

# Lacrosse New Brunswick Policies & Procedures

January 2024

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SECTION 1 - OPERATING POLICIES

1.1 *Membership Registration*

1.1.1	Club/Association/League Fees	\$50.00
	Late - Club/Association/League Fees	\$150.00
1.1.2	Team Fees	\$50.00
	Late - Team Registration Fees	\$75.00
1.1.3	Player/Coach/Officials/Individual Membership	\$15.00
1.1.4	Sixes/Field Lacrosse School Program	\$50.00

1.1.5 1st Year Associations are exempt from late fees  
Please note: An individual is required to pay the membership fee only once per fiscal year.

1.2 *Registration Deadline*

1.2.1 Associations and Teams must submit their member/team registration no later than three weeks after the commencement of league/tournament play.

1.2.2 All players that are playing at the time of registration must be placed on team registration forms. Late registrations may be added to the roster at any time throughout the year. However, the players must be on the roster prior to the provincial championship deadlines to be eligible for this competition.

1.3 *Playing Age Divisions*

The following age divisions shall be used in all provincial championships. The age divisions shall be as of December 31 of the current playing season. E.G. an individual who turns 7 years old in December of the current year is a U9 division player even though he/she was only 6 years old for the duration of the playing season.

1.3.1 *Box Lacrosse*

U5	ages 3 & 4
U7	ages 5 & 6
U9	ages 7 & 8
U11	ages 9 & 10
U13	ages 11 & 12
U15	ages 13 & 14
U17	ages 15 & 16
Junior	ages 17-21

Senior                      ages 22 and older

Masters                    ages 35 and older

1.3.2 *Men's Field Lacrosse*

U15                        ages 13 & 14

U17                        ages 15 & 16

Junior                    ages 17-21

Senior                    ages 22 and older

Masters                   ages 35 and older

1.3.3 *Women's Field Lacrosse*

U15                        ages 13 & 14

U17                        ages 15 & 16

Junior                    ages 17-21

Senior                    ages 22 and older

Masters                   ages 35 and older

1.3.4 *Sixes*

To be determined by Sixes Committee on an annual basis.

2.1 *Playing Regulations*

2.1.1 The official scorer shall obtain a printed lineup from the manager or coach of each team prior to the start of the game. This shall be verified and signed by the manager or coach in charge.

2.1.2 In league play, the referee will report all Match Penalties, Gross Misconduct Penalties, Major Penalties for Checking from Behind and unusual situations (line brawls, player(s) leaving the players/penalty bench, refusing to start play, etc.) to the league president or discipline delegate immediately following the game either in person or by telephone. If the game terminates after 10 p.m. then the report may be made the next morning no later than 12 noon.

(i) In all situations the original game sheet is to be retained by the referee and brief references quoting the rule(s) under which the penalties were assessed are to be completed.

(ii) The referee will complete a special game report with full details of the incident. The game sheet and game report are to be mailed or personally given

to the league president or discipline delegate by the referee within 24 hours of the completion of the game.

(iii) In Lacrosse New Brunswick Provincial playoff games, the report shall be given to the tournament convenor as soon as possible or another delegate of L.N.B. if the convenor is not immediately available.

2.1.3 Only registered officials may be used in games. It is the responsibility of each league or association to ensure that there is an adequate number of registered officials. Only officials who attend a current L.N.B. approved clinic will be allowed to register.

2.1.4 At the completion of each game the official scorer shall sign the game sheet and then have the officials print their name legibly and sign the game sheet. It shall be the responsibility of the referee to ensure that any Major, Match or Misconduct penalties assessed during a game are recorded on the game sheet accurately before signing the game sheet and giving copies to the teams.

## 2.2 *Equipment*

### 2.2.1 Mouthguard

a) All players competing in field or box lacrosse are recommended to wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.

b) If for medical reasons a mouthpiece can not be worn then a medical certificate and waiver must be signed by the player and attending physician and be filed at the L.N.B office.

2.2.2 All goalies competing in men's field lacrosse must wear a suitable manufactured throat guard. It must be worn in the manner it was designed for.

## 2.3 *League Regulations*

2.3.1 All associations/leagues must submit a schedule of their game activities prior to the start of their competitive season.

## 3 *Suspensions*

### 3.1.1 Minimum Suspensions

a) The following minimum suspensions are to be applied in all box lacrosse games sanctioned by Lacrosse New Brunswick.

b) All suspensions will be sent to the Official in Charge of LNB

Match Penalties – For all match penalties assessed (except for molesting officials and checking from behind) a suspension will be applied as follows:

For Each Match Penalty – Three (3) games.

### Other Penalties

1. All Gross Misconducts – 2 games

2. Checking from behind:

(i) Match Penalty for Checking from Behind

First offense – 3 games

Second Offense (suspended indefinitely until dealt with by league discipline committee)

(iii) Major Penalty for Checking from Behind – remainder of game; last ten minutes – remainder of game and 1 game suspension.

3. Fighting

(i) Fighting Major Penalty – 1 game

(Junior Box – a game misconduct for remainder of game. Subsequent fighting majors to be reviewed by the discipline committee.)

(ii) Third person in fight – 3 games or 3 weeks whichever expires first.

(iii) Second fighting major – 3 games or 3 weeks whichever expires first.

(iv) Third fighting major – suspended indefinitely until dealt with by league discipline committee

Person identified as:

(i) First to leave the players' bench during a fight for the purpose of fighting – 3 games

(ii) Leaving a penalty box for the purpose of fighting – 4 games

(iii) Coach of a team whose player is penalized under 3.1.1 a) 4(i) – 3 games

(iv) Coach whose player leaves but is not identified as the first to leave the player's or penalty bench during an altercation – 1 game

(v) Coach whose team is removed from the game prior to the game conclusion – 3 games

**The following minimum suspensions are to be applied in all field lacrosse games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.**

The following guidelines apply to expulsion calls only.

1. Deliberate attempt to injure: may include but is not limited to butt-ending, spearing or kicking to deal with personal fouls (physical) that are excessive and beyond normal play.

1<sup>st</sup> Offence            2 Games

2<sup>nd</sup> Offence            5 Games

3<sup>rd</sup> Offence            1 Year from date of infraction

- |                         |              |
|-------------------------|--------------|
| 4 <sup>th</sup> Offence | Lifetime Ban |
|-------------------------|--------------|
2. Abuse by language or gesture: may include but not limited to verbal abuse or racial statements to a player, coach, any person officially associated with a team, or a fan to deal with behaviour and actions that are non-physical.
- |             |                                |
|-------------|--------------------------------|
| 1st Offence | 3 Games                        |
| 2nd Offence | 5 Games                        |
| 3rd Offence | 1 Year from date of infraction |
| 4th Offence | Lifetime Ban                   |
3. Abuse of official: abuse may be verbal or physical – an official is defined as a referee, timekeeper, scorekeeper, or any other designated officials.
- |             |                                |
|-------------|--------------------------------|
| 1st Offence | 2 Games                        |
| 2nd Offence | 1 Year from date of infraction |
| 3rd Offence | Lifetime Ban                   |

Fighting - note rule 78.1 of the Men's Field LC Rule Book

NOTE: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.

1st Offence	2 Games
2nd Offence	5 Games
3rd Offence	1 year from date of infraction
4th Offence	Lifetime Band

Person identified as:

- (i) First to leave the players' bench during a fight for the purpose of fighting – 5 games
- (ii) Leaving a penalty box for the purpose of fighting – 5 games
- (iii) Coach of a team whose player is penalized under 3.1.1 b) 5(i) – 5 games (iv) Coach whose player leaves but is not identified as the first to leave the player's or penalty bench during an altercation – 3 games
- (iv) Coach whose team is removed from the game prior to the game conclusion – 3 games

Any other offences that are not directly covered by any of the above sections are to be reported directly to the president or discipline delegate of the respective league within an appropriate manner in relation to the above guidelines.

**The following minimum suspensions are to be applied in all Sixes games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.**

The following guidelines apply to red card (player ejection) calls only.

1. Deliberate attempt to injure – Three (3) games
2. Fighting – Three (3) games

Note: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.

3. Unsportsmanlike: Abuse by language or gesture towards any player, official, coach, or spectator Two (2) games

**The following minimum suspensions are to be applied to all Women's Field lacrosse games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.**

The following guidelines apply to red card (player ejection) calls only.

1. Deliberate attempt to injure – Three (3) games
2. Fighting – Three (3) games

Note: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.

3. Unsportsmanlike: Abuse by language or gesture towards any player, official, coach, or spectator – Two (2) games

4. Repeated violations: flagrant or repeated violation of the rules – One (1) game

a) The game in which a penalty as listed in 3.1.1 a, b, c & d is assessed shall not be counted within the length of the suspension.

b) It is the responsibility of each team manager and/or coach to ensure his/her player(s) sits out their appropriate suspensions. When in doubt as to the relevant suspension contact the League/Association President.

c) These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant. Please refer to the L.C. Rulebook and the L.N.B. Constitutions, Bylaws and Regulations for other automatic suspensions.

d) The L.N.B. Disciplinary Committee will automatically review any member of Lacrosse New Brunswick that receives (5) minimum suspensions in any sector within a (3) three calendar year timeframe.

e) For the purposes of serving suspensions, a game is to be defined as an L.N.B. sanctioned and previously scheduled game, or at least one week, whichever is less. A week shall be defined as the 7 days Sunday to Saturday, following the week in which the suspension occurred.

- 3.1.2 All associations/leagues registered with L.N.B. must submit to the Executive Director a copy of all correspondence involving suspensions by that league. Correspondence must be issued within two (2) weeks of the incident.



- 3.1.3 All Match, Gross, Expulsion and Red Card penalties shall be reviewed by the residing league body to decide if a further suspension is warranted beyond the minimum guidelines. The player, coach, manager, trainer, or stick person assessed the penalty will remain suspended until this review has occurred.
- 3.1.4 Any player, coach, manager, trainer, or stick person assessed a penalty under Rule 62 Box Lacrosse (Molesting an Official) of the L.C. Rule Book is to be automatically suspended until the matter is dealt with by the League Discipline Committee or League President.
- 3.1.5 A coach who allows a suspended or improperly registered player to play shall be suspended indefinitely until reviewed by the residing league body.
- 3.1.6 Suspensions by L.N.B. of any registered referee, player, coach or team official may include a suspension that will not allow such suspended person to participate in the game of lacrosse in any capacity. The following guidelines apply to suspensions:

i) The suspension from all aspects of lacrosse would apply to all suspensions issued for breach of the L.N.B. Bylaws or Regulations, as well as all suspensions issued under L.C. Box Lacrosse Rule 62, and all other suspensions where specified. ii) Unless specified otherwise, suspensions resulting from violation of LC/.L.N.B. playing rules, would only suspend the player, coach or team official from participating in the game of lacrosse in the capacity at which he/she received their suspension.

