses not exceeding revenue.
- 3.5 National Team Program financial reporting must be made available to the LC Board of Directors at LC's Annual General Meeting (November) and Semi-Annual General Meeting (May) and upon request by the LC Board of Directors with 30 days notice.

4. Athlete Selection and Requirements

- 4.1 The selection criteria for the national teams are established by the coaching and management staff of the team and provided to the Director of HP and International Relations and the Executive Director.
- 4.2 The selection criteria must be established and available to athletes prior to the commencement of the selection procedures.
- 4.3 The selection procedures must provide equal access to all members of the Association across Canada.



- 4.4 All steps in the player selection and roster announcements will have an emphasis on being player-centered. Final selections will be made available to LC members and published online only after all player applicants have been notified of their selection or non-selection.
- 4.5 For all field programs final player selections will be completed to meet required deadlines by World Lacrosse in year 3 of the program quadrennial. For all indoor programs final player selections will be completed at the conclusion of the NLL season in year 4 of the program quadrennial.
- 4.6 Upon selection and in order to remain a member of Team Canada an athlete must:
 - 4.6.1 Sign and adhere to the LC athlete agreement and code of conduct at the first ID Camp;
 - 4.6.2 Provide to LC all required documents, including but not limited to medical records, health card, passport etc.;
 - 4.6.3 Participate in all team events, activities and meetings;
 - 4.6.4 Ensure adherence to any and all national team sponsorship agreements;
 - 4.6.5 Adhere to all rules established by LC and the World Lacrosse;
 - 4.6.6 Report any injuries or medical condition to the national team staff immediately upon such occurrence;
 - 4.6.7 Assist LC in public relations and fundraising projects where required. Advance notice will be provided to players and player availability will be considered;
 - 4.6.8 Complete an anti-doping e-learning course, through the Canadian Centre for Ethics in Sport;
 - 4.6.9 Pay all required national team fees by identified deadlines;
 - 4.6.10 Abide by all anti-doping requirements under the Canadian Anti-Doping Program and the World Anti-Doping Agency.
- 4.7 Once selected to Team Canada, an athlete may withdraw or be withdrawn for the following reasons:
 - 4.7.1 Failure to satisfy the minimum training standards set out by Team Canada management staff;
 - 4.7.2 Failure to adhere to team rules and World Lacrosse and the CLA code of conduct, agreements and policies;
 - 4.7.3 Failure to remain competition-ready leading up to the championship event. Athletes who do not remain competitive-ready by reason of lack of fitness, injury or illness may be removed from the program. It is the obligation of the athlete to immediately report any injury, illness or change in training that could affect their ability to compete at their highest level to team staff;
 - 4.7.4 Medical condition. It is the obligation of the athlete to immediately report any medical condition to team staff;
 - 4.7.5 Voluntary withdrawal/retirement;
 - 4.7.6 Failure to comply with the Canadian Anti-Doping Program, anti-doping requirements and reporting and to refrain from the use of performance enhancing or recreational drugs;
 - 4.7.7 Failure to pay all required national team fees by identified deadlines;
 - 4.7.8 Failure to abide by all program deadlines and ensure submission of required athlete paperwork and fees by identified deadlines;
 - 4.7.9 Failure to abide by the all anti-doping requirements under the Canadian Anti-Doping Program and World Anti-Doping Agency.



5. Behaviour and Discipline

5.1 Upon selection and in order to remain part of Team Canada a member must:

- 5.1.1 Refrain from challenging the officials, opposing teams and fans;
- 5.1.2 Shall ensure the safety of others by monitoring his/her behavior at all times, controlling the style of play and providing a safe environment;
- 5.1.3 Refrain from any intimate and/or sexual involvement with staff;
- 5.1.4 Refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, verbal and physical behaviours that constitute harassment or abuse are unacceptable and players will be held accountable by coaches and management under LC's harassment policy;
- 5.1.5 Refrain from committing willful damage to properties, such as locker rooms, hotels and other public places;
- 5.1.6 Refrain from advocating or condoning the use of drugs and other banned performance enhancing substances;
- 5.1.7 Refrain from possessing and/or consuming alcohol and/or drugs, while representing Canada and LC as a member of the national team. There is a zero tolerance alcohol and drug policy for all under-age team members during any and all national team activities, functions or travel;
- 5.1.8 Failure of an athlete to comply with the athlete code of conduct or agreement or failure to follow LC policy and guidelines for the national team program may result in disciplinary action in accordance with the discipline policy of LC.

6. Team Canada and LC Logos and Trademarks

6.1 Team Canada logos and the LC logo are the sole property of LC and will not be used by any party in any way in whole or in part without the written consent of LC.

Any improper or unauthorized use of LC or Team Canada logos will result in disciplinary action, as well as possible legal action, in accordance with the discipline policy of LC.

7. Sponsorship

7.1 LC is the owner of certain official marks, copyrights and other properties and is interested in organizing and implementing marketing programs for the purpose of promoting its objectives and supporting the operation of its National Teams. LC shall work closely with the National Team's management to ensure maximum exposure and return for this promotion;

7.2 LC shall have the sole right to enter into Official Supplier and Licensing Agreements in connection with certain products and services utilized by National Teams;

7.3 LC shall have the right to pre-approve the form, content and quality of all such advertising, promotion or other use of LC properties;

7.4 All National Team players, coaches, management and other staff are obligated to use, wear, display sponsor products and services which are provided under Agreement with LC. This condition applies to all circumstances when a team member is involved or connected with any project, activity or event sanctioned or operated in conjunction with the National Team.

8. National Team Jerseys

8.1 All National Teams will abide by the World Lacrosse specifications on jerseys or playing uniforms;

8.2 All National Teams are required to display the LC logo. The position of the logo is to be agreed to by team staff, the LC Executive Director and Director High Performance and International Relations;



- 8.3 The logo must be at least 4 inches in height or to the maximum size as allowed by the World Lacrosse, and be of contrasted colour to the colour of the location to where it is affixed unless directed otherwise by the LC Executive Director or Director High Performance and International Relations;
- 8.4 All sponsor logos, and location on the jersey must receive approval of the Association prior to being incorporated onto the jersey;
- 8.5 The respective International Federation and LC logos will take priority over any sponsor logos that may be affixed to the jersey.

9. Annual and Quadrennial Planning

- 9.1 The intent of the LC national team strategy and program is to build long term sustainability and performance success. One key factor in this is the long term investment in management, coach and support staff positions.
 - 9.1.1 All staff and GM's shall remain in their role until;
 - 9.1.1.1 they are replaced for the next cycle
 - 9.1.1.2 they resign from their position
 - 9.1.1.3 they must continue to abide by all LC and NT policies
- 9.2 National Team management and coaches at any level in the organizational structure are expected to remain in place for at least two consecutive cycles before moving to higher level coach or management position as noted in the following chart:

	2023	2024	2025	2026	2027	2028	2029	2030
MF General Manager				App				App
MF U19 Staff		App				App		
Senior MF Staff				App				App
WF General Manager				App				
WF U19 Staff				App				
Senior WF Staff			App				App	
Box General Manager	App				App			
Box Staff		App				App		
M Sixes General Manager		App						
M Sixes Staff		App						
W Sixes General Manager		App						
W Sixes Staff		App						

- 9.3 National Team Program General Manager positions shall be opened for application by January 31 in the appropriate year of application as described above.
- 9.4 The fine details of the annual and quadrennial planning for each national team program fall under the expertise of the applicable National Team General Manager and the Head Coach and support staff with input from the Director High Performance and International Relations.



9.5 The following outlines the general program activities for each year of the four year cycle:

Year 1

- Post championship and team review
- Talent ID
- Regional ID camps

Year 2

- Player application window
- Support staff application window

Year 3

- Identify top 40 (or as determined) player squad
- Exhibition games
- Final team selection
- Inter squad games

Year 4 – championship year

- Training camps
- Exhibition games

10. National Support Guidelines

- 10.1 LC is committed to the growth and support of the national team programs, although this level of support may vary from program to program and from year to year depending on financial capacity.
- 10.2 The funding guidelines are set as per LC/FIL/NLTPA Agreement.
- 10.3 The High Performance Committee will oversee the budgets for each team and provide information to LC for each team and every 4 year cycle of national teams.
- 10.4 Each national team program is considered to be four years in duration with Year 1 being the first year after the most recent championship event and Year 4 being the year of the next expected championship event.
- 10.5 Year 1 can include, but is not limited to, a post championship and team review, talent ID and regional ID camps.
- 10.6 Year 2 can include, but is not limited to, the player application window and support staff application window.
- 10.7 Year 3 can include, but is not limited to, identifying the top 40 (or as determined) player squad, exhibition games, final team selection and inter squad games.
- 10.8 Year 4 can include, but is not limited to, training camps, exhibition games and the championship event.
- 10.9 Each National Team will receive funds as deemed appropriate by the High Performance Committee – see funding disbursement chart for 4 year cycle. The High Performance Committee may make changes from time to time as deemed necessary for the success of all teams.
- 10.10 Additional funds for each national team program are to be raised through other avenues, including but not limited to: sponsorship, donations, player contributions, and sale of national team merchandise and advertising.



National Team Funding Disbursement Chart (To Be Updated)

	2018-2019	2019-2020	2020-2021	2021-2022
Senior Men's Field	\$200,000		0	\$75,000
2016 U19 Men's Field	0	\$110,000	\$120,000	0
Senior Women's Field	0	\$40,000	\$125,000	\$170,000
U19 Women's Field	\$100,000	\$75,000		
Men's Indoor	\$40,000	\$75,000	\$40,000	\$40,000
TOTAL	\$340,000	\$300,000	\$285,000	\$285,000

11. National Team Insurance

- 11.1 Participant Accident Insurance is provided to national team players by LC;
- 11.2 Travel medical insurance will be provided to national team players by LC as per LC/FIL/NLTPA Agreement.

