



CLA Operations Manual
Summary of Additions & Revisions as of November 2017

2017 CLA AM Additions & Revisions

Bylaw 56 & 77 j– Committees and Sectors amended as follows: (Effective 2018)

56. The Board will establish the terms of reference for all Committees and Sectors. All terms of reference with the exception of Committees must be approved by a Special Resolution of the Members. Further, all terms of reference, as well as Directors at Large, Athlete Director and **Indigenous** Director criteria will be inserted into the Bylaws as Appendices and referenced in each relevant area.
- 77 j) At the AM in 2014, the positions of President, Director Marketing and Communications, Director National Championships and **Indigenous** Director will be up for election for terms of one year only-thereafter terms will be for two years in odd-numbered years

Policy 3.4 – Equity and Access Policy amended as follows: (Effective 2018)

3.4 EQUITY AND ACCESS POLICY

- 3.4.2 The Association defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, **indigenous** status or family status.

Policy 6.2.2 – Code of Conduct Discipline Review Procedures amended as follows: (Effective 2018)

6.2.2 Discipline Review Procedures

- 6.2.2.1 Any report alleging the action(s) of an individual(s) which constitutes a breach of the Articles, Bylaws, Regulations or Rules of Play shall be submitted in writing to the CLA Head Office within fifteen (15) days of the event or occurrence. The deadline for making a complaint may be extended by the President if the allegation of misconduct has been brought to the attention of the subject of the complaint and an extra-disciplinary resolution has been attempted but failed.
- 6.2.2.2 Upon receiving a report, the CLA Executive Director shall immediately notify the President who shall within five (5) business days determine whether there may be a breach or violation. If the President or the President's designate decides that there is not a breach, the complainant shall be notified of that decision, with reasons, and the complaint shall stand dismissed. In the event that the President determines he/she cannot act for any reason, including the presence of a reasonable apprehension of bias, the President shall designate the Director of Administration to make the determination and to



fulfill his/her function under this section of Policy. Similarly, if the Director of Administration cannot act, then the President shall designate another Director to act. If another Director cannot act then the President shall designate a Sector Chair or a person who has a significant lacrosse background and has served on the Board of Directors or Committees of the CLA or MAs (excluding the Chair of the CLA Appeals Committee).

6.2.2.3 If the President determines that there may be a breach or violation, the President shall within **fifteen (15) days** of receiving the report, appoint a Discipline Committee composed of, at the discretion of the President, one or three members.

6.2.2.3.1 Members of the Discipline Committee will be drawn from the Board of Directors or Sector Chairs (excluding the Chair of the Appeals Committee) or those persons who have a significant lacrosse background and have served on the Board of Directors or Committees of the MAs.

6.2.2.4 A hearing shall be scheduled to take place within **thirty (30) days**.

6.2.2.5 All known interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Discipline Committee at their own expense.

6.2.2.6 The Discipline Committee may call witnesses, and demand any pertinent information which it deems necessary to arrive at a decision.

6.2.2.7 At the discretion of the Chairperson of the Discipline Committee, the hearing may be held by conference call.

6.2.2.8 The decision of the Discipline Committee, with reasons will be announced within **fifteen (15) days** of the hearing and all known interested parties will be provided with a copy of the decision and reasons. The decision will be posted on the CLA website as well.

6.2.2.9 At the discretion of the President, **the deadlines in the Code of Conduct and Discipline sections may each be extended, prior to the expiry of the respective deadlines, where circumstances require, to a maximum of sixty (60) days**, with the exception of the deadline to submit a complaint.

6.2.2.10 **Where the subject of the proceeding involves the suspension of the right to play or coach, and the proceeding is occurring during the playing season, the President shall have the discretion, upon application, to stay any active suspension pending the conclusion of the discipline process**

6.2.2.11 **The deadlines in this section are stayed during any period of time in which the parties agree to attempt or submit to any form of alternative dispute resolution; or by agreement of the parties.**

6.2.2.12 **The presumptive consequence of a breach of the deadlines contained in this section is the termination of the discipline process and the quashing of the complaint unless both of the following are shown:**

a) there is no prejudice to the parties, and

b) There has been substantial consistency with the intent of the time rules having regard to the reason for the delay, the responsibility for the delay, any waiver, any unusual complexity in the case, and whether the complaint can be or was resolved in a reasonably timely manner.

6.2.2.13 For discipline review procedures at National Competitions, see the National Championships section of this manual.

Policy 10.1.2.1.1 – Anti-Doping Education Program amended as follows: (Effective 2018)

10.1.2.1.1 All athletes and team personnel members must complete the online **course no later than 14 calendar days prior to the start** of their respective National Championship. Those who do not complete the course are not eligible to compete in a National Championship.

Policy 10.1.2.1.2 – Anti-Doping Education Program amended as follows: (Effective 2018)

10.1.2.1.2 The course is available free of charge, however any athlete or team personnel that does not complete the course **14 days prior** to the National Championship will be charged a \$50 administration fee. The administration fee will be charged to the MA that the athlete or team personnel member is representing.