Note: While a player, coach or team official is serving their suspension, they may not participate with that same team in any capacity.

ii) All L.N.B. Associations/Leagues shall recognize that all disciplinary actions and suspensions given in the Women's Field Sector, Men's Field Sector, Sixes Sector, Box Sector, Referee's Sector and the Coaching Sector will be served in that sector, unless upon a recommendation of the residing league, it is deemed by L.N.B. that the infraction warrants a suspension from all sectors or any other sectors of L.N.B. Suspensions may only be served in regular scheduled league games, L.N.B. playoff games or league playoff games and L.N.B. sanctioned tournaments. Suspensions cannot be served in exhibition games and suspended players can not play in exhibition games. Suspensions for violations of the L.C./L.N.B. rules and regulations must be served in the next game or games the player/team official participates in. Suspensions for violation of league rules may be implemented at the Leagues discretion.

A) Any suspension imposed upon any player, coach or team official by the officials of any league or association registered with L.N.B. shall be given full recognition by L.N.B.

B) All suspensions not served during the current playing year will be carried over until the next playing season.

#### 4.1 *Appeal Procedure*

The right of appeal shall pertain to players, coaches, managers, team officials, game officials, teams or leagues who have been suspended for infractions covered by the rules and regulations

of this Association. All appeals must be submitted in writing and directed to the Executive Director of L.N.B. or L.N.B. office.

- 4.4.1 **Purpose:** This *Appeal Policy* provides Individuals with a fair and expedient appeal process.
- 4.1.2 **Scope and Application of this Policy:** This Policy applies to all Individuals.
- 4.1.3 Any Individual who is directly affected by a decision made by the Organization or a member shall Have the right to appeal that decision provided that there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
- 4.1.4 This Policy **will apply** to decisions relating to:
- a) Eligibility
  - b) Selection
  - c) Conflict of Interest
  - d) Discipline
  - e) Membership
- 4.1.5 This Policy **will not apply** to decisions relating to:
- a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization or a member.
  - e) Substance, content and establishment of team selection or carding criteria
  - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
  - g) Budgeting and budget implementation
  - h) The organization's operational structure and committee appointments
  - i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization or its members (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
  - j) Commercial matters for which another appeals process exists under a contract or applicable law
  - k) Decisions made under this Policy

**4.1.6 Timing of Appeal:** Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit the following:

- a. Notice of the intention to appeal
- b. Their contact information
- c. Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
- d. Date the Appellant was advised of the decision being appealed
- e. A copy of the decision being appealed, or description of decision if written document is not available
- f. Grounds for the appeal
- g. Detailed reasons for the appeal
- h. All evidence that supports these grounds
- i. Requested remedy or remedies
- j. An administration fee of three hundred dollars (\$300), which will be refunded if the appeal is upheld

4.1.7 An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

4.1.8 **Grounds for Appeal:** A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Made a decision that was patently unreasonable

4.1.9 **Screening of Appeal:** The parties may first attempt to resolve the appeal through the *Dispute Resolution Policy*.

4.1.10 Appeals resolved under the *Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant.

- 4.1.11 Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization or the Territorial Sport Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
- a) To determine if the appeal falls under the scope of this Policy
  - b) To determine if the appeal was submitted in a timely manner
  - c) To decide whether there are sufficient grounds for the appeal
- 4.1.12 If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
- 4.1.13 If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal. In Extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.
- 4.1.14 **Determination of Affected Parties:** In order to confirm the identification of any Affected Parties, the Appeal Manager will engage the Organization or the Member (as applicable). The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.
- 4.1.15 **Procedure for Appeal Hearing:** The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
- 4.1.16 If a party chooses not to participate in the hearing, the hearing will proceed in any event.
- 4.1.17 The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within a timeline determined by the Appeal Manager
  - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.

- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

4.1.18 In fulfilling its duties, the Panel may obtain independent advice.

4.1.19 **Appeal Decision:** The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

4.1.20 The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed;
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c) Uphold the appeal and vary the decision.

4.1.21 The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources

4.1.22 The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the Organization or the Member (as applicable). In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

4.1.23 **Timelines:** If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

4.1.24 **Confidentiality:** The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

4.1.25 Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).

4.1.26 **Final and Binding:** No action or legal proceeding will be commenced against the Organization, Members, or Individuals in respect to a dispute, unless the Organization or the Member (as applicable) has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

4.1.27 An appeal must be received in writing, stating the issue being appealed and the nature of the appeal. \$100.00 cash, certified cheque or money order must accompany the appeal. If the appeal is upheld, then the money is returned to the person(s) submitting the appeal. If the appeal is not upheld, then the money is retained and sent to the L.N.B. Office along with the L.N.B. Convenor's report

#### 4.2 *Whistleblower Policy*

4.2.1 **Purpose:** The purpose of this Policy is to allow people to have a discrete and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

4.2.2 **Application:** This Policy only applies to people who observe or experience incidents of wrongdoing committed by other individuals associated with the Organization or its Members.

4.2.3 Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals can also be reported under the terms of the Organization or its Member's *Discipline and Complaints Policy*.

4.2.4 **Wrongdoing:** Wrongdoing can be defined as:

a) Violating the law;

b) Intentionally or seriously breaching of the Organization or its Member's *Code of Conduct and*

*Ethics*;

c) Intentionally or seriously breaching the Organization or its Member's policies for workplace violence and harassment;

d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, or other individual;

e) Directing an individual to commit a crime, serious breach of a policy of the Organization or its

Members, or other wrongful act; or

f) Fraud.

4.2.5 **Pledge:** The Organization and its Members pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any person who discloses information or submits, in good faith, a report against a person under the terms of this Policy.

4.2.6 Any individual affiliated with the Organization or its Members who breaks this Pledge will be subject to disciplinary action.

- 4.2.7 **Reporting Wrongdoing:** A person who believes that a person has committed an incident of wrongdoing should prepare a report that includes the following:
- a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
  - b) Identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing;
  - c) Why the act or action should be considered to be wrongdoing; and
  - d) How the wrongdoing affects the individual submitting the report (if applicable).
- 4.2.8 **Authority:** The Organization and its Members has appointed the following Compliance Officer to receive reports made under this Policy:

Jacob Norton (jacob.norton1995@gmail.com)

- 4.2.9 After receiving the report, the Compliance Officer has the responsibility to:
- a) Assure the individual of the Organization and its Member's **Pledge**
  - b) Connect the individual to the Alternate Liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with the Organization or its

Members and/or the content of the report

- c) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
  - d) Determine if the Organization or its Member's *Whistleblower Policy* applies or if the matter should be handled under the Organization or its Member's *Discipline and Complaints Policy*
  - e) Determine if the local police service be contacted
  - f) Determine if mediation or alternate dispute resolution can be used to resolve the issue
  - g) Determine if the Organization or its Member should or can be notified of the report
  - h) Begin an investigation
- 4.2.10 **Alternate Liaison:** If the person reporting feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with the Organization or its Member and/or the content of the report, this person should contact the following individual who will act as an independent liaison between the person reporting and the Compliance Officer:

Jason Breau (jason.breau@migroup.ca)

- 4.2.11 The Alternate Liaison will not disclose the person reporting's identity to the Compliance Officer or to anyone affiliated with the Organization or its Member without the person reporting's consent.
- 4.2.12 A person who is unsure if he or she should submit a report, or who does not want to have his or her identity known, may contact the Alternate Liaison for informal advice about the process.
- 4.2.13 **Investigation:** If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the Organization or its Member may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the person who submitted the report being disclosed. The Organization or its Member may not unreasonably refuse the decision to contract an external investigator
- 4.2.14 An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
- a) Follow-up interview with the person reporting who submitted the report
  - b) Identification of participants, volunteers or other individuals that may have been affected by the wrongdoing
  - c) Interviews with such-affected individuals
  - d) Interview with the Director(s) or person(s) against whom the report was submitted
  - e) Interview with the supervisor(s) of the person(s) against whom the report was submitted, if applicable
- 4.2.15 In all stages of the investigation, the investigator will take every precaution to protect the identity of the person who submitted the report and/or the specific nature of the report itself. However, the Organization and its Member recognizes that there are some instances where the nature of the report and/or the identity of the person who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.
- 4.2.16 The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the Organization or its Member for review and action.
- 4.2.17 **Decision:** Within fourteen (14) days after receiving the Investigator's Report, the Organization or its Member will take corrective action, as required. Corrective action may include, but is not limited to including:
- a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
  - b) Revision of job descriptions; or
  - c) Discipline, suspension, termination, or other action as permitted by the Organization or its Member's Bylaws, provincial employment legislation, *Human Resources Policy*, and/or the person's Employment Agreement or Contractor Agreement.



4.2.18 The corrective action, if any, will be communicated to the investigator who will then inform the person who submitted the report.

4.2.19 Decisions made under the terms of this Policy may be appealed under the terms of the Organization or its Member's *Appeal Policy* provided that:

a) If the person who submitted the initial report is appealing the decision, the person who submitted understands that his or her identity must be revealed if he or she submits an appeal, and

b) If the person against whom the initial report was submitted is appealing the decision, the person appealing understands that the identity of the person who submitted the report will not be revealed and that the Organization or its Member will act as the Respondent

4.2.20 **Confidentiality:** Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

## 5.1 *Provincial Championships*

### 5.1.1 *General Rules*

1. This Association's competitions take precedence over all other competitions in the province of New Brunswick, except such as may be arranged by Lacrosse Canada.
2. The New Brunswick Provincial Championships may be competed for annually.
3. The Provincial Championships shall be conducted in accordance with the rules laid down by the Board of Directors. The entire control and management of the Provincial Championships shall be vested in the Board of Directors who may delegate to the associations all or part of the conduct and management of the play-offs.
4. Only affiliated clubs with membership in good standing, shall be allowed to send teams to provincial competitions.
5. There shall be a minimum of three registered teams entered into a provincial championship before Lacrosse New Brunswick sanctions the age division.
6. Lacrosse New Brunswick will host provincial championships for the age groups as indicated in Operating Policies 1.3 and as determined at the Annual General Meeting Sector Meetings on an annual basis.
7. Each team must have a fully certified and registered coach as stipulated in 8.3.2.