12. Program Review

- 12.1 Upon the completion of each World Championship the respective national team staff and players will be surveyed to determine overall success of the program and required improvements.

13. Conflict of Interest

- 13.1 LC conflict of interest policy in the LC Operations Manual applies to all national team programs.



National Team Organizational Structure

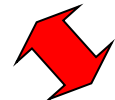
Director High Performance and International Relations
Communications
High level management
Human resources
Policy
Advisor to LC Board
Canadian rep at FIL meetings



LC Office
Communications
Sponsorship
Partnerships
High level funding
Administrative contact for FIL
Financial Management



High Performance Committee
Director High Performance and International Relations (Chair)
Athlete Director
2 Athlete Reps
NT General Managers
LC Executive Director
LC Director Administration
LC High Performance Coordinator
Expert Appointments



National Team General Manager MF
Financial Accountability
Player Management
Coach Selection
Player Selection
Integrated Athlete Support

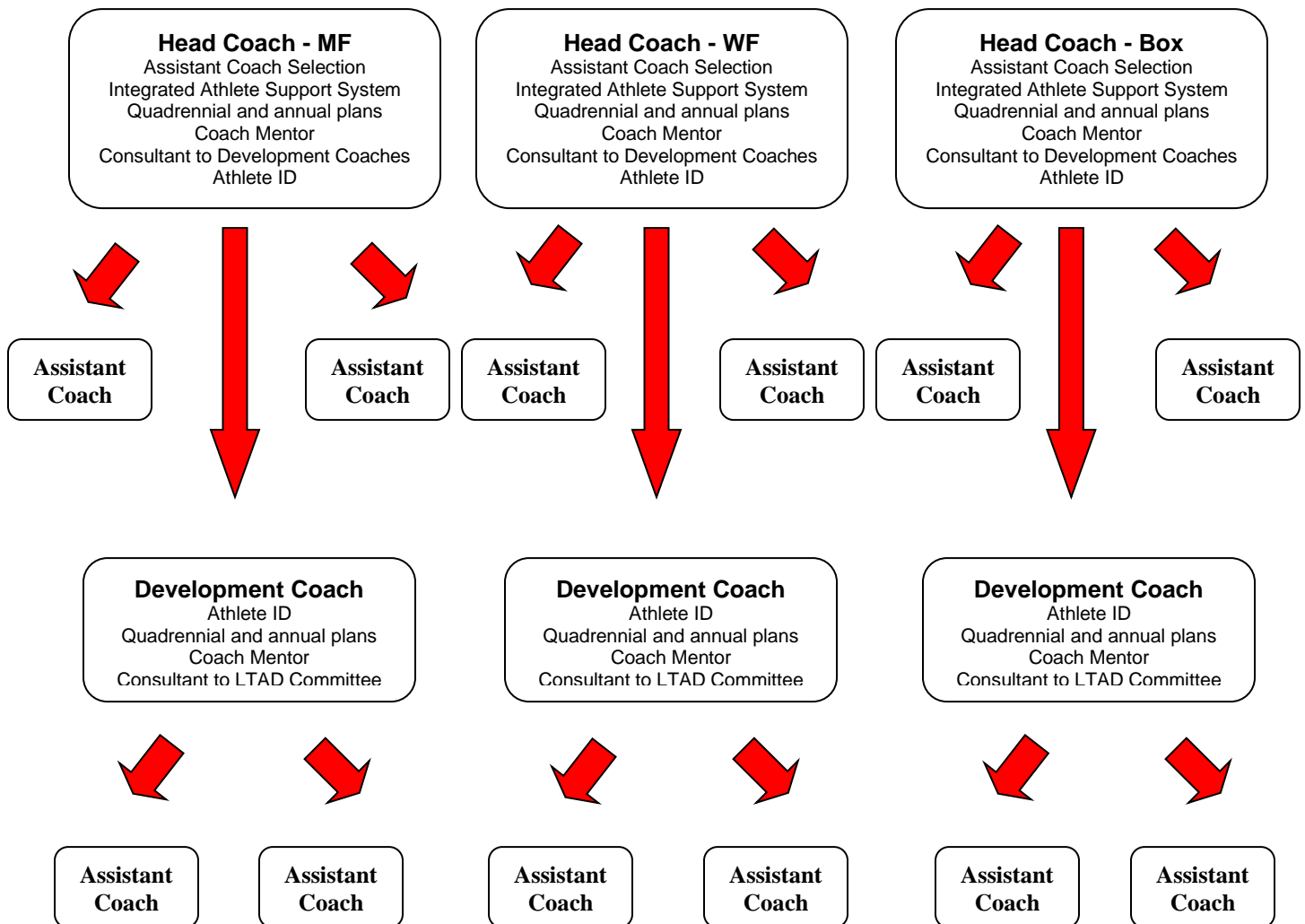
National Team General Manager WF
Financial Accountability
Player Management
Coach Selection
Player Selection
Integrated Athlete Support

National Team General Manager Box
Financial Accountability
Player Management
Coach Selection
Player Selection
Integrated Athlete Support

National Team General Manager Youth Development
Financial Accountability
Player Management
Coach Selection
Player Selection
Integrated Athlete Support



National Team Organizational Structure continued





SELECTION POLICY FOR NATIONAL TEAM POSITIONS

EXECUTIVE STAFF

LC Director High Performance and International Relations

This position on LC Board of Directors is elected every two years by LC Members at the Annual Meeting.

National Team General Manager

This position is appointed for a 4 year period by the High Performance Committee

HIGH PERFORMANCE STAFF

1. LC Office shall notify all MA's of all avenues of application for all high performance positions, including National Team Program General Manager, Coaching Staff and Support Staff.
2. The coaching and support staff positions are established by LC in consultation with the Director High Performance and International Relations, and National Team General Manager for the respective program (i.e. Men's Field, Women's Field, Box).
3. The Director High Performance and International Relations and National Team General Manager shall make up the Selection Committee to appoint the Head Coach for the Senior Men's and Women's National Program (i.e. Men's Sr Field, Women's Sr Field, Box, Sixes). The Head Coach in consultation with the National Team General Manager will select their support staff and assistant coaches.
 - a. Director High Performance and International Relations and National Team General Manager shall make up the Selection Committee for the review of all Mens and Womens U19 coaching staff applications and, if deemed necessary, interviews. Final coaching staff selection lies with the Selection Committee.
 - b. All National Team support staff and coaches must have valid Canadian citizenship. If there is not a qualified applicant, then an external candidate may be considered
4. In extenuating circumstances, a coach that did not submit an application, may be hired to fill a position that has become vacant with the approval of the LC High Performance & International Relations Director and the LC Executive Director.
5. The High Performance Committee shall have the sole responsibility to select the General Managers of the National Teams from those who have applied. The Committee will provide their selection to LC for Board approval, which shall be granted absent that individual not being in compliance with LC requirements.
6. The Selection Committee shall establish a scoring matrix for use in reviewing and evaluating the applicants.
7. Should the scoring for the applicants result in a similar result for more than one applicant a formal interview with the applicants may be requested. The selection committee will determine the necessary interview questions and determine as a committee the successful applicant.
8. All applicants interviewed for each position should be notified in writing.
9. A final list of selected high performance staff shall be sent to the LC Executive Director in order to coordinate a news release which shall be issued from the LC office advising the membership of high performance staff selections.
10. All selected coaches must be certified in the highest NCCP level available in their respective discipline (e.g. Field or Box).
11. The selected coaches will have 3 months after their appointment, unless otherwise approved by the selection committee, to complete any missing coaching requirements. Any coach failing to do



so must be replaced on the coaching staff with another coach selected from the previous list of candidates who already meets the minimum requirements.

NATIONAL TEAM PLAYERS

1. Player application forms will be available not less than 9 months prior to the first day of the World Championship.
2. Player application forms are to be submitted and received by the appropriate contact not less than 8 months prior to the first day of the World Championship for all World U19 Lacrosse Canada Teams.
3. The National Team General Manager, Head Coach and support staff for the Senior Men's and Women's National Program will create a National Team Pool of athletes to invite for the Men's Senior Field, Women's Senior Field, Box and Sixes and they will contact the athlete not less than 8 months prior to the first day of the World Championship
4. Where possible, a scouting system will be used allowing each player applicant to be viewed by any members of the High Performance Committee.
5. The National Team General Manager, with input from the Director High Performance and International Relations and coaching staff, will determine the schedule of player selection activities (i.e. evaluation camps and selection camps) including the number of and which players will be invited to attend each scheduled activity. The selection process will be provided to the LC Director High Performance and International Relations in written format for distribution to MA's and participants and posting to LC website. The coaching staff will remain the first point of contact for players.
6. Selected players will be invited and must attend scheduled training camps and team activities.
7. Final selections will be completed with input from the National Team General Manager, coaching staff and scout staff following all scheduled selection camps and activities. The National Team Chair and Director High Performance and International Relations may elect to sit in on player selection deliberations and may provide input, but will not carry a vote.
8. Under the direction of the National Team Director, the coaching staff will inform each player applicant of his/her selection or non-selection to the program. The process of informing player applicants will be done in person, where possible.
9. For all field programs, final player selections will be completed to meet required deadline by World Lacrosse in year 3 of the program quadrennial. For all indoor programs final player selections will be completed at the conclusion of the NLL season in year 4 of the program quadrennial.
10. A final list of selected players, including their contact and biographical information shall be sent to the LC Executive Director in order to coordinate a news release which shall be issued from the LC office advising of player selections.