Policy 11 – Indigenous Development: (Effective 2018)

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

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

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

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

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

11.3 Indigenous Development Committee (IDC)



- 11.3.1 The IDC is responsible for program planning;
- 11.3.2 The IDC is responsible for development of technical materials;
- 11.4 Meetings of the Committee whether In Person or Conference Call shall be called by the Indigenous Director
 - 11.4.1 Meetings shall be based on the continuous positive progress and project success necessary to submit annual funding requests to the CLF
 - 11.4.1.1 Indigenous Director
 - 11.4.1.1.1 The Indigenous Director in conjunction with the CLA Program Coordinator and Director Domestic Development is responsible to the for the administration of the Committee;
 - 11.4.1.1.2 The Indigenous Director is responsible to supervise the Committee and its programs;
 - 11.4.2.1.3 The Indigenous Director is responsible to chair or to delegate a chair for all meetings of the Committee;
 - 11.4.2.1.4 The Indigenous Director is responsible to act as a direct liaison with the Head Office on behalf of the Committee;
 - 11.4.2.1.5 The Indigenous Director is responsible to ensure that the Committee is represented at all meetings where an input from the IDC is requested
 - 11.4.2.1.6 The Indigenous Director is responsible to develop or have developed all projects and programs which have been sanctioned by the Committee;
 - 11.4.2.1.7 The Indigenous Director in conjunction with the CLA Program Coordinator and Director Domestic Development is responsible to ensure business plans, budgets, are timely submitted for approval
 - 11.4.2.1.8 The Indigenous Director is responsible that bi-annual reporting is submitted for all committee activities
 - 11.4.1.2 Indigenous Development Committee Representatives
 - 11.4.1.2.1 The Indigenous Development Committee Representatives are the liaison between their respective MAs and the Committee;

- 11.4.1.2.2 The Indigenous Development Committee Representatives are to forward any concerns, problems or successes and progresses to the IDC on behalf of their Member Associations;
- 11.4.1.2.3 The Indigenous Development Committee Representatives are to carry out any approved tasks identified by the Committee
- 11.4.1.2.4 The Indigenous Development Committee Representatives are to act as the direct liaison between the Indigenous Director and the Member Association Members;

11.5 Program Delivery

11.5.1 The CLA through the Indigenous Development Committee is responsible for providing:

- 11.5.1.1 Means of increasing the capacity of Participation Develop and maintain a community profile database for each Member Association.
- 11.5.1.2 Identify, recruit and support Indigenous Community Champions;
- 11.5.1.3 Increasing the number of Indigenous participants in all disciplines of the game;
- 11.5.1.4 Building and Strengthening Partnerships to establish and enhance relationships with the Indigenous organizations in each Member Associations and to develop a communication strategy between them;
- 11.5.1.5 Emphasize Education by developing tools and resources for Member Associations, increasing awareness and education of the vision and mission of the IDC, increasing educational opportunities regarding the heritage of the game in each Member Association, and incorporating the acknowledgement of Traditional Indigenous territories.

11.5.2 The Member Associations are responsible for:

- 11.5.2.1 Delivery of programs to the lacrosse community within their jurisdiction;
- 11.5.2.2 Ensuring that the delivery of the programs adhere to the guidelines and standards established by the Committee.
- 11.5.2.3 Offer self-identification of Indigenous ancestry when registering (**effective 2019**)

Policy 12.5.1.5 – Gloves amended as follows: (Effective 2018)

12.5.1.5 may be palmless; **the palms can be altered.**

Policy 13.10 – Travel Arrangements and Expenditures Meals amended as follows: (Effective 2018)

13.10.8.1.1 Breakfast \$20.00

13.10.8.1.2 Lunch \$20.00

13.10.8.1.3 Dinner \$40.00

Policy 14.9.2 – Lester B Pearson Award amended as follows: (Effective 2018)

14.9.2 Nominations for the Award must be forwarded in writing to the CLA Board of Directors by **March 1.**

Submissions must include details on how the candidate meets the minimum criteria set out below. Failure to provide the details will result in a rejection of the nomination.

Policy 23.7.5 – FIL RIC and Deputy RIC Nominations/Selections added as follows: (Effective 2018)

23.7.5 FIL RIC and Deputy RIC Nomination/Selections

23.7.5.1 Send out application to MA's to distribute to officials, within MA, for named nominations for the specific position with list of the position roles and responsibilities and qualifications as per FIL application form. Application to be posted on CLA website.

23.7.5.1.1 Nominations must include a lacrosse resume.

23.7.5.1.2 Nominations must meet the qualifications of the FIL application

23.7.5.1.3 Nominated individuals must be a member, in good standing, of the MA.

23.7.5.1.4 Nominated individuals must be supported by the MA.

23.7.5.1.5 The MA can submit more than one nomination.

23.7.5.2 The Selection Committee shall review all nominations and select a candidate from the submitted nominations and send to FIL.