### 5.1.2 *Hosting*

#### *Provincials*

#### A) Hosting

#### Policy

The following statement is the Guiding Policy on Provincial Championships and forms the underlying philosophy behind all L.N.B. sanctioned provincial competitions.

Provincial Championships are an important function of the Association and must be conducted in the best interests of the development of all members. To be effective, they must involve commitment, cooperation and communication among all members.

The objective of the provincial championship is to enhance future competition while, at the same time, protecting the heritage of each championship. This will be accomplished by development opportunities for personal growth (leadership, friendship, provincial awareness and fun) and recognition for athletes, coaches and officials.

Provincial championships should be perceived as competitive, organized and representative, regardless of their format, and that they should be a culmination of the year's competition. It must provide a positive image through the promotion of excellence in ethics, skills, fair play and organization, in an atmosphere of mutual respect and camaraderie amongst participants.

Provincial championships are a vehicle for the promotion of the games of lacrosse to or through the Lacrosse community, General public, Corporate sponsors, Media, & Government for the enhancement and growth of lacrosse.

B) Location

1. Application to host all provincials must be received by the Lacrosse New Brunswick office seven (7) days prior to the Annual General Meeting.
2. The date and location of all Provincial Championships will be decided at the Annual General Meeting sector meetings.
3. If the date and location of any provincial championship has not been finalized at the Annual General Meeting, then the Executive will make the final decision by January 30<sup>th</sup> of the same fiscal year.
4. An Association must participate in provincials in the previous year to host the next year.

C) Roles and Responsibilities

1. The financial aspects of a provincial championship are the responsibility of Lacrosse New Brunswick and the host association, as follows:

- a) L.N.B shall bear the expense of the following items:
  - i) cost of medals and awards
  - ii) referee game and travel/accommodation/meal expenses
  - iii) playing facility costs - arenas/fields iv) Convenor expenses
- b) The host association will bear any additional expenses such as tournament headquarters, first aid, toilet facilities, etc.

- c) The host association may offset expenses through gate admission; concession stands, souvenir booths, etc.
2. Lacrosse New Brunswick's Head Office will;
  - a) Allocate berths as per sector competition formula
  - b) Disseminate entry forms to associations
  - c) Receive entry forms
  - d) Draw a competition schedule in consultation with the host association based on facility availability
  - e) Disseminate schedules to the competing teams, host association and L.N.B. delegates
3. The Chief Official

#### Appointment

The Chief Official (Referee-in-Chief/Umpire-in-Chief) of a provincial competition is the Provincial Referee-in-Chief, or where he/she is unavailable, the Provincial Referee-in-Chief in consultation with the Executive appoints the Chief Official.

The Chief Official is responsible to the L.N.B. Convenor, and reports directly to that person. The Chief Official serves as the technical resource for the L.N.B. Convenor.

#### Duties

The Chief Official shall:

- Coordinate pre-event planning with the Host association
- Ensure hosting guidelines as they pertain to officiating are being followed
- Chair pre-competition meeting with the officials to review rules, interpretations and application
- Respond to questions on application and interpretation of rules
- Handle all communications between the participants and the officials
- Inspect the playing facilities to ensure they meet the requirements of the playing rules and are a safe and proper environment
- Assign, supervise and evaluate the officials at the competition
- Hold a pre-medal round meeting with the officials to announce assignments for the medal games
- Supervise the minor officials
- Provide a referee payment report to L.N.B.

- Provide input to inquiries or discipline procedures as the representative of the officials under supervision
- Submit a final report to the L.N.B. Referee-in-Chief

Supervision and evaluation responsibilities include:

- Overseeing the officiating of the games · Where possible, providing ongoing comments/feedback (e.g. between periods)
- Ensuring limited access to officiating facilities

#### 4. The L.N.B. Convenor

##### Appointment

The provincial championship Lacrosse New Brunswick (L.N.B.) Convenor is the representative of L.N.B. at the competition. The Executive in consultation with the respective Sector Chair appoints the L.N.B. Convenor.

The L.N.B. Convenor is responsible to L.N.B. for the decisions made on behalf of the Association. The nominee should be drawn from (in order of precedence), Sector Chair or another member of the Board or a delegate as appointed by L.N.B.

##### Duties

The role of the L.N.B. Convenor is to act as a general supervisor and oversee the competition. The function of the L.N.B. Convenor is to ensure that the competition adheres to:

The Bylaws and Policies of L.N.B.

The rules of play adopted by L.N.B.

The Provincial Championship Hosting Guidelines

The L.N.B. Convenor shall:

- Officially open the tournament
- Supervise the competition
- Hold authority to facilitate the operating of the tournament
- Maintain a close liaison with the host
- Review and approve the schedule of competition including any potential changes
- Verify the registration of the participants prior to the start of the competition
- Serve as the Chairperson of the Appeals/Discipline Committee
- Review all game sheets ensuring that they are complete and accurate, and deal with any penalties or incidents requiring further action

- Selection & presentation of medals, all-star & MVP Awards
- Closing ceremony
- File a competition report which includes all game sheets, discipline and appeal actions taken (if any), further discipline actions required, and an evaluation of the competition, the efficiency of the host, organization of the competition and any recommendation on improvements to the competition.

## 5. Tournament Coordinator

### Appointment

The Hosting Member Association appoints the Tournament Coordinator.

### Duties

The Tournament Coordinator is responsible for ensuring that:

- All logistics of the competition are in place
- Sufficient volunteers are in place to effectively operate the competition
- Opening and closing ceremonies are coordinated, including presentation of championship trophy
- All financial requirements are fulfilled
- Sufficient minor game officials are in place and coordinate the minor official assignments with the Chief Official
- The event is well publicized
- The schedule is followed appropriately and games are on time
- The site is properly supervised and that there is adequate security
- Potential sponsors/advertisers are approached
- All results are reported to the media in a correct, consistent and complete manner
- The requirements of the L.N.B. Provincial Championships Hosting Guidelines are met
- First Aid and medical services are provided

## D) RULES AND INTERPRETATIONS

### Rules

The most recent LC rule book issues the rules of play and tournament specific rules will be conveyed to all teams participating prior to the tournament.

### Playing Facilities

The Host Association shall be responsible for the provision of adequate facilities.

In the situation where the Chief Official or the representative of any of the participants has raised a safety concern regarding playing facilities, the L.N.B. Convenor must rule on the matter and ensure that unsafe situations are corrected, or the Host provides other facilities. The L.N.B. Convenor must not allow play to continue in an unsafe situation.

#### Application of Rules

All questions regarding the application or the interpretation of the rules must be referred to the Chief Official.

### E) SUPERVISING THE COMPETITION

#### 1. Pre-Competition Information

The following subjects must be covered prior to the start of competition. These must be communicated within an information package or directly to the teams.

##### a) Introductions

It is important to ensure that everyone is familiar with the tournament personnel. This will eliminate redundant communication and possible confusion where issues may arise during the event.

##### b) L.N.B. Convenor Information

The L.N.B. Convenor must provide a briefing on the competition and include the following areas (where applicable) in their presentation:

Competition schedule

Ceremonies and special events

Access to competition site (teams, officials, L.N.B. representatives) Awards and selection process

##### d) Registration

Review the process for verifying the registration of the athletes and coaches (see section 5.1 of the operating policies)

##### e) Discipline and Appeals Procedures

Review the procedures for handling discipline issues, and the lodging of appeals. (See the section of the guide pertaining to discipline and appeals).

##### f) Chief Official Briefing

The Chief Official briefing will include:

- Introduction of officials

If participating officials are present, they should be introduced to the team representatives. In any case, the teams should be given the names of the participating officials.

- Rule application and interpretations

The Chief Official should provide a summary of any direction to officials on the application of the rules. Specific directives, which have been issued by the Sector Chair, should be reviewed. Application of common rules (e.g. L.N.B. slashing or holding in Box) should always be covered.

- Selection of officials for the medal games

The Chief Official must review the process of selection of officials to work in the final game.

#### g) Question and Answers

An opportunity must be provided for the representatives of the participating teams to ask questions and seek clarification on various aspects of the tournament including officiating, discipline, or organizational matters.

### 2. Registration

The L.N.B. Convenor is responsible for ensuring that all the athletes listed on the game sheets are properly registered and approved by L.N.B. The Convenor is also responsible for ensuring that the L.N.B./LC coaching requirements are met.

The L.N.B. Convenor should check the game sheets immediately before the games to ensure that all players on the game sheet are properly approved.

## Coaches

A coach on the team (on the Registration Form and roster of the team) must be certified under the National Coaching Certification Program (NCCP) as required under the policies set out by Lacrosse New Brunswick. This policy states that a fully certified coach must be on the bench for all provincial championship games.

If there is a discrepancy, the coach must produce proof of the certification.

### 3. Game Sheets

As each game is completed the minor official responsible (e.g. scorer) ensures that all information is entered and properly summarized. The game sheet is then taken to the Chief Official for review. The Chief Official should ensure that the sheet is properly completed, and checks for any penalties or incidents, which may require written reports or further disciplinary action. Once checked and properly signed off by the game officials and the Chief Official, the game sheets should be split, appropriate copies being given to each team, host and the original of the form being given to the L.N.B. Convenor. The Convenor and the Chief Official may make alternate arrangements for control of the original game sheets.

The L.N.B. Convenor must include all the original game sheets in the final report to L.N.B..

### 4. Awards

#### Selection Committee and Process

The L.N.B. Convenor is responsible for ensuring that a fair selection process is in place and will advise the participants of the process. Protocol established over the years has the L.N.B.

Convenor chair the Awards Committee. It is sufficient though for the L.N.B. Convenor to approve an Awards Committee or selection process, which does not directly include the Convenor's participation.

## 5. Tie Breaking

### Games

Breaking a tie in a game is set out in the rules of play and the L.N.B. Convenor should consult with the Chief Official if there are any questions regarding application.