INTEGRATED SUPPORT STAFF

1. The LC Executive Director shall notify all MA's of all avenues of application for national team support staff positions as established by the LC High Performance Committee
2. The Director High Performance and International Relations, National Team General Manager and national team head coaching staff shall make up the Selection Committee for the review of the applications and, if deemed necessary, interviews.
3. All applicants interviewed for each position should be notified in writing.



STAFFING AND RESPONSIBILITIES (JOB DESCRIPTION AND QUALIFICATION)

Note: *The team staff requirements may vary between male and female national team programs due to team size restrictions and financial capacity.*

ADMINISTRATIVE AND EXECUTIVE STAFF

LC Office

- Be a member in good standing with World Lacrosse and represent Team Canada and LC, where necessary, in any communications and/or transactions with World Lacrosse.
- Be an active partner in the selection, management and decision making as it pertains to all national teams.
- Represent the team in any communications and/or transactions with the Government of Canada and its various departments, agencies and/or offices.
- Provide Sport Participant Accident insurance to all national teams.
- Be the only association accounting for and administering the incoming revenues and outgoing expenses of national teams.
- Be responsible for issuing payment on all team expenses as outlined in a balanced budget. Eligible expenses include, but are not limited to, accommodation, flights, registration fees related to the World Championships and any selection camps as approved in the budget.
- Be the prime contact with any major sponsor of Team Canada.
- Review and approve all sponsorship.
- Ensure all sponsorship programs are carried out in a responsible and transparent manner and due appreciation is given to each program partner in a timely fashion.
- Administer and manage travel and accommodation arrangements for all national teams.
- Administer and manage all necessary national team member paperwork and reporting
- Administer and manage all necessary FIL reporting and event entry and registration for all national teams.
- Manage, in conjunction with the Director High Performance and International Relations the improvements to, and growth of the national team program.
- Work with Sport Canada to access SFAF high performance program funding.
- Create and distribute all administrative updates and notices to national team members.
- Administer national team anti-doping requirements and provide education to national team members on the Canadian Anti-Doping Program and World Anti-Doping Program.
- Manage and be the point of contact for all communications regarding the national team program, including but not limited to administrative national team communications, national team websites, social media campaigns, media releases and media conferences.

LC Director High Performance and International Relations

The Director High Performance and International Relations is responsible to the Board of Directors and is one of the links between LC and International Lacrosse bodies. Below is a list of key areas of responsibilities:

National Teams

- The Director High Performance and International Relations is directly responsible for overseeing the operations, development and management (in partnership with LC Office) of LC's national team programs.
- The Director High Performance and International Relations' role in the review process of the national teams is to ensure that all LC requirements regarding the operation of the team are



followed such as, but not limited to coaches meeting the minimum certification requirements, an open and unbiased team selection process, competitiveness of the team, and financial operations of the team.

- Work closely with the National Team General Managers, to manage any events that may negatively impact the program, including but not limited to a violation of national team policy.
- Support the National Team General Managers and act in an advisory capacity to the National Team General Managers.
- provide input and oversight into the player selection process, final selections and team training and event schedules.
- Seek out and suggest improvements to the national team program guide and/or policy to protect the interests of LC and national team members.
- Seek out opportunities and build on relationships to increase political awareness of the Canadian national team program and to lobby for high performance funding.
- Attend LC SAM and AM to represent and report on national team programs.
- Develop corporate partnerships in conjunction with the LC Executive Director to support national team programming.
- Source out and ensure high quality succession to fill positions within the overall national team structure.
- Ensure that all coaching staff meet the minimum coach certification requirements as described by LC under its National Coach Certification Program. This is required in order to participate in any team activities during the operation of the National Team Program.

International Competitions

- When deemed necessary and LC finances permit, the Director High Performance and International Relations will attend national team competitions.
- The Director High Performance and International Relations oversees the nomination and selection process of officials to international competitions. The Director High Performance and International Relations must also ensure LC takes an active role in the hosting of international competitions and manages the bid process to select potential local hosts interested in hosting international events.

International Meetings

- The Director High Performance and International Relations attends and represents LC at all international meetings. If unavailable to attend, the Director High Performance and International Relations is responsible for recommending to LC President a designate to attend in his/her place.
- In between meetings, "Postal Votes" may be taken by the International body. Should these occur, the Director High Performance and International Relations is responsible for obtaining any background information required to make an informed decision. This would include seeking input from Sector Chairs and even the entire sector if necessary. A recommendation on how LC should vote on any issue must be forwarded to LC Board of Directors, along with any background information, to determine LC's final position. Once the decision is made, the Director High Performance and International Relations will inform to the international body, through LC office, of that decision.

International Development and Governance

- The Director High Performance and International Relations acts as an International Board representative for LC.
- The Director High Performance and International Relations will also direct LC's role in international development of the sport of lacrosse.



Strategic Plan and Board Resolutions

- The Director High Performance and International Relations shall ensure that the operations under his/her portfolio are consistent with the LC Strategic Plan and directions made by the Board of Directors and/or Members.
- The Director High Performance and International Relations shall be the Chair of the High Performance Committee (see separate terms of reference for that committee in LC Operations Manual)

LC Athlete Director

- Provide oversight of the National Team Athletes.
- Attend and actively participate in all Board of Director meetings
- Perform such tasks as assigned by the Board of Directors in a timely manner
- Responsible for assisting 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:
 - Communicate and advocate the views and interests of the High Performance Team athletes in coordination with the Director High Performance & International Relations
 - Keep athletes informed of relevant policies, programs and their development;
 - Keep in constant, direct contact with National Team athletes during the course of their individual term as a National Team athlete.
 - Attend when necessary any meeting of the national team program
 - Lead the development of an Alumni base to support national team programming.
 - Liaison between NT Athletes and LC Board of Directors
 - Attend AthletesCAN Forum
 - Conduct National Team Player surveys post World Championship events
 - With LC Office Staff, ensure players are informed about any changes to the Canadian Anti-Doping Program and WADA Policies and Insurance
 - Ensure players are informed about appeals procedure, including LC procedures, Sport Dispute Resolution Centre of Canada (SDRCC) and Court of Arbitration for Sport (CAS)
 - Ensure players are informed about external funding and grant programs
 - Ensure athletes are informed of post-playing opportunities within LC (board positions, coaching positions)

LC High Performance Coordinator

- Responsibilities as identified in Job Description that includes but is not limited to:
 - Financial Administration
 - Logistical Administration (accommodations, air transportation, ground transportation, and all other logistical requirements for team selection camps, annual training events and world championships.
 - Medical Team Administration (doctors, athletic therapists, procurement of recovery supplies
 - Administer the registration/application process for national team athletes, coaches, and support staff
 - Collection of all necessary LC and World Lacrosse paperwork from players and staff
 - Provide direction to national team staff that supports policy, ensuring that guiding principles are followed



- Work with the Canadian Centre of Ethics in Sport (CCES) to update the National Athlete Pool (NAP) and ensure that all athletes have completed the proper anti-doping education courses
- Work with the World Anti-Doping Agency (WADA) to ensure that all athletes competing on the international stage are in compliance with anti-doping criteria and aware of testing procedures
- Dissemination of information to players and staff, in conjunction with Team Coordinator
- Administer the post-event survey for national team athletes to evaluate coaches and support staff and identify areas of strength and weakness
- Liaison between team and host organizing committee
- Work with Executive Director, Director of High Performance and International Relations, and national team members of the High Performance Committee, NT coaches and other staff to develop tools and systems that will ensure that all Sport Canada high performance funding criteria and reporting obligations are met

HIGH PERFORMANCE STAFF

National Team General Manager

- Report to the Director High Performance and International Relations
- Lead the coaching and support staff selection process for respective program.
- Assist the selected coaching staff to establish national team training and event schedule and report scheduling to the Director High Performance and International Relations.
- Assist the coaching staff with the identification, evaluation, and selection tools for players.
- Approve final coach player selections and report the final selections to the Director High Performance and International Relations.
- Establish a player try-out and selection structure and criteria with the coaching staff and report selection structure to the Director High Performance and International Relations.
- Monitor the progress of players from selection period until the end of the Championship.
- Look for ways to enhance, improve, and develop the National Team Program.
- Responsible with the support of the Head Coach for player conduct and discipline.
- Ensure that all players and team staff sign and complete all required national team paperwork, including Code of Conducts, upon being selected to the team and are submitted to LC Office in a timely fashion.
- Provide a comprehensive report on respective the national team program for LC AM and SAM. The report is to be provided to LC Director High Performance and International Relations at least 15 days in advance of LC meeting report deadline.
- Be an active member of the High Performance Committee.
- Ensure that all players and team staff complete a criminal record check prior to departing for the World Championship. All criminal record checks must be submitted to LC office a minimum 60 days prior to the team's departure for the World Championships.

Head Coach

- Support National Team General Manager.
- Support coaching and scouting staff.
- Lead the identification, evaluation, selection, and preparation of the team.
- Establish a comprehensive strategy to execute the mission of the program with the entire staff.
- Monitor the progress of players from the time of selection until the end of the Championship.
- Look for ways to enhance, improve, and develop the National Team Program.



- Have a clear understanding of international rules and convey these rules to players and fellow staff members.
- Responsible with the support of staff for player conduct and discipline and for reporting any disciplinary incidents to the National Team General Manager and Athlete Director
- Complete the minimum requirements as described by LC under its National Coach Certification Program.