23.7.5.2.1 The Selection Committee consists of the following persons:

23.7.5.2.1.1 CLA Officials Committee Chair

23.7.5.2.1.2 CLA Director High Performance & International Relations

23.7.5.2.1.3 CLA Director Domestic Development

23.7.5.2.1.4 Sector RIC/UIC (for specific application designation)

23.7.5.2.1.5 CLA Program Coordinator

23.7.5.2.1.6 If applicant is one of the above a CLA Board of Director would be selected, as a replacement, by the remaining committee members.

Policy 24.17.1.8 – On Floor or On Field Officials added as follows: (Effective 2018)

24.17.1.8 The CLA is responsible for all Minor Box/Female Box Lacrosse National Championships officials game fees as follows:

- 24.17.18.1 Junior Female - \$30/official/game
- 24.17.18.2 Midget (Male/Female) - \$30/official/game
- 24.17.18.3 Bantam (Male/Female) - \$27/official/game
- 24.17.18.4 PeeWee - \$25/official/game

Policy 24.20.2 – National Championship or Competition Trophies amended follows: (Effective 2018)

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

Appendix 25-16 TERMS OF REFERENCE – CLA INDIGENOUS DEVELOPMENT COMMITTEE amended as follows (Effective 2018)

Name	Indigenous Development Committee
Mandate	The Indigenous Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in fulfilling its strategic priority and responsibility to ensure inclusion of Indigenous peoples in the sport of lacrosse, development of Indigenous -specific programming, education and promotion of the historical significance of Indigenous ancestry and contributions to the sport of lacrosse
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"> • Advise the Board of the Canadian Lacrosse Association of activities, opportunities, programming and events that further the Association’s strategic priorities with regard to Indigenous development. • Determine the adequacy of the Canadian Lacrosse Association’s policies and communications to appropriately and responsibly include Indigenous peoples and communities. • Review the Canadian Lacrosse Association’s Member Association policies and



	<p>communications to appropriately and responsibly include Indigenous peoples and communities and provide advice, assistance and recommendations.</p> <ul style="list-style-type: none"> • Ensure that all member associations are tracking the Indigenous status of athletes, coaches and officials and reporting and changes in participation numbers to the Canadian Lacrosse Association. • Propose participation-based and educational programming to the Board of the Canadian Lacrosse Association for consideration. • Develop strategic partnerships with other organizations, such as Indigenous associations and funding agencies. • Create and maintain a resource list available to all Canadian Lacrosse Association members including but not limited to: community champions, cultural facilitators, literature, etc. • Access and expose as many Indigenous communities as possible to the sport of lacrosse. • Create a strategic plan to further increase the participation numbers of Indigenous peoples and communities. • Develop, update and educate the entire lacrosse community on cultural sensitivity. • Such additional duties as may be delegated to the Committee by the Board from time to time. <p>The Committee will have the authority to conduct meetings and to retain strategic partnerships with the approval of the Board of Directors and upon approved and allocated budgetary expense of the Canadian Lacrosse Association</p>
<p>Authority</p>	<p>The Committee is a limited agent of the Board in relation to Indigenous matters, and is an active advisor to the Board on all matters related to Indigenous programming, resources and events. The Board of Directors in discussion with the Committee may establish subcommittees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
<p>Composition</p>	<p>The Committee will be composed of the CLA's Indigenous Director, CLA Director Domestic Development, CLA Program Coordinator, CLA Atlantic Coordinator(s) and a representative appointed by each provincial association annually at the CLA AM.</p>
<p>Meetings</p>	<p>The Chair of the Committee will be the CLA's Indigenous Director. The CLA Program Coordinator will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per allocated Board approved funding should it exist. Meetings will be at the call of the Chair.</p>



Resources	<p>The Committee will report through the CLA Indigenous Director to the Board and Member Council at the AM and SAM in writing.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A nonresponse to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the ERoom accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on May 30, 2015.</p>
Review	<p>The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the Annual Meeting, if warranted.</p>

Appendix 25-29 TERMS OF REFERENCE – LACROSSE FITS amended as follows (Effective 2018)

Composition: The Committee will be composed of the following members.

- One (1) Lacrosse FITS Committee Chair (appointed bi-annually in even numbered years by the CLA Director Domestic Development)
- One (1) History Chair (appointed bi-annually in odd numbered years by the CLA Director Domestic Development and Committee Chair)
- One (1) **Indigenous** (IN) Representatives (appointed in-annually in even numbered years by the Chair and Director of Domestic Development)
- Up to two (2) interested CLA members (recommended by the committee Chair and approved bi-annually in odd numbered years by the CLA Director of Domestic Development)
- CLA Program Coordinator
- CLA Director Domestic Development (*ex officio*)

Appendix 25-38 TERMS OF REFERENCE - BOARD OF DIRECTORS amended as follows (Effective 2018)

INDIGENOUS DIRECTOR:

The **Indigenous** Director is responsible for the following duties:

- a) provide education on **Indigenous** lacrosse culture and history to the CLA Board of Directors, sectors and members;
- b) act as a liaison with **Indigenous** organizations in conjunction with the MAs;
- c) assist the CLA and its Members in contacting and accessing **Indigenous** communities to initiate development in conjunction with the MAs;
- d) represent the CLA at events that are specific to **Indigenous** development;