### Standings

Win = 2 points; Tie = 1 point; Loss = 0 points

The following procedure will be used if any teams have the same amount of points after round robin play. Record against other team

Goal differential in pool

(+/-) Goals against

Goals for

If still tied - coin toss

## F) EVENT DISCIPLINE POLICY

**\*\* This *Event Discipline Policy* does not supersede or replace the *Discipline and Complaints Policy* \*\***

### **Purpose**

1. The Organization and its Members are committed to providing a competition environment in which all Individuals are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

### **Scope and Application of this Policy**

2. This Procedure will be applied to all Events sanctioned by the Organization and its Members.
3. If the Event is being sanctioned by an organization other than the Organization or a Member (e.g., an international federation), the procedures for event discipline of the host organization will replace this procedure. Incidents involving Individuals connected with the Organization or a Member (such as Athletes, coaches, and Directors and Officers) must still be reported to the Organization or the Member (as applicable) to be addressed under the *Discipline and Complaints Policy*, if necessary.
4. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned by the Organization or a Member, the



procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct and Ethics*.

### **Misconduct During Events**

5. Incidents that violate or potentially violate the *Code of Conduct and Ethics*, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to a designated person (usually the chief official) responsible at the Event.
6. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:
  - a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
  - b) Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct and Ethics* has been violated. The designated person at the Event may serve on the jury
  - c) The jury will interview and secure statements from any witnesses to the alleged violation
  - d) If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
  - e) The jury will secure a statement from the person(s) accused of the violation
  - f) The jury will render a decision and determine a penalty
  - g) The Chairperson of the jury will inform all parties of the jury's decision
7. The penalty determined by the jury may include any of the following, singularly or in combination:
  - a) Oral or written warning
  - b) Oral or written reprimand
  - c) Suspension from future competitions at the Event
  - d) Ejection from the Event
  - e) Other appropriate penalty as determined by the jury
8. The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury's decision shall be submitted to the Organization or the Member (as applicable) following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
9. Decisions made pursuant to this Policy may not be appealed.

10. This Policy does not prohibit other Individuals from reporting the same incident to the Organization or a Member to be addressed as a formal complaint under the *Discipline and Complaints Policy*.

11. The Organization and its Members shall record and maintain records of all reported incidents.

### **Timeliness**

12. The procedures outlined in this Policy are Event specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the Jury must be reached and communicated to the Parties prior to the conclusion of the event, in order for it to be effective.

13. Decisions issued after the conclusion of the event will not be enforceable, unless it is the result of a formal complaint that has been filed in accordance with the *Discipline and Complaints Policy*. G) COMPETITION REPORT TO L.N.B.

Every Convenor is expected to file a report on the competition, which they have supervised. L.N.B. requests that the Convenor submit a written document providing assessment and comment in the areas listed below.

#### **Convenor Report**

##### **Overall Assessment**

This section should contain a general overview of the competition, highlighting your reaction and thoughts on the event.

##### **Evaluation of Host Association**

This section should contain an evaluation of the Host Association and its compliance with the Hosting Agreement and Guidelines.

##### **Competition**

This section is a commentary on the caliber of play at the competition, as well as an evaluation on the structure of the competition. Please emphasize the highs and lows of the competition from your perspective.

##### **Officiating**

Submit an evaluation of the Chief Official and the organization and management of the officiating by the Chief Official. Submit an opinion on the quality of officiating.

##### **Disciplinary Actions**

If there were any disciplinary actions required, please include a summary of the action, which describes the incident, the process followed, and the actions taken. Ensure appropriate reports are included. This is particularly important if there is a requirement for follow-up action to be taken by the L.N.B. Sector Chair or the Executive Committee (i.e. suspension which will continue after the end of the competition).

##### **Media Coverage**

If possible please include an assessment of the media coverage with some examples of press clippings and promotional material.

#### Special Events and Awards

We would like to have some commentary on the social event(s) and awards presented at the competition.

#### Recommendations

This is of course the most crucial section of the report. If there are any suggestions or recommendations, which would improve the competition, or issues, which should be raised with the Sector or the Board, please include them in your report.

#### 5.1.3 *Entry Deadlines & Registration*

1. If entry forms are not received in the L.N.B. Head Office by the established deadline date, teams will not be eligible for Provincial Competition.
  - a) Men's Field – All associations wishing to enter teams in a provincial championship must submit their intent to participate form and the performance bond to the L.N.B. office no later than (30) thirty days prior to the date of competition.
  - b) Box Lacrosse – All associations wishing to enter teams in a provincial championship must submit their intent to participate form and the performance bond to the L.N.B. office the by May 15<sup>th</sup>.
2. All applications must include a \$200 performance bond per team.
  - a) Men's Field - \$100 will be reimbursed to the association upon completion of the provincial championships.
  - b) Box Lacrosse - \$150 will be reimbursed to the association upon completion of the provincial championships.
  - i) The L.N.B. Executive reserves the right to withhold all or part of the performance bond if a team does not meet all of the conditions as set out in these policies.
  - ii) A team losing in a playdown situation will be reimbursed the full \$200.00 performance bond.

#### 5.1.4 *Roster Deadlines*

- a) Junior Men's Field – For each team entering the provincial championship competition the association must submit the complete roster no later than (30) days prior to the date of competition and send with application as noted in 5.1.3.
- b) Intermediate Men's Field – For each team entering the provincial championship competition the association must submit the complete roster no later than (14) days

prior to the date of competition. However, an application must be submitted as per policy 5.1.3.

c) Box Lacrosse - For each team entering a Provincial Championship competition, the association must submit the complete roster no later than ten (10) days prior to the date of the competition. The team roster will be that of a team that has been in place throughout the playing season and not an allstar team of a member association. Normally the winner of an associations division will take part in that divisions Provincial championship. Players may only be added in the event of team members not being able to attend. Proof may be required for this replacement process.

#### 5.1.5 *Player Eligibility*

- a) The Men's Field Sector does not allow player transfers between associations.
- b) Box Lacrosse
  - i) The maximum number of new players added and registered onto a team prior to the existing ten (10) day deadline shall be three (3).
  - ii) Each player must be registered with L.N.B. by the registration deadlines.
  - iii) Transfers are only required for players not in the same club/association.
  - iv) In accordance with 5.1 6., no overage players are allowed to participate in any age group of provincial championships. However, younger players may be affiliated with a team as long as they are placed on the roster prior to the deadline indicated in 5.01.4 and meet the condition of 5.1.5 b) i).

#### 5.1.6 *Transfers (with exception of Men's Field Sector – see 5.1.5 a))*

Only three (3) players may be transferred to any one team from another club/association within the playing season.

The following rules and regulations regarding transfers will be followed:

- i) A players who has signed a registration form of a specific sector club/association and has been duly registered with this club/association to the provincial association shall not be allowed to transfer his/her services to any other club/association that plays the same sector of lacrosse in his/her age group unless he/she first have given his/her club seven (7) days notice in writing of his/her intention to transfer, and then only being granted permission to transfer by the responsible officers or representatives of the club/association which he/she is already registered. Such permission shall be in writing, duly signed by the club authority and then forwarded to the L.N.B. head office before the player to be transferred to any affiliate club is authorized to play.
- ii) A player is entitled to his/her transfer as hereinafter provided between the dates set by the Provincial Association or this Association, but a player registered on the official registration form shall not be allowed to transfer

his/her services during his/her team's playing season without the consent of the club for which he/she is registered, unless specified otherwise in the regulations of the Provincial Association.

iii) An amateur player who has registered with an amateur team and who has been refused a transfer by that club shall be allowed to appeal, without fee, to the provincial association. 5.1.7