Team Coordinator

- Assist in the planning and management of logistical details for the team, such as travel, accommodation and meals in conjunction and communication with the LC Office.
- Accompany the team to all national team activities, including the World Championship event.
- Support the National Team General Manager and coaching staff so they can best carry out their positions.

Assistant Coach – Defensive Coordinator

- Support the National Team Head Coach.
- Support coaching and scouting staff.
- Create and establish defensive team strategy.
- Establish defensive terminology.
- Prepare defensive scouting reports and practice plans.
- Identify, evaluate, select, and prepare defensive personnel (also provide input on other positions).
- Have a clear understanding of international rules and convey these rules to players and staff.
- Complete the minimum requirements as described by LC under its National Coach Certification Program.

Assistant Coach – Offensive Coordinator

- Support National Team Head Coach.
- Support coaching and scouting staff
- Create offensive team strategy.
- Establish offensive terminology.
- Prepare scouting reports and offensive practice plans.
- Identify, evaluate, select, and prepare offensive personnel (also provide input on other positions).
- Have a clear understanding of international rules and convey these rules to players and fellow staff members.
- Complete the minimum requirements as described by LC under its National Coach Certification Program.

Goal Tender Coach

- Support National Team Head Coach.
- Support coaching and scouting staff.
- Identify, evaluate, and select and prepare goaltending personnel.
- Have a clear understanding of international rules and convey these rules to players and fellow staff members.
- Complete the minimum requirements as described by LC under its National Coach Certification Program.



Other Positions:

- As agreed upon by Head Coach and General Manager, within confines of the budget for other positions for development and diversity growth and approved by LC Director High Performance and International Relations.

Scout

- Support National Team Head Coach.
- Support coaching and fellow scouting staff.
- To identify and see the play of targeted athletes for the National Team Program.
- Provide player statistical and scouting information to the national team staff.
- Establish and understand the scouting criteria with the national team coaching staff and National Team Director.

Equipment Manager

- Responsible for distribution and transportation of team equipment for all team events.
- Assist in the identification of national team equipment needs and orders with national equipment partners and suppliers in conjunction with the LC Executive Director or designated office staff.
- Attendance at all related national team events.
- Responsible for repair of team equipment.
- Communicate with the National Team General Manager that team has all necessary supplies and equipment.
- Ensure Team Canada sponsored equipment, autographed and non-autographed, is returned to LC as directed prior to the Championship event for use as donations to the Hall of Fame or in Team Canada fundraising.

INTEGRATED SUPPORT STAFF (AS REQUIRED)

Team Physician

- Attendance at all related National Team identification camps, selection camps, try-outs, and World Championship events.
- Diagnose injuries.
- With the athletic therapist and athletic trainer, treat player injuries and create a rehabilitation schedule.
- Ensure player medical records are available during team activities and medical staff are familiar with player health history.
- Educated with Anti-Doping regulations (CCES & WADA)
- Work with LC High Performance Coordinator to identify equipment and tools needed

Athletic Trainer

- Attendance at all related National Team identification camps, selection camps, try-outs, and World Championship events.
- Ensure there are appropriate drinks available before, during, and after all games and practices.
- Assess player injuries and provide appropriate treatment under the supervision of the Team Physician.
- Be familiar with player health history.
- Work with LC High Performance Coordinator to identify equipment and tools needed.



Athletic Therapist

- Attendance at all related National Team identification camps, selection camps, try-outs, and World Championship events
- Assess player injuries and provide appropriate treatment under the supervision of the Team Physician.
- Be familiar with player health history.

Video Coordinator

- Attendance at all National Team identification camps, selection camps, try-outs and World Championship events.
- Provide on the field of play video for analysis by coaching staff.

Sport Psychologist

- Assess and provide mental training techniques to enhance on the field of play performance of national team players.
- Work with coaching staff to ensure players are mentally prepared to carry out required strategies and maintain performance under stress.

Strength & Conditioning Coach

- Consult with coaching staff to assess player readiness for the physical demands of high performance play.
- Provide tailored training programs and activities for individual players to enhance player performance and readiness for play.
- Attendance at all National Team identification camps, selection camps, try-outs and World Championship events.
- Assist in providing the coaching staff with possible selection testing to assess level of player fitness.
- Assist in carrying out baseline performance testing and in determined baseline data on which to determine fitness level.
- Provide report of athlete progression to LC Director High Performance and International Relations.



**LACROSSE CANADA
CROSSE CANADA**

INFO@LACROSSE.CA
LACROSSE.CA
18 RUE LOUISA STREET, SUITE 310
OTTAWA, ON K1R 6Y6

APPENDICES



Appendix 1-Player Application Letter

(Date)

To: Potential Team Canada Players for (enter appropriate World Championship)

Re: Official Team Canada Player Application Package

Lacrosse Canada National Team Management are taking applications from players interested in representing Canada at the (enter appropriate World Championship) in (enter location). Team Canada will depart (date) and return (date).

Application Deadline: (enter date)

Fee: There is no fee for application.

Selection Process: The management team and coaching staff will review all player applications and announce the top 40 players on (enter date). All players will be informed by electronic mail. The 23 player roster will be announced by (enter date).

Preparation: (enter applicable camps dates, etc).

On behalf of Lacrosse Canada and the Team Canada Management Staff, we thank you for your interest and wish you the best of luck. If you have questions regarding the application process or your personal application, please contact (enter contact info).

Sincerely

(enter name)

National Team Director – (enter specific discipline)



Appendix 2-Player Application Package

Team Canada – PLAYER APPLICATION

APPLICATION FORM SUBMITTAL INSTRUCTIONS

Please fill out the following questions on this form and complete the listed requirements. You have the following **options for submitting** it for review.

a) EMAIL

- a. Save the finished version (with both this application form and all application requirements) in this format/title – TC(enterdate)_PApp_FirstNameLastName for example: TC2011_PApp_TedBrown. Then submit the attachment to an email addressed to Lacrosse Canada National Team Coordinator – terry@lacrosse.ca

b) FAX

- a. Print off the finished version (both application form and all application requirements) and fax it, with attention to CLA National Team Director – (enter specific discipline, name and contact info).

DEADLINE DATES

All applications will need to be received by 4 pm EST on (enter deadline date).

SELECTION PROCESS

The management team and coaching staff will review all player applications and announce the top 40 players. All players will be informed by electronic mail. The final roster will be announced by (enter deadline date).

If you have any questions with respect to this process or the application requirements please contact National Team Director (enter specific discipline, name and contact info).

ELIGIBILITY FOR PLAYERS (only applicable to U19 programs):

The age cutoff for Team Canada U19 that will be participating in (enter event) is (enter age cutoff). Any players born on or after this date will be eligible for competition.



APPLICATION FORM QUESTIONS

NAME:

ATHLETIC/LACROSSE INFORMATION:

Position:

Hand:

Height:

Weight:

PERSONAL CONTACT INFORMATION:

Primary Phone:

Secondary Phone:

Email:

Birth Date:

Street Address:

City:

Prov/State:

Postal/ZIP:

LACROSSE CAREER INFORMATION:

Please list the name of your current or most recent team at each level

NLL TEAM:

MLL TEAM:

WLA/MSL TEAM:

NCAA TEAM:

JUNIOR TEAM:

HS/MINOR:

INTERNATIONAL EXPERIENCE:

SIZING INFORMATION:

SHOE:

SHIRT:

SHORT:

HELMET:

MEDICAL AND EMERGENCY CONTACT INFORMATION:

Medical Insurance Number:

Carrier Name:

Describe any medical conditions we need to be aware of:

Emergency Contact:

Primary Phone:

Secondary Phone:

Relationship to Player:



Appendix 3-Coach Application Letter

(Date)

Dear National Team Coaching Applicant,

The (enter appropriate national team) is now accepting applications for all coaching positions. The volunteer coaching staff will consist of a head coach, offensive coach, defensive coach and goaltender coach.

The team will compete in the upcoming (enter appropriate world championship) held in (enter location and date).

This will be a great opportunity for Canada to promote our National Team Program at home and internationally. We look forward to putting together the best group this nation can offer.

The attached coaching staff application with supporting information will need to be received before (enter deadline date). Applications can be emailed to Lacrosse Canada National Team Director (enter specific discipline, name and contact).

If you require further details about the National Team program please contact:

Terry Rayner
Lacrosse Canada National Team Coordinator
905-626-6904
terry@lacrosse.ca

National Team Director (enter discipline)
(enter contact information)

We thank you in advance for your interest in the Lacrosse Canada National Team Program.



Appendix 4-Coach Application Package

Team Canada – COACH APPLICATION

APPLICATION FORM SUBMITTAL INSTRUCTIONS

Please fill out the following questions on this form and complete the listed requirements. You have the following **options for submitting** it for review.

c) EMAIL

- a. Save the finished version (with both this application form and all application requirements) in this format/title – TC2012_CApp_FirstNameLastName for example: TC2012_Capp_TedBrown. Then submit the attachment to an email addressed to Terry Rayner- terry@lacrosse.ca

d) FAX

- a. Print off the finished version (both application form and all application requirements) and fax it, with attention to

If you have any questions with respect to this process or the application requirements please contact the Lacrosse Canada National Team Director Jason Donville.

DEADLINE

All applications will need to be received by **(Date)**. If you have not received email confirmation that your application has been received it is your responsibility to contact Terry to follow up.