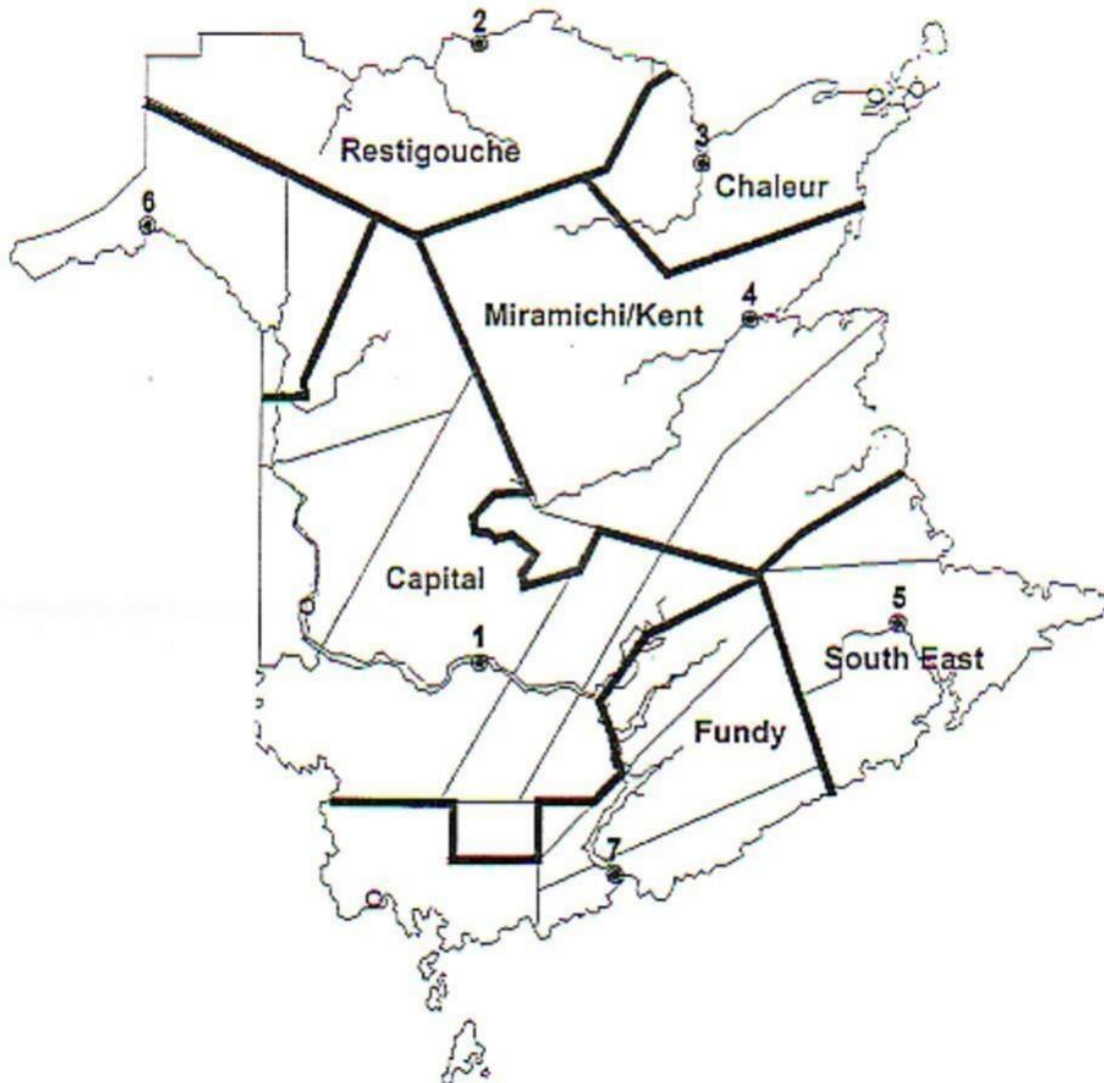
#### *Competition Format*

a) Men's Field

1. An eight-team format will be used for all provincials. If less than eight teams enter, then the V.P. Operations will solicit an application for another team preferably from the host region else the format will reflect the number of teams entered.
2. If more than eight teams enter then berths will be awarded and provincial playoffs will be required to determine the provincial championship participants.
  - i) The original playoff game sheet must be forwarded by mail to the L.N.B. Executive Director.
  - ii) Penalties to be advised by telephone are: Expulsion Penalties or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon the day following a game to the L.N.B. office.
  - iii) Each playoff series shall consist of a one game playoff with overtime played as per the rulebook. iv) Playdowns are established (date & location) by the Executive Director, Men's Field Sector Chair & V.P. Operations.
  - v) At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the L.N.B. office.
  - vi) L.N.B. playoffs shall have preference over league or tournament play.
  - vii) L.N.B. shall pay the referee game fees and expenses. All other expenses associated with the game shall be the responsibility of the host team. The visiting team is required to pay their expenses.
3. Provincial berths shall be determined using the following process:
  - i) They shall be selected from teams that apply as per policy 5.1.3.
  - ii) Each association in membership may enter a maximum of two (2) teams in a provincial championship.
  - iii) The tournament host and top three associations from previous year shall each be given a berth. If the host association was in top three in previous year then the fourth place association is given a berth.

- iv) A regional playdown shall be held to select the remaining four teams as per the map below

**REGIONAL BOUNDARIES MAP**



- b) Box Lacrosse
1. It is recommended a six-team format will be used for all provincials.
    - i) Each of the seven (7) zones will initially be allocated one (1) team in a provincial championship. The Host zone is allocated a second team to be the 6<sup>th</sup> spot. Zone(s) without teams in the particular age division will have their spot allocated to another zone. The

allocation process will assign the first opening to the zone with the largest enrollment in the particular age division. Subsequent openings will be assigned to the zone with the next largest enrollment in the particular age division, etc.

ii) For provincial competition each zone may enter a maximum of one (1) team in a provincial championship or a number decided by the Board. Zones are defined in the Box Sector Zone Map and are designated as follows:

Zone 1 - Capital

Zone 2 - Restigouche

Zone 3 - Chaleur

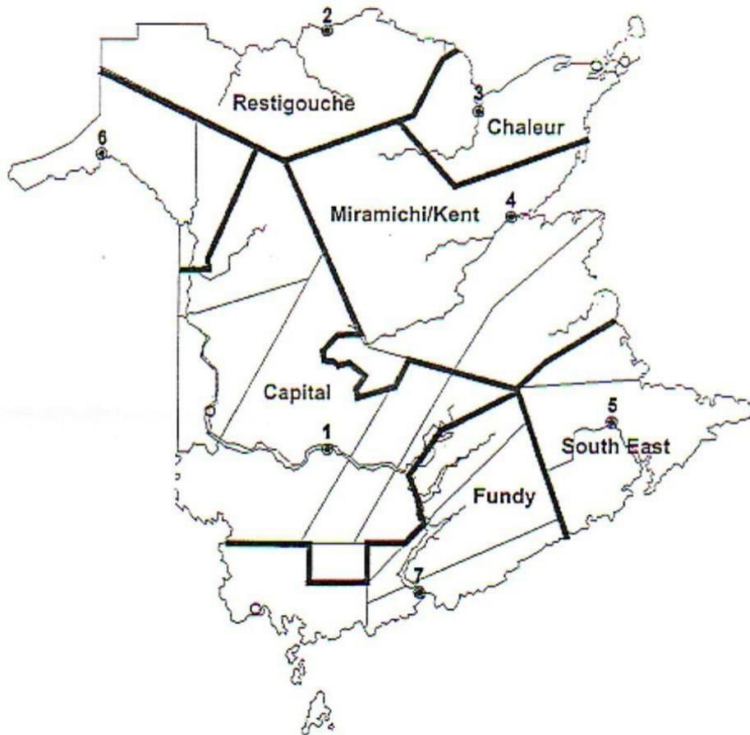
Zone 4 - Miramichi/Kent

Zone 5 - South East

Zone 6 - Edmundston

Zone 7- Fundy

REGIONAL BOUNDARIES MAP



2. If there is more than one team in Zones 1- 7, provincial qualifying playoffs will be required to determine the provincial championship participants. The format to be as follows:

- i) Each playoff series shall consist of a two game playoff, total score format with overtime played in the second game, if necessary, as per the LC Rule Book.
- ii) Playoff series will be scheduled in consultation with the L.N.B. office, the Referee in Chief, Box Sector Chair and the VP of Operations.
- iii) The original playoff game sheets must be forwarded, by mail, to the L.N.B. Executive Director within 48 hours of the completion of the playoff series.
- iv) Penalties to be advised by telephone are: gross misconduct, match penalties, major penalties for checking from behind or fighting or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon, the day following a game, to the L.N.B. office.
- v) At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the L.N.B. office.
- vi) L.N.B. playoffs shall have preference over league or tournament play

5.1.8 *Provincial Trophies*

- i) A club/association must be responsible for the care and safekeeping of any trophy won by it or any of its teams and players. If any trophy is lost or damaged while in the care of any team, or any of its players, the cost of repair or replacement will be charged to that club.
- ii) All trophies shall be returned to the L.N.B. office by the clubs responsible for them on or before May 1 in the current year. Such delivery in good condition shall relieve the team of any further responsibility for the care and safekeeping of the trophy so delivered. Failure by any club/association to deliver any trophy or trophies in its care before May 1 shall make that club/association liable to a fine of \$25.00 per month to a maximum of twice the replacement cost.

6.1 *Officiating Sector*

6.1.1 *Certified Officials*

Official's fees for all Lacrosse New Brunswick certified officials at Provincial events shall be as follows:

a) Men's Field Lacrosse		
	<u>Less than 20 minute quarters</u>	<u>20 minute or more quarters</u>
U15	\$20.00	\$25.00
U17	\$20.00	\$25.00
Junior	\$20.00	\$25.00
Senior	\$20.00	\$25.00
b) Box Lacrosse (duration of game is not relevant)		



U5-U7	\$15.00
U9	\$20.00
U11	\$25.00
U13-U17	\$30.00
Junior/Senior	\$40.00

c) Women's Field Lacrosse

U15	\$15.00
U17	\$20.00
Junior/Senior	\$20.00

d) Sixes (Competitive)

Minor (16 & under)	\$15.00
Senior (17 & over)	\$20.00

## 6.2 *Provincial Registration*

6.2.1 All officials that are officiating games for member associations/leagues must register with Lacrosse New Brunswick either at an official's clinic or before their first game.

## 6.3 *Officials Clinicians*

6.3.1 All officials' clinicians for any sector will be paid by the hour at the rate of \$15.00 per hour.

## 7.1 *Coaching Sector*

7.1.1 Every fully certified registered coach will be registered with the Coaches Association of New Brunswick. Lacrosse New Brunswick at a group rate will pay this registration.

## 7.2 *Coaching Clinics*

7.2.1 All N.C.C.P clinicians will be paid by the hour at the rate of \$15.00 per hour.

7.2.2 All technical clinicians doing any clinic in any sector in the province will be paid by the hour at the rate of \$10.00 per hour.

## 7.3.1 *Coaching Certification*

Lacrosse New Brunswick must abide by the Lacrosse Canada's minimum coaching standards that came into effect during the 2002 season.

a) The following table is the minimum coaching certification requirements to be able to be a coach/assistant coach on a minor box lacrosse team registered with Lacrosse Canada and Lacrosse New Brunswick.

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
Mini-Tyke	Community Initiation In Training	N/A	N/A
Tyke	Community Initiation In Training	N/A	N/A
Rec/House League	Community Development In Training	N/A	N/A
Novice	Community Development In- Training	N/A	N/A
Pee Wee	Community Development In-Training	Competitive Introduction Certified	N/A
Bantam	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Midget	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Intermediate	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Junior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
<b>Category</b>	<b>Community Initiation</b>	<b>Community Development</b>	<b>Competitive Introduction/Development</b>
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

**NOTES**

Head Coaches and Assistant Coaches will be held to the same standard at **ALL** levels.

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

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

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

A third year coach must be 'Certified' (if required above)

**Competitive Development is a new CLA program, therefore:**

The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2012

**In 2012, the following will apply to LFs requiring Competitive Development:**

A first or second year coach may be 'In-Training'

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

7.3.2 All teams are required to have at least one individual as a Level 1 fully certified coach (Technical + Practical + Theory) in that specific sector on the bench for the provincial championships.

#### 8.1 *Travel Claim Regulations*

8.1.1 The following regulations will apply to all individuals and contingencies whose travel expenses are funded by Lacrosse New Brunswick.

A. Any tickets purchased for Lacrosse New Brunswick business are to be purchased through the Provincial Office. Any changes made to accommodate individual schedules will be the responsibility of that individual.

B. Travel expense claims will only be honored if submitted in proper form with verification in the form of receipts, to the Provincial Office. Expense forms will be provided.

C. A travel advance may be requested by the Manager of a travelling team. The granting of such requests will be left to the discretion of the Executive Director.

D. The individual is responsible for all expenses incurred and no accounts may be charged to the Lacrosse New Brunswick Provincial Office unless specifically authorized by the Executive Director.