MINIMUM COACHING REQUIREMENTS

All coaches must have taken the Competitive Introduction Box Lacrosse course or have their full Level 2 Box Lacrosse Certification and receive written confirmation that this requirement has been met by the LC Program Coordinator no later than May 31, 2011.

Coaches who have taken the Competitive Introduction Box Lacrosse course in 2011 will also be required to submit their Competitive Introduction Box Lacrosse Evaluation Workbook.

Coaches who have taken the Competitive Introduction Box Lacrosse course in 2010 or prior will also be required to complete the Evaluation Workbook, In-Person Evaluation and online Make Ethical Decisions Module.

Any questions regarding these requirements should be sent to LC Program Coordinator, Wendy Dobbin wendy@lacrosse.ca).

OTHER REQUIREMENTS

Selected coaches will be required to provide a criminal record check and sign a code of conduct.



APPLICATION FORM QUESTIONS

1. I wish to be considered for (you can check off one to all of the below options)

- Head Coach
- Offensive Coach
- Defensive Coach
- Goaltender Coach
- I do NOT wish to be considered for a coaching position but I would like to submit the following NOMINATIONS for consideration:

NAME: _____
 EMAIL: _____
 POSITION: _____

NAME: _____
 EMAIL: _____
 POSITION: _____

2. Personal Information

NAME: _____
 NCCP # _____
 ADDRESS: _____
 TELEPHONE: _____
 EMAIL: _____

3. Application Requirements

- A letter of application expressing your intent to apply for the position and your goals for the program
- A resume of your experience and accomplishments that reflect the skills and qualifications of a National Team Coach

Please make sure to include previous Team Canada Indoor/Outdoor experience as either Player or Coach

- Your Coaching Philosophy (in 500 words or less)
- 2 References Including Contact Information

I have read and understand the requirements listed above.

Signature: _____



Appendix-5 Medical and Equipment Staff Letter

(Date)

Dear National Team Equipment/Medical Personnel Applicant,

The (enter appropriate National Team) is now accepting applications for all equipment/medical personnel positions. The volunteer equipment/medical staff will consist of an equipment manager, team therapist and team trainer.

The team will compete in the upcoming (enter appropriate World Championship) held in (enter location and date).

This will be a great opportunity for Canada to promote our National Team Program at home and internationally. We look forward to putting together the best group this nation can offer.

The attached coaching staff application with supporting information will need to be received before (enter deadline date). Applications can be emailed to Lacrosse Canada National Team Director (enter specific discipline, name and contact).

If you require further details about the National Team program please contact:

Terry Rayner
Lacrosse Canada National Team Coordinator
905-626-6904
terry@lacrosse.ca

National Team Director (enter discipline)
(enter contact information)

We thank you in advance for your interest in the Lacrosse Canada National Team Program.



Appendix-6 Medical and Equipment Staff Package

Team Canada – MEDICAL & EQUIPMENT STAFF APPLICATION

APPLICATION FORM SUBMITTAL INSTRUCTIONS

Please fill out the following questions on this form and complete the listed requirements. You have the following **options for submitting** it for review.

e) EMAIL

- a. Save the finished version (with both this application form and all application requirements) in this format/title – TC(enter date)_CApp_FirstNameLastName for example: TC2011_Capp_TedBrown. Then submit the attachment to an email addressed to LC National Team Coordinator (enter discipline, name and contact)

f) FAX

- a. Print off the finished version (both application form and all application requirements) and fax it, with attention to LC National Team Coordinator (enter discipline, name and contact).

If you have any questions with respect to this process or the application requirements please contact LC National Team Director (enter discipline, name and contact).

DEADLINE

All applications will need to be received by (enter deadline date). If you have not received email confirmation that your application has been received it is your responsibility to contact the appropriate LC National Team Director to follow-up.

APPLICANT REQUIREMENTS

An applicant for training and therapist positions must be either a certified Athletic Therapist or a licensed and registered Physiotherapist with considerable experience with elite athletes – preferably lacrosse – on a professional, provincial or national team. Please include relevant documentation.

Any questions regarding these requirements should be sent to the appropriate LC National Team Director.

OTHER REQUIREMENTS

Selected Trainers/Therapists will be required to provide a criminal record check and sign a code of conduct.



APPLICATION FORM QUESTIONS

2. I wish to be considered for (you can check off one to all of the below options)

- Equipment Manager
- Team Therapist
- Team Trainer
- I do NOT wish to be considered for a equipment/therapist position but I would like to submit the following NOMINATIONS for consideration:

NAME: _____
 EMAIL: _____
 POSITION: _____

NAME: _____
 EMAIL: _____
 POSITION: _____

4. Personal Information

NAME: _____
 NCCP # _____
 ADDRESS: _____

 TELEPHONE: _____
 EMAIL: _____

5. Application Requirements

- A letter of application expressing your intent to apply for the position and your goals for the program
- A resume of your experience and accomplishments that reflect the skills and qualifications of your intended position

Please make sure to include previous Team Canada Indoor/Outdoor experience in any capacity

- 2 References Including Contact Information

I have read and understand the requirements listed above.

Signature: _____



Appendix-7 Lacrosse Canada National Team Athlete Agreement

THIS AGREEMENT as of _____
[month] [day] [year]

BETWEEN:

Athlete Name _____, residing at:

ADDRESS: _____

(the "Athlete")

AND:

Lacrosse Canada, a registered Canadian
amateur athletic association having its registered office at:

ADDRESS: 18 Louisa Street, Suite 310, Ottawa, Ontario K1R6Y6

(the "Lacrosse Canada" or "LC")

BACKGROUND INFORMATION

- LC is recognized by the World Lacrosse and the Government of Canada as the national governing body for the sport of Lacrosse.
- LC strives to deliver a world-leading program and enter a National Team into competition that achieves the best international results it possibly can.
- The Athlete has exceptional and unique knowledge, skill, and ability in the sport of Lacrosse and wishes to compete for Canada as a member of LC's National Team.
- Execution of this Agreement means that both parties understand the mutual obligations set out in this Agreement, including their mutual responsibility to comply with requirements of external sport governance bodies such as World Lacrosse, the Canadian Centre for Ethics in Sport ("CCES") and the World Anti-Doping Agency ("WADA").

IN CONSIDERATION OF THE MUTUAL OBLIGATIONS CONTAINED IN THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

TERM AND SCOPE OF THE AGREEMENT

1. This Agreement comes into force on the date of signature and terminates 30 days from the final date of the **EVENT**, unless terminated earlier pursuant to this Agreement.
2. The Athlete is a member of the National Athlete Pool and/or National Team for the duration of this Agreement.



GENERAL CODE OF CONDUCT

- Be a **role model** for all aspects of the **Code of Conduct**, the **FairPlay Codes** and the **Harassment Policies**. (This is the only effective way to teach players the ethics in sport and to influence the values and attitudes of the FairPlay Codes for Athletes).
- **Be a model of the ethical standards and behaviour expected of the players** (i.e. conduct myself as an ambassador of Canada both on, and off, the field).
- **Follow, teach and enforce the rules of the game at all times**. Do not bend the rules or challenge the officials and do not encourage this behaviour from other players and teammates.
- **Ensure the safety of the athletes**. This includes monitoring behaviour at all times, controlling the style of play and providing a safe environment.
- **At no time become intimately and/or sexually involved with any athlete(s) or staff**. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- **Ensure respect between all participants as well as respect for property**. The dignity of the individual must be preserved. Verbal and physical behaviours that constitute harassment or abuse are unacceptable. Respect for property is expected and players committing willful damage to properties such as locker rooms, hotels, or other will be held responsible.

OBLIGATIONS

Team Selection & Eligibility

3. LC will:
 - (a) organize, select and operate teams of athletes, coaches and other necessary support staff as part of National Teams to represent Canada in the sport of Lacrosse throughout the world;
 - (b) publish team selection and eligibility criteria for all National Teams at least three months before the selection of a particular National Team; publish team selection and eligibility criteria for all Major Games National Teams at least eight months before the selection of a Major Games National Team;
 - (c) communicate the team selection and eligibility criteria by Lacrosse.ca and publish this link in the usual communications of LC;
 - (d) post its policies, rules and regulations at: Lacrosse.ca;
 - (e) not make changes to any policies, rules and regulations regarding an athlete selection while the selection process is underway;



- (f) conduct selection of members to all National Teams in conformity with the published selection criteria, process and generally accepted principles of natural justice and procedural fairness;
- (g) notify athletes individually of selection or non-selection and provide reasons;
- (h) protect the Athlete's eligibility for national and international competition by educating the Athlete about applicable and potentially applicable eligibility requirements of LC, WORLD LACROSSE or other party and informing the Athlete if any proposed activity, communicated by the Athlete to LC, appears to be in violation of such eligibility rules; and
- (i) within all applicable timelines, register the Athlete or perform all necessary tasks for the Athlete to compete at all WORLD LACROSSE events that the Athlete is entitled to compete at, and agrees to compete at, subject to this Agreement and duly published LC eligibility and selection criteria for National Teams or Major Games National Teams.

4. The Athlete:

- (a) warrants that he or she is a Canadian citizen, or is otherwise eligible to compete representing the LC and Canada. If the Athlete's status changes, the Athlete will immediately inform the LC's Executive Director or Designated Contact;
- (b) will make best efforts to be aware of and comply with all policies, rules and regulations of the LC, which may change from time to time and are posted online at: Lacrosse.ca,
- (c) will make best efforts to be aware of and comply with all LC, WORLD LACROSSE or other applicable eligibility requirements; and
- (d) will notify the Designated Contact immediately of any circumstance which may affect their eligibility, for example, an injury or other legitimate reason that will prevent the Athlete from attending an event for which they have been selected.

UNIFORMS & EQUIPMENT

5. LC will:

- (a) pay for and provide Team Uniform and Equipment for National Team events or designate such items to be provided by an LC Sponsor;
- (b) pay for and modify Team Uniform and Equipment World Lacrosse the parties agree a modification is required to accommodate a reasonable need of the Athlete including a disability or performance need. A reasonable modification request will not be withheld.

6. The Athlete will:

- (a) Wear and use the National Team sponsored apparel only when representing the National Team at all National Team activities including training, competition, competition-day warm-ups, press conferences, photo sessions, promotional events or other public appearances, at all times and in the proper manner as directed by LC



TRAINING & COMPETITIONS

7. LC will:

- (a) present a schedule of mandatory training programs and competitions tailored to the teams progress towards achieving objectives and goals of the Athlete and National Team (the “Agreed Upon Training Plan”). The Agreed Upon Training Plan will be created by the High Performance Director, the team General Manager and the Athletic Director.
- (b) manage the Agreed Upon Training Plan;
- (c) not unreasonably withhold its approval of proposals by the Athlete to make changes to the Agreed Upon Training Plan; and
- (d) provide the Athlete with agreed upon updates to training plans, monitoring, testing schedules and results, player evaluation feedback, anticipated financial costs and assessments, proposed changes to competition and training plans.

8. The Athlete will:

- (a) not unreasonably withhold his or her approval of proposals by the LC to make changes to the Agreed Upon Training Plan;
- (b) demonstrate commitment to the Agreed Upon Training Plan and provide the High Performance Director, General Manager and High Performance Coordinator.
- (c) avoid participating in any competitions where federal government sport policy has determined that such participation is not permitted as communicated by LC.

INFORMATION & PRIVACY

LC is subject to Canadian privacy law; therefore, the Athlete may lodge a complaint under the *Personal Information Protection and Electronic Documents Act* (“*PIPEDA*”) if any information is shared without the Athlete’s consent and/or without being required by law. The link, provided below, explains *PIPEDA* and what to do World Lacrosse an Athlete feels their rights have been violated: <https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

The Athlete’s responsibilities to the LC regarding information and privacy require the Athlete to share necessary information, and to not discuss or share information that LC wishes to remain private and has expressed that wish to the Athlete.

9. LC will:

- (a) designate an employee who acts in the role of LC’s Privacy Officer and communicate that designation and any changes to the designation to the Athlete as soon as the circumstances permit;
- (b) collect Personal Information from the Athlete;



- (c) communicate to the Athlete which recordings, technology, tactics, methods, logistics or other information that the LC deems confidential as soon as the circumstances permit;
- (d) protect all information gathered in relation to the Athlete; and
- (e) not disclose any information about the Athlete to outside parties without consent of the Athlete, unless required to do so by law.

10. The Athlete will:

- (a) provide LC with any Personal Information required to confirm the eligibility of the Athlete;
- (b) provide LC with Personal Information required for LC to make sure that the Athlete receives proper medical attention or other necessary care that may be needed while under the supervision of LC; and
- (c) not disclose LC recordings, technology, tactics, methods, logistics or other information that LC deems confidential, unless required to do so by law.

COMMUNICATIONS

11. LC will:

- (a) Assign Terry Rayner (terry@lacrosse.ca) as the Designated Contact for the Athlete;
- (b) ensure that the Designated Contact or an alternate LC staff person at the LC office is available for communication each business day LC is open for business, and will respond within seven (7) days;
- (c) communicate both orally and in writing in the official Canadian language of the Athlete's choice;
- (d) communicate in a timely manner, using appropriate methods such as telephone, e-mail, SMS, text or video messaging, or other methods depending on the nature of the communication and the Athlete's expressed communication preferences;
- (e) respond to the Athlete correspondence and communication as soon as the circumstances permit, depending on the nature of the communication and meet any deadlines for responding provided they have been mutually agreed upon by the parties, and given they do not exceed the timeframe in subsection 14(b); and
- (f) notify the Athlete forthwith by e-mail if there are any changes made to LC's policies or agreements listed in section 3, and post all new or updated LC policies, agreements, or general updates via email and/or press release

12. The Athlete will:

- (a) provide LC with an up-to-date e-mail address that accepts file attachments and that the Athlete will make reasonable efforts to check at least once every seven (7) days;
- (b) provide LC with the required information to communicate by some other reasonable method of communication should the Athlete so choose;



- (c) respond to LC correspondence and communication as soon as the circumstances permit, depending on the nature of the communication and meet any deadlines for responding provided they have been mutually agreed upon by the parties, and given they don't exceed the timeframe in subsection 15(a) of this section; and
- (d) provide receipt by e-mail or electronic signature of notice from LC as per section 14(f) within seven (7) business days. World Lacrosse the Athlete does not provide receipt of notice after seven (7) business days, the Athlete is deemed to have acknowledged and understood the policy or agreement changes.

MEDICAL & INJURY

16. In the event of an injury or illness of the Athlete, LC will:

- (a) assist the Athlete in maintaining health or returning to health.
- (b) make every effort to contact the Athlete's emergency contact prior to medical treatment being initiated in the event of a serious medical situation where the Athlete lacks legal capacity to make healthcare decisions arising while the Athlete is training or competing. Should this not be possible, LC reserves the right to make healthcare decisions that it believes are in the best interests of the Athlete on the Athlete's behalf.

17. In the event of an injury or illness, the Athlete will:

- (a) notify the National Coach and/or Designated Contact verbally within 24 hours, and the Designated Contact in writing within 48 hours, or as soon as possible thereafter, of becoming aware of any injury or illness that might prevent the Athlete from fulfilling any obligations under this Agreement;
- (b) provide LC and team doctor with a certificate from a health professional describing the nature and diagnosis of the injury or illness which states the:
 - date or estimated the injury or illness was incurred;
 - nature of the injury or illness, and whether it is an overuse or chronic injury;
 - rehabilitation protocol, if any;
 - amount and type of training the Athlete can do in the next 12 weeks and/or limitations thereto; and
 - expected date for return to full training and full recovery; and
- (c) follow a recovery and rehabilitation program for the injury or illness that prevented the Athlete from fulfilling obligations under this Agreement, approved by the Athlete's personal physician and, at the LC's discretion, an LC designated medical doctor, to ensure his or her return to training and/or competition in a safe and timely manner.

ANTI-DOPING

18. LC will:

- (a) ensure that the Athlete receives communications from WORLD LACROSSE, WADA, CCES or other bodies regarding interpretations of and changes to the anti-doping rules the Athlete is subject to;
- (b) promote an environment and culture of clean sport;



- (c) as soon as the circumstances permit, communicate to the Athlete the name of any athlete, coach, IST or other person known to be involved, likely to be involved, or desiring to be involved in LC's activity, and under sanction by LC or an anti-doping agency for a doping-related offence, or who the Athlete is prohibited from associating with by the CADP or WADA.

19. The Athlete will:

- (a) comply with the anti-doping rules of the WORLD LACROSSE, CCES and LC (if any), including submitting to announced and unannounced doping control testing when required by the LC, WORLD LACROSSE, CCES, WADA or any other agency authorized to conduct testing;
- (b) complete the CCES online anti-doping courses, True Sport Clean 101 and Sport Canada - Athlete Assistance Program, at the beginning of each new World Championship
- (c) abide by the CADP as administered by the CCES;

FUNDING & FINANCIALS

20. LC will:

- (a) provide an estimated amount that the Athlete will be required to pay approximately to cover their own sport expenses during the term of this Agreement on mandatory events and optional events typically attended by National Team athletes; and
- (b) Contribute to the funding of national team related travel, accommodation and meal expenses of National Team ID Camp Athletes (either in part or in full depending on the event) in accordance with LC High Performance Committee budget and policies within LC;
- (c) LC will issue no refunds for funds raised to athletes or athlete families, regardless of player position and/or final selection in the program;

21. The Athlete will:

- (a) review any Fee Schedule provided to them as soon as possible after it is received;
- (b) pay the invoiced fees within 30 days of being provided an invoice by LC, or as the circumstances require; and
- (c) reimburse additional expenses incurred by LC on behalf of the Athlete within 30 days of receiving an invoice for those expenses or as the circumstances require.

SOCIAL MEDIA

22. The Athlete will:

- (a) Is responsible for adhering 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.

- (b) Do not represent yourself as an Official Spokesperson of the Association, unless authorized to do so. Refrain from commenting on negative posts about LC and instead bring the post to LC's attention. You are responsible for your actions online—anything you post that can potentially tarnish the Association's image will ultimately be your responsibility.

Please review the Social Media Conduct section in the Athlete Handbook for further information.

INSURANCE

23. LC will:

- (a) Provide reasonable and appropriate sport accident insurance coverage to National Team ID Camp Athletes while participating in designated National Team events, in accordance with LC High Performance Committee approved budget and policies.

RESOLUTIONS OF DISPUTES & HARASSMENT

24. The parties agree that alleged breaches and disputes relating to this Agreement will be dealt with as follows:

- (a) Where LC of the view that the National Team ID Camp Athlete is in breach of any of the provisions of this Agreement, the National Team ID Camp Athlete will be notified immediately in writing;
- (b) In the event that the alleged breach cannot be remedied satisfactorily within a reasonable period of time after the National Team ID Camp Athlete has been notified, the matter will be reviewed as per LC/NLTPA/World Lacrosse Agreement.