E. A receipt must accompany each item claimed other than per diem and mileage.

F. Payment of hotel accommodations will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.

G. Meal allowance shall be provided for delegates to the Canadian Lacrosse Association Annual and Semi-Annual General Meetings.

i) The allowance shall be \$65 per full day or portion thereof:

\$15.00 for Breakfast

\$20.00 for Lunch

\$30.00 for Dinner

ii) Meal allowance shall be provided at the rates given in 9.1.1 Travel G (a) for Board and committee members on Lacrosse New Brunswick business, i.e. Board Meetings, Annual and Semi-Annual General Meetings. All meal allowances shall be approved prior to the trip by the Executive Director. Special allowances may be made in situations where members who are not on the Board are travelling as Lacrosse New Brunswick delegates on Lacrosse New Brunswick business. Such allowances shall be made subject to prior approval by the Executive Director

H. In instances where private auto is used, an allowance of:

i) Administrative Functions - \$0.55/km will be paid but is not to exceed the airfare for the same distance.

ii) Provincial Team Travel - actual gas expense to be paid (receipts must be submitted) and in the cases where private auto is used, \$0.02/km/person to a maximum of \$0.08/km will be paid for "wear and tear" allowance on the vehicle.

A. Travel claims must be filed in proper form with the Lacrosse New Brunswick Provincial Office within thirty days of the claimant's return home.

B. Where so designated by the Board, a "Report of the Event", must be filed with the travel expense claim.

C. The Lacrosse New Brunswick Provincial Office reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

## 9.1 *Staff Expenses*

### 9.1.1 *Meals*

Meals shall be claimed on a per diem basis of \$65.00/day or portion thereof:

\$15.00 for Breakfast \$20.00 for Lunch \$30.00 for Dinner

## 9.2 *Mileage*

9.2.1 All staff will receive \$0.30 per kilometre.

## 9.3 *Other Expenses*

9.3.1 Other expenses may occur but must be accompanied by receipts and must be approved by either the Executive Director or by the Executive.

## 9.4 *Parking*

9.4.1 Lacrosse New Brunswick shall pay for one parking space.

a) Executive Director

b) Technical Staff - Parking allowance of \$25.00/month

## 9.5 *Honorariums - (Staff & Volunteers)*

9.5.1 For employees of Lacrosse New Brunswick, whose services are required or requested by a club, province, school or association, the payment of an honorarium for services rendered is not a prerequisite. The payment of any honorarium shall be negotiated between the three parties to their mutual satisfaction.

## 10.1 *Tournament Sanctioning*

10.1.1 The following rules and regulations apply for sanctions of all inter-association and inter-provincial competitions other than L.N.B. Provincial Championships.

1. Clubs/teams affiliated with Lacrosse New Brunswick desiring to sponsor a tournament must first receive approval from the League in which they are members.

Upon approval by the League, the sponsoring club/team shall then submit the Lacrosse New Brunswick Tournament Application Form requesting permission to stage a tournament. A tournament application must be filed at least thirty (30) days prior to the start of a tournament, along with a tournament sanction fee as stated in the current L.N.B. policies. The approved application will then be sent to the applicant; league in membership; and Lacrosse New Brunswick's Referee in Chief.

A list outlining the members of the Organizing and Discipline Committee must accompany the application prior to a sanction being awarded.

2. Entry into approved tournament(s) shall be limited to teams, which are properly affiliated with this Association and/or other Provincial/State Associations.

Only properly registered players, in good standing, shall be permitted to participate.

3. Teams participating in an approved tournament, desiring to use the service of a player registered with another club, must first obtain written permission from the club for which the player is registered.

Participating teams shall be allowed a maximum of three (3) guest players.

4. Only those referees Lacrosse New Brunswick Association or Lacrosse Canada certified shall be appointed to officiate. Names of those referees on the Official List are available through the Head Office of Lacrosse New Brunswick.

5. Associations of the sponsoring team(s) shall be responsible for deciding disciplinary matters, which may arise. Discipline procedures must be in accordance with Lacrosse New Brunswick disciplinary guide.

6. (a) Lacrosse New Brunswick shall not be held responsible for any emergency medical or injury expenses incurred by an athlete, sponsor, executive, volunteer or representative of any participating club as a result of activities sanctioned herein.

(b) Lacrosse New Brunswick must be notified of the intention to include the hosting and/or servicing of alcoholic beverages at all social venues.

7. Lacrosse New Brunswick shall not be held responsible for any financial losses incurred by the sponsoring league, club, team or individual.

8. The applicant hereby acknowledges the jurisdiction of the Lacrosse Canada during the time period authorized by this Hosting Permit.

9. The sponsoring league, club, or team shall prepare and forward a tournament report, within thirty (30) days of the conclusion of the tournament to Lacrosse New Brunswick.

10.1.2 The tournament sanction fee shall be set at \$50, which shall be paid before the sanction can be approved.

### 11.1 Team Travel Permit

1. A team wishing to compete in games or a tournament in another provincial association and/or national association must first submit the Travel Permit to its local association and then to Lacrosse New Brunswick. The Permit must be received by Lacrosse New Brunswick within the following time limits

Inter-Provincial Tournament ..... 7 days before the event

United States .....14 days before the event

International .....30 days before the event

2. Only teams made up of players and coaches duly registered with Lacrosse New Brunswick can obtain a travel permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
3. Provincial teams are not required to obtain Travel Permits as their agenda has already been approved by L.N.B. within the context of the coach's application / program schedule.
4. Travelling teams may only compete against opponents or in tournament matches approved in this permit. Games must be sanctioned by a recognized lacrosse governing body in order for accident / liability insurance to be valid.
5. Are you required to supply referees? If so, list referees and their registration level on the attached sheet.
6. Travelling teams must adhere to the rules of the competition in which it is participating.
7. Teams must ensure all Lacrosse New Brunswick provincial minimum suspensions are abided to at all tournaments even though the host location's suspensions may be less severe.
8. Teams must ensure any suspensions in force from their local association / L.N.B. are served during the games / tournaments covered by this Permit. Any new suspensions obtained at the games / tournament covered by this Permit shall be carried over and served during subsequent local association / L.N.B. games.
9. Submit a copy of all game sheets to your local association president within three (3) days of returning from the tournament. Failure to do so may result in disciplinary action / suspension of the coach(s) and/or forfeiture of any deposit levied with this application.

Travelling teams shall remain subject to the Rules and Regulations of this Association in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the provincial association, therefore, the conduct of the team must be indicative of this responsibility

## SECTION 2 – PROGRAM POLICIES

### 1.1 *Membership Assistance Program*

1.1.1 The purpose of the M.A.P. grant is to develop more with funds being used to access facilities, competitions, coaching, training and equipment.

### 1.2 *Applying for M.A.P. Grant*

1.2.1 In order to receive funds from Lacrosse New Brunswick, you must:

- a) Register your Association/Club with Lacrosse New Brunswick.
- b) For member associations/clubs that operate within April to October each fiscal year, a spending plan must be submitted by May 31 of each fiscal year.
- c) For member associations/clubs that operate within October to March each fiscal year, a spending plan must be submitted by December 31 of each fiscal year.
- d) A completed Follow-up report must be submitted with all receipts by January 31 of each fiscal year.
- e) Be a member in good standing with Lacrosse New Brunswick.

1.2.2 Member Association/clubs be accountable for developing coaches and officials in their communities, and for promoting further development for existing coaches and officials. Therefore, the Membership Assistance Program funding will be disbursed on the following formula.

### 1.3 *M.A.P. Approval*

1.3.1 The financial committee will review all M.A.P. funding requests in February of each year.

### 2.1 *Risk Management Policy*

2.1.1 **Preamble:** The Organization and its Members is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

2.1.2. **Purpose:** The purpose of this Policy is to provide a guiding statement on how risks will be managed within the Organization and its Members. In general, the Organization and its Members views risk management as a comprehensive approach to improving organizational performance.

2.1.3. This policy has other purposes, namely:

- a) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses
- b) Performing an educational function for staff and the Board
- c) Over the longer term, contributing to enhancing a 'risk management culture' within the Organization and its Members

- 2.1.4 Ultimately, successful risk management has the following benefits:
- a) Prevents or limits injury or losses to participants, volunteers and staff
  - b) Helps to protect the Organization and its Members and its members against unnecessary litigation
  - c) Ensures that the Organization and its Members are compliant with all applicable laws, regulations and standards
  - d) Improves the quality and relevance of the programs and services that the Organization and its Members provide to its members, partners and sponsors
  - e) Promotes improved business management and human resource management practices
  - f) Enhances the Organization and its Member's brand, reputation and image in the community
  - g) Overall, enhances the Organization and its Member's ability to achieve its strategic objectives
- 2.1.5 **Principles:** The International Standard Organization (ISO 31000:2009E) risk management principles are:
- a) Risk management creates and protects value
  - b) Risk management is an integral part of all organizational processes
  - c) Risk management is part of decision making
  - d) Risk management explicitly addresses uncertainty
  - e) Risk management is systematic, structured and timely
  - f) Risk management is based on the best available information
  - g) Risk management is tailored
  - h) Risk management considers human and cultural factors
  - i) Risk management is transparent and inclusive
  - j) Risk management is dynamic, iterative and responsive to change
  - k) Risk management facilitates continual improvement of the organization
- 2.1.6 **Scope and Authority – Risk Manager:** The Chair of the Risk Management Committee is the designated Risk Manager and is responsible for the implementation, maintenance, and communication of this policy. This policy applies to all decision and activities undertaken on behalf of the Organization or its Members.
- 2.1.7 **Policy:** The Organization and its Members makes the following commitments:



- a) Activities and events undertaken by the Organization and its Members will incorporate the principles of risk management
- b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the Organization and its Members in a timely fashion
- c) Risk mitigation strategies will be reasonable and will reflect the reasonable standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense)

2.1.8 The Organization and its Members acknowledge that risk management is a broad activity and a shared responsibility. All Directors, Officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks to those that they report to including but not limited to the Risk Manager.

2.1.9 **Risk Tolerance:** The 'significance of a risk' refers to the combined ranking of the possibility/likelihood of a risk occurring and the consequence should it occur.

2.1.10 Possibility (P)

- a) Unlikely – less likely to happen than not; occurs every 5 years
- b) Possible – just as likely to happen as not; occurs once every year
- c) Probably – more likely to happen than not; occurs once a month
- d) Almost certain – sure to happen; occurs once a week

2.1.11 Consequence (C)

- a) Minor – will have an impact on the achievement of the objective that can be dealt with through small internal adjustments
- b) Moderate – will have an impact on some aspect of the achievement of the objective that will require changes to strategy or program delivery that may require a delay or increase in cost
- c) Serious – will significantly impact the achievement of the objective and require additional time, resources, costs, and thought
- d) Catastrophic – will have a debilitating impact on the achievement of the objective; staff and board need to devote full time resources to managing the situation

2.1.12 **Commitment:** Risks are identified by both Directors and staff on an ongoing basis. All minor moderates risks are managed by the Risk Manager and captured within program documents.

2.1.13 Risks that arise and considered to be Serious - Catastrophic are treated as follows:

- a) If a **Serious** risk is identified, it must be communicated to the President within 48 of the risk being identified. The individual will take all reasonable measures to manage the risk including, but not limited to, seeking the advice from other Board members, consulting

external experts, etc. Once the individual feels that the risk has been managed or is in the process of being resolved, the Board will be advised using the most appropriate communications, which depending on the nature of the risk, may include an issue document, sharing at the next meeting, or calling a separate Board meeting to keep the Board informed.

b) If a **Catastrophic** risk has been identified, the President must be contacted immediately.

The President will determine the most appropriate action and if appropriate, may organize a Board meeting within 48 of the risk arising. It is understood that factors may arise that prevent this from happening including time zone, availability, nature of the risk, etc. All reasonable efforts will be made to manage the risk as it occurs, taking the necessary measures including, not to limited to, seeking the advice from internal partners, other Board members and external experts.

2.1.14 **Procedures:** Managing risks involves three steps:

- a) Identifying potential risks using an informed, environmental scan approach
- b) Assessing the significance of a risk by considering its likelihood and consequences
- c) Developing and implementing measures to address those risks deemed significant by reducing likelihood, consequences or both

2.1.15 Risks arise from a number of categories of the operations of The Organization and its Members. The following categories will be used when identifying risks:

**a) Operational / Program Risks**

Risks related to the development, sanctioning, and implementation of programs; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations.

Technology and intellectual property risks related to the purchase, leasing, use, and storage of all hardware and software, programs, data, records, information including the protection of all intellectual property assets.

**b) Compliance Risks**

Risks related to failure to comply with existing laws and regulations governing employment, privacy, and workplace safety. Also includes complying with anti-doping policies, Sport Canada, other agency standards for funding and accountability, and the fulfillment of contractual obligations.

**c) Communication Risks**

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

**d) External Risks**

Risks that are not in direct control of the organization such as funding frameworks from government and other agencies; relations with governments, games organizations and international federations; security threats/risks, involvement in other sport partnerships; hosting decisions and requirements; changing political priorities.

**e) Governance Risks**

Risks related to clarity of roles and responsibilities, decision-making and oversight, organizational structure and performance; management of disputes and conflict of interest, planning for diversity and succession of the Board and committees, retention of corporate knowledge, staying current with trends affecting the Organization and its Members.

**f) Financial Risks**

Risks related to financial monitoring and reporting, flexibility to control and direct funds, sponsorship attraction and retention, currency exchange rates, investment and management of reserve funds, protection of revenue streams, long-term financial sustainability.

**g) Health and Safety of Athletes**

Risks related to the safety of athletes, abuse and/or harassment of athletes, practice or competition environment, equipment, and progressive training of athletes.

2.1.16 All risks faced by The Organization and its Members can be addressed by one or more of the following four general strategies:

- a) **Retain** the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
- b) **Reduce** the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring, or education.
- c) **Transfer** the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- d) **Avoid** the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

2.1.17 The above general strategies translate into a variety of risk control measures, which for The Organization and its Members may include, but are not limited to:

- a) Development of policies, procedures, standards and rules
- b) Effective communication
- c) Education, instruction, professional development and specialized training
- d) Ensuring a core set of organizational values have been identified, defined and communicated throughout the organization

- e) Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- f) Use of robust and legally sound contracts (i.e., employment agreements, contractor agreements, partnership agreements)
- g) Improving role clarity through use of written position descriptions and committee terms of reference
- h) Supervision and monitoring of staff, volunteers, participants and activities
- i) Establishing and communicating procedures to handle concerns, complaints and disputes
- j) Implementing schedules for regular review, maintenance, repair and replacement of equipment
- k) Preparing procedures and protocols for emergency response and crisis management
- l) Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- m) Purchasing appropriate insurance coverage for all activities and reviewing regularly

2.1.18 **Reporting and Communication:** To ensure that risk management remains a high priority within The Organization and its Members and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that staff (if applicable) and Directors can provide updates as required.

2.1.19 The Organization and its Members recognize that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees and volunteers and The Organization and its Members will encourage all members to communicate their risk management issues and concerns.

2.1.20 **Insurance:** The Organization and its Members maintain a comprehensive insurance program that provides General Liability, Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the Organization and its Members. On every review of this policy, the Organization and its Members will consult with the insurance provider to determine if there are any emerging gaps, issues, or deficiencies to be addressed through insurance renewal. Not all risks are insurable. However, as part of its commitment to risk management, the Organization and its Members will take all reasonable steps to ensure that insurance coverage is available for essential activities.

### 3.1 *Screening Policy*

3.1.1 **Preamble:** The Organization and its Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community.

- 3.1.2 **Application of this Policy:** This Policy applies to all individuals whose position with the Organization or a Member is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
- 3.1.3 Not all individuals associated with the Organization or a Member will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to the Organization, Members, or participants. The Organization or the Member will determine which individuals will be subject to screening using the following guidelines (the Organization or the Member may vary the guidelines at their discretion):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and/or who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Full-time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes

3.1.4 **Screening Committee:** The implementation of this policy is the responsibility of the Screening Committee, which is a committee composed of either one (1) or three (3) members. The Organization and its Members will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately review screening documents and render decisions under this Policy.

3.1.5 The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization or the Member, as applicable. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

- 3.1.6 Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
- 3.1.7 Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
- 3.1.8 Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
- 3.1.9 The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
- 3.1.10 When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization or its Members.
- 3.1.11 An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
- 3.1.12 If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
- 3.1.13 In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
- 3.1.14 An Individual whose screening application has been denied or revoked may not re-apply to participate in the Organization's programs or activities for two (2) years from the date the rejected application was made.
- 3.1.15 **Screening Requirements:** A Screening Requirements Matrix is provided as **Appendix B LNB Safe Sport Policies**.
- 3.1.16 It is the policy of the Organization and its Members that when an individual is first engaged by the organization:
- a) Level 1 individuals will:
    - i) Complete an Application Form (**Appendix C - LNB Safe Sport Policies**.)
    - ii) Complete a Screening Disclosure Form (**Appendix D - LNB Safe Sport Policies**.)
    - iii) Participate in training, orientation, and monitoring as determined by the organization

- b) Level 2 individuals will:
  - i) Complete an Application Form
  - ii) Complete a Screening Disclosure Form
  - iii) Complete and provide an Enhanced Police Information Check (E-PIC)
  - iv) Provide one letter of reference related to the position
  - v) Participate in training, orientation, and monitoring as determined by the organization
  - vi) Provide a driver's abstract, if requested
- c) Level 3 individuals will:
  - i) Complete an Application Form
  - ii) Complete a Screening Disclosure Form
  - iii) Complete and provide an E-PIC and a Vulnerable Sector Check (VSC)
  - iv) Provide one letter of reference related to the position and another from an applicable sport organization
  - v) Participate in training, orientation, and monitoring as determined by the organization
  - vi. Provide a driver's abstract, if requested
- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization or the Member, as applicable. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If the Organization or the Member learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

3.1.17 **Renewal:** Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:

- a) An E-PIC every three years
- b) A Screening Disclosure Form every three years
- c) A Screening Renewal Form (**Appendix E - LNB Safe Sport Policies.**) every year
- d) A Vulnerable Sector Check once

3.1.18 At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization

or a Member, could affect the assessment of the individual's suitability for participation in the Organization's or a Member's programs, activities, or with any of its members.

- 3.1.19 **Orientation, Training, and Monitoring:** The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the Organization or the Member, as applicable.
- 3.1.20 Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 3.1.21 Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 3.1.22 At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
- 3.1.23 Monitoring may include, but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.
- 3.1.24 **How to Obtain an E-PIC or VSC:** An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>  
**OR**
- 3.1.25 Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
- 3.1.26 Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
- 3.1.27 The Organization and its Members understand that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix F - LNB Safe Sport Policies.**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Individuals.
- 3.1.28 **Procedure:** Screening documents must be submitted to the Screening Committee.
- 3.1.29 An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
- 3.1.30 The Organization and its Members understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.



- 3.1.31 The Organization and its Members recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
- 3.1.32 Following the review of the screening documents, the Screening Committee will decide:
- a) The individual has passed screening and may participate in the desired position;
  - b) The individual has passed screening and may participate in the desired position with conditions;
  - c) The individual has not passed screening and may not participate in the desired position; or
  - d) More information is required from the individual.
- 3.1.33 In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought. The following examples are considered to be offenses that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:
- a) If imposed in the last ten years:
    - i. Any offense involving the use of a motor vehicle, including, but not limited to, impaired driving
    - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
    - iii. Any offense involving conduct against public morals
    - iv. Any offense involving theft or fraud
  - b) If imposed at any time:
    - a. Any offense involving a Minor or Minors
    - b. Any offense of physical or psychological violence
    - c. Any crime of violence including, but not limited to, all forms of assault
    - d. Any offense involving trafficking of illegal drugs
    - e. Any offense involving the possession, distribution, or sale of any child-related pornography
    - f. Any sexual offense
- 3.1.34 **Conditions and Monitoring:** Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the

length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

- 3.1.35 **Records:** All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.
- 3.1.36 The records kept as part of the screening process include, but are not limited to:
- a) An individual's Vulnerable Sector Check
  - b) An individual's E-PIC (for a period of three years)
  - c) An individual's Screening Disclosure Form (for a period of three years)
  - d) An individual's Screening Renewal Form (for a period of one year)
  - e) Records of any conditions attached to an individual's registration by the Screening Committee
  - f) Records of any discipline applied to any individual by the Organization, a member, or by another sport organization
- 3.1.37 **Criminal Convictions:** An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and the Member and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization or the Member:
- a) Any offense of physical or psychological violence
  - b) Any crime of violence including, but not limited to, all forms of assault
  - c) Any offense involving trafficking of illegal drugs
  - d) Any offense involving the possession, distribution, or sale of any child-related pornography
  - e) Any sexual offense
  - f) Any offense involving theft or fraud

#### 4.1 *Provincial Teams*

- 4.1.1 A Provincial team shall be defined as a team conceived from a talent identification process, in which, all eligible members are given a chance to participate in the selection process.
- 4.1.2 All individuals wishing to participate on a provincial team must be an active registered member with Lacrosse New Brunswick. A registered member for this purpose shall be defined as an individual, or member of a team or club, who has paid the annual fee to be a member of Lacrosse New Brunswick. Registered member connotes that the individual, or member of a team or club, has purchased membership with intent to actively participate in the activities of Lacrosse New Brunswick.
- 4.1.3 A member is responsible to initiate and pursue the timely out of province transfer registration if necessary.