25. Further information on LC Harassment Policies please see the LC Operation Manual, Section 3.

ASSUMPTION OF RISK

26. The Athlete:

- (a) agrees that participation as a National Team member exposes the Athlete to substantial risk and danger. With the pursuit of excellence and the drive to achieve results being a common element motivating all competitive athletes, the likelihood of suffering personal injury on the part of the Athlete is both real and probable. By signing this Agreement, the Athlete voluntarily and freely acknowledges and fully assumes these risks and dangers (the "Assumed Risk").



TERMINATION

27. The Athlete:

- (a) may terminate this Agreement at any time by providing written notice of termination to LC
- (b) understands and agrees that in terminating this Agreement, the Athlete loses all rights, benefits and privileges of participation on the National Team the right to compete internationally at WORLD LACROSSE sanctioned events.
- (c) LC may terminate this Agreement prior to its scheduled expiry if the Athlete:
- (d) has been found guilty by the CCES, WADA, or a designated body with the authority to conduct anti-doping testing of a doping control violation World Lacrosse:
- (e) the limitation period for an appeal has passed or the Athlete has appealed and the appeal has been decided; and
- (f) the sanction against the Athlete was not reduced;
- (g) has been convicted of a violent criminal offense; or
- (h) has become ineligible to represent LC.
- (i) Any decision by the LC to terminate this Agreement prior to its scheduled expiry may be appealed by the Athlete through LC's Appeal Policy.

GENERAL PROVISIONS

- Athlete Director to act as a liaison between players and the Board of Directors.
- If any provision of this Agreement is deemed invalid or unenforceable, then the remaining provisions will not be affected, and every other provision will be valid and enforceable to the fullest extent permitted by law.
- This Agreement may not be amended, modified, or altered in any respect except in writing and signed by the parties.
- The Athlete and LC confirm that they are aware of their respective rights to obtain independent legal advice before signing this Agreement have signed this Agreement voluntarily and with full understanding of the nature and consequences of the Agreement.



IN WITNESS WHERE OF the parties have executed this Agreement as of the day and year first above written.

Name of Athlete:

Athlete Signature:

Date:

Name of Witness (if athlete is a minor):

Witness Signature:

Date:

Name of LC Representative:

LC Representative Signature:

Date:



Appendix 8-National Team Staff Member Agreement

BETWEEN:

Lacrosse Canada (LC)

And

_____ (**'National Team Staff Member'**)

WHEREAS Lacrosse Canada is the governing body for the sport of lacrosse in Canada;

AND WHEREAS Lacrosse Canada organizes National Teams to represent Canada in international competition;

AND WHEREAS the National Team Staff Member wishes to be an active staff member with a Canadian national lacrosse team;

AND WHEREAS Lacrosse Canada and the National Team Staff Member wish to clarify the relationship between them by establishing their respective obligations.

LACROSSE CANADA AND THE NATIONAL TEAM STAFF MEMBER HEREBY AGREE:

1. Obligations of Lacrosse Canada

Lacrosse Canada will:

- a) Plan and manage training programs and competitive activities and provide support for the ongoing development of National Team programs in accordance with LC Board-approved budget and policies;
- b) Contribute to the funding of national team related travel, accommodation and meal expenses of the National Team Staff Member (either in part or in full depending on the event) in accordance with LC Board-approved budget and policies;
- c) Provide event apparel in accordance with LC Board-approved budget and policies;
- d) Certify the National Team Staff Member's eligibility to participate in World Lacrosse events, provided the National Team Staff Member is a member in good standing of LC and is not in breach of any terms of this Agreement;
- e) Respect the confidentiality of medical and personal information supplied by the National Team Staff Member to LC by not supplying this information to outside parties without the expressed written consent of the National Team Staff Member, unless required to do so by law or in accordance with LC's existing policies;



- f) Provide reasonable and appropriate sport accident and liability insurance coverage to National Team Staff Members while participating in designated National Team events, in accordance with LC Board-approved budget and policies;
- g) Communicate current National Team information to the National Team Staff Member through e-mail or through the LC National Team website;
- h) Provide the National Team Staff Member with a copy of the National Team Guide, containing all LC Board-approved policies and procedures applicable to National Teams;
- i) LC is not responsible for any out of pocket expenses incurred by the National Team Staff Member that have not been approved, in advance, by LC.

2. Obligations of the National Team Staff Member

The National Team Staff Member will:

- a) Maintain status as a member in good standing of Lacrosse Canada and pay all debts to LC when due;
- b) As a representative of a LC National Team, behave in a courteous and respectful manner at all times and adhere to LC policies, rules and agreements, as amended from time to time, and as contained in the National Team Guide and LC Operation Manual;
- c) Demonstrate commitment to LC's national coach certification program by obtaining and maintaining the required level of certification if the National Team Staff Member is a coach;
- d) At the earliest possible date, notify both the National Team Director and LC Executive Director of any inability to maintain current position on the National Team program, for any reason such as, but not limited, to health reasons or conflict of interest;
- e) Actively participate in all training programs, competitive activities, evaluation activities, and reporting procedures of the National Team program. In extraordinary circumstances where the National Team Staff Member cannot participate in an event, they must obtain prior written permission from the National Team Director to be exempted from the event;
- f) Provide pertinent medical information to LC medical staff as requested;
- g) Wear and use the National Team sponsored apparel only when representing the National Team at all National Team activities including training, competition, competition-day warm-ups, opening and closing ceremonies, post-competition ceremonies, press conferences, photo sessions, promotional events or other public appearances, at all times and in the proper manner as directed by LC;
- h) Assign to LC the right to use the National Team Staff Member's image, name, nickname or other likeness for news reporting, educational, celebratory and historical archive purposes or any other such use that is not commercial in nature;



- i) Indemnify and hold harmless LC from any losses that LC may incur as a result of the National Team Staff Member's failure to satisfy any provision(s) of this Agreement. This indemnification will survive termination of this Agreement;
- j) Abide by LC's Fairplay Code, General Code of Conduct, Social Media Policy and Guidelines, Harassment Policy and Conflict of Interest Policy, which are appended to and form an integral part of this Agreement;
- k) Never advocate or condone the use of drugs or other banned performance-enhancing substances and never provide under-aged athletes with alcohol;
- l) Not possess and/or consume drugs while representing Canada and LC as a member of the National Team;
- m) Refrain from using alcohol and tobacco products when involved in National Team training sessions and competitive events and consume these products responsibly in association with National Team social events. Note: LC has a zero-tolerance policy with respect to the consumption of drugs or alcohol by any National Team Athlete under the legal drinking age, which for the purposes of this policy is defined as 19 years of age. This zero-tolerance policy for the consumption of alcohol also applies to all National Team Members (athletes, coaches, and team support staff) involved with solely junior and/or youth athletes and national teams, regardless of the National Team Member's age while participating in National Team activities, including training and competition;
- n) Under no circumstances use in whole or in part the LC or Team Canada logo on any merchandise or in any promotional activities, without the express written consent of LC. No National Team Staff Member, or friend or family member of a National Team Staff Member will produce, sell, compete with or distribute National Team apparel or any product that infringes on the National Team brand or image;
- o) Comply with the anti-doping policies of LC, the Canadian Centre for Ethics in Sport (CCES) and WADA as a member of the national team staff both during and outside of competition;
- p) Not engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the National Team program, unless such business is properly disclosed in accordance with the LC Conflict of Interest policy. The National Team Staff Member will also not engage in any other prohibited activities as noted in LC's Conflict of Interest policy.

3. Resolution of Disputes

The parties agree that alleged breaches and disputes relating to this Agreement will be dealt with as follows:



- a) Where LC is of the view that the National Team Staff Member is in breach of any of the provisions of this Agreement, the National Team Staff Member will be notified immediately in writing;
- b) In the event that the alleged breach cannot be remedied satisfactorily within a reasonable period of time after the National Team Staff Member has been notified, the matter will be reviewed as per the LC discipline review procedure (section 6 of the LC Operations Manual);
- c) Any decision made with respect to an alleged breach of this Agreement may be appealed in accordance with LC's Appeal Policy (section 7 of the LC Operations Manual).

4. Release, Indemnification and Assumption of Risk

- a) The National Team Staff Member, for themselves, and on behalf of their heirs, executors, administrators and assigns, and next of kin, agrees not to sue, and hereby releases LC, its officers and directors, employees, volunteers, servants, agents and other members of the Team, from and in respect of any claims, demands, actions or causes of action arising out of or in consequence of any loss, injury, or damage to their person or property incurred while participating in or training for any National Team activity or event or while travelling to or from the National Team activities or events or while at the World Championship event;
- b) The National Team Staff Member agrees to indemnify and save harmless LC from and against all actions, suits, causes of action, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against LC or incurred by LC in conjunction with, or arising out of the National Team Staff Member's participation in National Team activities or events or the National Team Member's conduct, acts or omissions while at National Team activities or events. This indemnification shall survive any expiry or termination of this Agreement;
- d) The National Team Staff Member acknowledges and agrees that they risk bodily injury, including paralysis, dismemberment, and death, arising from their training for or participation in National Team activities or events, and while particular rules of their sport, equipment, and personal training and discipline may reduce this risk, this risk of injury does exist. The National Team Staff Member knowingly and freely assumes all these risks, both known and unknown.

5. Duration of Agreement

- a) This Agreement comes into force on the date of signature and terminates 30 days from the final date of the **EVENT**, unless terminated earlier pursuant to this Agreement. Renewal of the agreement will occur pending a successful performance review.

6. General

- a) This Agreement will be interpreted in accordance with the laws of the Province of Ontario;
- b) If any provision of this Agreement is void, invalid, illegal or unenforceable by reason of law or public policy, all other provisions of this Agreement will nonetheless remain in force and effect;
- c) The National Team Staff Member acknowledges and agrees that the National Team Staff Member has read this agreement and fully understands the terms of this agreement, and further agrees that all



such terms are reasonable and that the National Team Staff Member signs this agreement freely, voluntarily and without duress.

Lacrosse Canada

LC Executive Director

Witness

Date

National Team Staff Member

National Team Staff Member Signature

Witness

Position: _____

Date _____

The Fair Play Code is as follows:

1. I will ensure that all athletes get equal support.
2. I will remember the game is for the athletes and the goals that I set will reflect the needs of the players rather than my personal goals.
3. I will teach my players to play fairly and to follow the **Fair Play Code for Players**.

General Code of Conduct:

1. Be a **role model** for all aspects of the **Code of Conduct**, the **Fair Play Codes** and the **Harassment Policies**. (This is the only effective way to teach players the ethics in sport and to influence the values and attitudes of the Fair Play Codes for Athletes).
2. **Be a model of the ethical standards and behaviour expected of the players** (i.e. conduct myself as an ambassador of Canada both on, and off, the field).
3. **Follow, teach and enforce the rules of the game at all times**. Do not allow players to bend the rules or challenge the officials.
4. **Ensure the safety of the athletes**. This includes monitoring behaviour at all times, controlling the style of play and providing a safe environment.
5. **At no time become intimately and/or sexually involved with any athlete(s)**. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
6. **Ensure respect between all participants as well as respect for property**. The dignity of the individual must be preserved. Verbal and physical behaviours that constitute harassment or abuse are unacceptable. Respect for property is expected and players committing willful damage to properties such as locker rooms, hotels, or other will be held responsible.

LC Conflict of Interest Policy (LC Operations Manual, Part 1, Section 3)



3.7 Conflict of Interest Policy

3.7.1 Policy Statement

3.7.1.1. 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.

3.7.2 Purpose

3.7.2.1. 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.

3.7.3 Definition of Conflict of Interest

3.7.3.1. 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.

3.7.3.2. 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.

3.7.4 Application

3.7.4.1. 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).

3.7.5 Statutory Obligations

3.7.5.1. At the time of the adoption of this policy, LC is incorporated under the *Canada Not-for-Profit 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.

3.7.5.2. 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.

3.7.6 Additional Obligations

3.7.6.1. 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:

3.7.6.1.1. 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;



3.7.6.1.2. 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;

3.7.6.1.3. 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;

3.7.6.1.4. 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.

3.7.6.1.5. 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;

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

3.7.6.1.7. 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

3.7.6.1.8. 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.

3.7.7 Disclosure of Conflict of Interest

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

3.7.7.2. 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.

3.7.7.3. 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, as appropriate.

3.7.8 Resolving Conflicts in Decision-making

3.7.8.1. 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 provided that:

3.7.8.1.1. 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;

3.7.8.1.2. 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;

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

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



3.7.8.1.5. The decision or transaction is in the best interests of LC.

3.7.9 Enforcement

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

I have read and understand the LC Conflict of Interest Policy

Print Name: _____

Signature: _____ Date: _____

Witness: (Print) _____

Signature: _____

LC Policy on Harassment (LC Operations Manual, Part 1, Section 3)

3.6 Harassment

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



3.6.4.3 Abuse of Authority - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

3.6.5 It is the overall objective of the LC Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.

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

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

3.6.5.3 LC takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

3.6.6 LC believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.

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

I have read and understand the LC Harassment Policy

Print Name: _____

Signature: _____ Date: _____

Witness: (Print) _____

Signature: _____

LC Policy on Social Media (LC Operations Manual, Part 2, Section 14)

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* have been developed to help empower members to participate in this connected world and represent Lacrosse Canada by sharing the vision and mission of our organization and the story of our historic game. Lacrosse Canada 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 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 the *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.

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 three main social media outlets that will be used by LC, Facebook, Instagram, and Twitter. LC has created a Facebook account (Lacrosse Canada). LC has the Instagram page (name) LacrosseCanada. LC has the Twitter handle (name) of LacrosseCanada and CanadaLacrosse (National Team Specific Information).

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, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of LC 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, Instagram, and Twitter accounts are measurable, to which the user(s), in this case LC, can identify how many people follow the organization’s accounts.

These 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 and Instagram can provide LC with multiple channels for community outreach. Facebook and Instagram 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 the 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 the CLA website or any other lacrosse related story. Messages must be 280 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)
- 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 taylor@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 the *LC Operations Manual*, and may result in disciplinary action being taken.

All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

Defamation. You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

Offensive or obscene material. Material may be offensive or obscene and may infringe relevant online classification laws if it pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

SOCIAL MEDIA ACTIVITIES

The Association respects the rights of its participants of the game and its authorized contractors to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the Association's awareness. It is important that all participants of the game are aware of the implications of engaging in forms of social media and online conversations that reference the Association and/or the representative's relationship with the Association and its brand, and that they recognize when the Association might be held responsible for their behavior.

PERSONAL USE

Our Expectations for Personal Behavior in Social Media

There's a big difference in speaking "on behalf of the Association" and speaking "about" the Association. This set of **5 principles** refers to those **personal or unofficial online activities** where you might refer to the Canadian Lacrosse Association or any associated activities (National Championships, WL 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 Lacrosse Canada".



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 taylor@lacrosse.ca.
4. **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Association or its brands, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to LC staff who are trained to address such comments, at taylor@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 know that information originally intended just for friends and family can be forwarded on.

REMEMBER: Do not represent yourself as an Official Spokesperson of the Association (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of the Association (including confidential information). Be aware that taking public positions online that are counter to the Association's interests may be harmful and could be considered a breach of compliance.

Specific applications and situations

1. **Timing.** Some situations require that participants of the game in official functions for the Association refrain from uploading content or participating to social media. These situations include (but are not limited to):
 - a. Inside a competition stadium during the competition period (ex. WL 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 website and its services.



For any other questions, please refer to the Association’s *Operations Manual*, or contact taylor@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
- 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.

I have read and understand the Social Media Policy and Guidelines, and as a representative of Lacrosse Canada and Lacrosse in Canada, I will adhere to these guidelines.

Print Name: _____

Signature: _____ Date: _____

Witness: (Print) _____

Signature: _____



Appendix 9-INTERNATIONAL TRAVEL WAIVER-PLAYER/STAFF
WAIVER OF LIABILITY FOR ALL CLAIMS AND RELEASE OF LIABILITY
PLEASE READ CAREFULLY BEFORE SIGNING.

I, the Participant (named below), understands and agrees that the participation in or attendance at the (“**Location of Event/Trip**”) is conditional on the execution of this International Travel Waiver.

By signing below, the Participant or the Participant’s Guardian understands, acknowledges, and accepts full responsibility for the risks, dangers, and hazards which are inherent to the Trip, including, but not limited to: bodily injury, disability (permanent or temporary), or death in connection with: the sport of lacrosse; travel by motor vehicle; travel by aircraft; inclement weather; the potential for contracting COVID-19 or other communicable illnesses, close proximity to or contact with others who may have been exposed to or infected with COVID-19 or other communicable illnesses, close proximity to or contact with surfaces, equipment, fixtures, or other objects that may be infected with COVID-19 or other communicable illnesses as a result of either: (i) the absence of private or public health standards, protocols, procedures or mandates aimed at reducing the spread of COVID-19 and other communicable illnesses, or (ii) as a result of such standards, protocols, procedures, or mandates which may exist but which depart markedly from the such standards, protocols, procedures, or mandates implemented in Canada and which are beyond the control of the Organization, and despite any such standards, protocols, procedures, or mandates which may otherwise exist and which are beyond the control of the Organization; inaccessible, inadequate healthcare treatment, services, and equipment, including the absence of or limited access to personal protective equipment; despite the Organization’s efforts, inadequate safety measures; other circumstances, known or unknown or beyond the control of the Organization, its partners, sponsors, agents, affiliates, directors, employees, officers, therapists, or volunteers (together, the “**Releasees**”); or negligence or omission of the Releasees (collectively, the “**Risks**”).

In consideration for the Organization’s coaching and mentorship, and/or the sponsorship of the Trip, the Participant and or the Participant’s Guardian: (a) releases, discharges and forever holds harmless the Releasees from any and all liability for damages or loss arising as a result of the Risks of participation in or in connection with the Trip, including ensuring the suitability and safety of the Trip environment; (b) waive any right to sue the Releasees in respect of all causes of action (including for injuries or illness caused by their own negligence), claims, demands, damages or losses of any kind that may arise as a result of the Risks of participation in or in connection with the Trip, including without limitation the right to make a third party claim or claim over against the Releasees arising from the same; and (c) freely assumes all risks associated with the Risks, anything incidental to the Risks, which may arise as a result of participation in or in connection with the Trip. **YOU ARE GIVING UP LEGAL RIGHTS TO ANY AND ALL FUTURE CLAIMS AGAINST THE ORGANIZATION AND THE RELEASEES.**

I confirm that I have read and fully understand this waiver and release of liability. I sign this waiver and release of liability voluntarily without any inducement, assurance, or warranty being made to me.

Print Name: _____
the “**Participant**”

Date of Birth: _____
(mm/dd/yyyy)

Print Name: _____
the “**Guardian**” (if Participant is a minor)

Signature: _____
Participant or Guardian for minor

Date: _____
(mm/dd/yyyy)



**LACROSSE CANADA
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