- 4.1.4 The V.P. Provincial Teams shall determine the eligibility of individual players for all provincial teams
- 4.2 *Selection*
  - 4.2.1 The Head Coach shall determine the final team roster.
  - 4.2.2 All Provincial Teams are required to hold at least three open talent identification camps. These shall be held in three different Member Associations as deemed acceptable by the V.P. Provincial Teams.
  - 4.2.3 Lacrosse New Brunswick office will communicate all Provincial Team try-out camps at least two weeks before the camp to all eligible players, as deemed eligible by the V.P. Provincial Teams.
- 4.3 *Team Size*

Shall be determined by the Head Coach

  - 4.3.1 All provincial team roster sizes will be based on the ruling of Lacrosse Canada depending on the individual discipline.
  - 4.3.2 [Removed]
  - 4.3.3 [Removed]
- 4.4 *Provincial Team Code of Behaviour*
  - 4.4.1 Athletes chosen to compete out of province are representatives of Lacrosse New Brunswick and should conduct themselves in a responsible manner.
  - 4.4.2 The drinking of alcohol by minors is illegal and will not be permitted on any Lacrosse New Brunswick sponsored tours.
  - 4.4.3 The athletes are responsible for being on time for all departures, meetings, curfews, etc. and to notify the coaches in advance, in the event of a change of plans.
  - 4.4.4 Team members travel out of province for the express purpose of competition and nothing should interfere with the athlete's performance.
  - 4.4.5 The use of illicit drugs is not permitted.
  - 4.4.6 Team members shall adhere to all rules set out by the provincial team coaches or Lacrosse New Brunswick. Out of province travel is a privilege not a right and Lacrosse New Brunswick may ban from future competition any person who the Executive feels has violated this code of behaviour.
  - 4.4.7 If a player commits an act in serious offence of this code of conduct, the coaching staff may immediately expel the player from the team. Furthermore, if this behaviour warrants them being sent home from the competition then it will be at the player's expense, not at the expense of Lacrosse New Brunswick.
- 4.5 *Responsibilities of New Brunswick Representatives on Trips*
  - 4.5.1 Professional Staff

- a) Should act as advisors to the coaching staff except when named to the staff.
- b) Should act as a resource and communication medium for the team.

#### 4.5.2 Head Coach

- a) Is responsible for curfew and team rules, infractions, appeals, protests and team selection.
- b) Is in charge of training sessions and technical aspects of the competition.
- c) Is to pass out technical information to the rest of the staff.
- d) Should discuss strategy and performance with fellow coaches.
- e) Is in charge of submitting a written report on individual and team results.

Any member that breaks a provincial team rule or a Lacrosse New Brunswick policy must be named within the written incident report.

#### 4.5.3 Assistant Coach

- a) Should assist the Head Coach in any way possible.
- b) Assist in team selection.
- c) Help as a liaison between Head Coach and players.

#### 4.5.4 Manager

- a) Is responsible for overall operations or non-technical matters and administrative duties during the trip and competition.
- b) Should collect all athlete fees before the group leaves.
- c) Is responsible for payment of all bills, equipment, issue and return receipts, entry fees and media coverage.
- d) Is to assist with medical problems.
- e) Is to plan itinerary for trips.
- f) Is responsible for obtaining the Medical Kit from Lacrosse New Brunswick office for trips.
- g) Is responsible for taking photos of competitions - 1 roll of 24.

#### 4.5.5 Trainer

- a) Is to assist Manager in any way possible, re: equipment and medical supplies.

#### 4.6 *Coaching Provincial Teams*

##### 4.6.1 Selection of Coaching Staff

- i) Notification for applications for provincial team coaching staff must be made to all eligible coaches before January 15 of each year.
- ii) The submission deadline shall be January 31 of each year.
- iii) The sector committees have fourteen (14) days after January 31 to recommend the various provincial teams coaching staff to the executive for final approval.
- iv) The executive then has (14) days to select the provincial teams coaching staff for all Lacrosse New Brunswick provincial teams.
- v) Coaching staff must attend a planning/coordinating meeting before March 31 to schedule provincial team camps & training sessions.

#### 4.7 *Vacant Provincial Team Coaching*

4.7.1 If there are no applications for coaching staff, and/or the sector committees are unable to select coaching staff for a provincial team then the Executive may select coaching staff.

4.7.2 A provincial team that does not have any coaching staff in place two months prior to the sanctioned tournament will not be sanctioned for that year.

#### Lacrosse New Brunswick Trip Report

To be completed by the Manager and/or the Head Coach of all provincial teams travelling to out of province competitions:

Head Coach:

Assistant Coach:

Athletes:

Accommodations:

Comments:

Tournament Organization:

Manager's Report

Competition:

Site:

Dates:

Coach:

Manager

Trainer:

Other (specify):

Camp Site (if applicable):

Food & Accommodation Assessment:

Facility Assessment:

Medical Facilities & Problems:

Officiating: Recommendations:

Assessment of Team Officials

Coach:

Assistant Coach:

Trainer:

Other:

Additional Information:

Include here any details or comments that would be helpful to future teams. Items could include: transportation, climate, contacts, etc.

Lacrosse New Brunswick Coaches Trip Report

To be completed for each game played.

Game #1

Opponent

Results

Comments

Game #2

Opponent

Results

Comments

Game #3

Opponent

Results

Comments

Game #4

Opponent

Results

Comments

Game #5

Opponent

Results

Comments

Results of Tournaments:

1st place

2nd place

3rd place

4th place

5th place

6th place

## 5.1 ***Gender Equity Policy***

### 5.1.1 **Requirements for Gender Equity:** Gender Equity requires:

- a) Ensuring that everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sport and physical activity;
- b) Providing everyone with a full range of activity, program and leadership choices that meet their needs, interests and experiences; and
- c) Examining organizational practices and policies to ensure they do not hinder participation or leadership based on gender identity.

### 5.1.2 Gender Equity does not require:

- a) Making the same programs, education, training, resources and facilities available to all individuals. Some may be the same as those offered to one gender, some may be altered, and some may be altogether different to satisfy the requirements for equity.

### 5.1.3 **Benefits of Gender Equity:** The Organization and its Member recognize the following benefits of gender equity:

- a) Attracting under represented genders to sport and physical activity enhances the revenue base and increases the market segment to which the sport appeals;
- b) Fully representing the population base and tapping the resources of every member results in a larger, stronger and more effective organization;
- c) Being inclusive of all individuals in sport attracts public interest and private investment which in turn attracts more members to the organization;
- d) Taking the lead in promoting gender equity brings prestige, a stronger reputation and support to the organization;
- e) Working together, all genders can learn to build equal partnerships, increase knowledge sharing and improve the safety of sport for all;
- f) Providing opportunities for under represented genders to get involved can enhance both family relationships and the sport or activity;
- g) Sport and physical activity can provide opportunities for people to understand and respect their bodies which fosters a healthy lifestyle and mitigates health issues; and
- h) By fulfilling its legal responsibility to treat everyone involved in the organization fairly and making a commitment to gender equity, the organization will be better able to mitigate risk.

5.1.4 **Purpose:** The purpose of this Policy is to ensure the Organization and its Members are committed to Gender Equity in its operations, programming, and governance.

5.1.5 **Operations:** As part of its commitment to having gender equitable operations, the Organization and its Members will:

- a) Ensure that under represented genders are portrayed equitably in promotional materials and official publications, and that gender-inclusive language is used in all communications;
- b) Ensure that Individuals have no barriers to participation on the basis of gender in the

Organization's programs, training, and other opportunities;

- c) Encourage gender-balanced representation on the Board of Directors and on all committees by working to ensure that no more than 60% of the elected positions on the Board of Directors and two-thirds of elected/appointed positions on Committees are from one gender; and
- d) Handle any instance of discriminatory behaviour on the basis of gender according to the Organization and its Members' policies for complaints and dispute resolution.

5.1.6 **Programming:** As part of its commitment to equitable programming for Individuals, the Organization and its members will:

- a) Commit to the equitable allocation of resources, financial and otherwise;



- b) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering programs and policies;
  - c) Provide opportunities for leadership development for underrepresented genders;
  - d) Collect gender-based data to monitor and evaluate the participation of underrepresented genders; and
  - e) Ensure Individuals are neither disadvantaged nor denied access to programming on the basis of gender.
- 5.1.7 **Human Resource Management:** As part of its commitment to the use of equitable human resource management practices, the Organization will:
- a) Aim to achieve a gender-balanced representation of staff, administrators, coaches, Directors, officials and volunteers;
  - b) Adopt, whenever possible, flexible work practices such as flex-time, job-sharing and home-based offices;
  - c) Use interview techniques that do not discriminate based on gender; and
  - d) Adopt a pay scale reflecting equal pay for work of equal value for its employees.
- 5.1.8 **Ongoing Commitment to Gender Equity:** The Organization and its Members resolve to incorporate gender equity matters in its strategies, plans, actions, and operations and will regularly evaluate its progress.
- 5.1.9 If an Individual does not believe the Organization or its Members are demonstrating its commitment to Gender Equity as described in this Policy, the Individual may submit a complaint under the terms of the Organization or its Members' policies for complaints and dispute resolution.
- 6.1 *Awards Program*
- 6.1.1 An awards committee will be formed each year in October by the Executive Director for the purpose of choosing from the nominations that have been sent in by the members.
- 6.1.2 Only nominations that have been received two weeks prior to the Annual General Meeting will be accepted
- 6.1.3 The awards committee will decide a winner of the following Annual Awards:
- Coach Of The Year
  - Official Of The Year
  - Media Award
  - Volunteer Of The Year
  - Sponsor Of The Year

Male Athlete of the Year

Female Athlete of the Year

6.1.4 All annual awards will be given at the Annual General Meeting Banquet.

6.2 *Memorial Award*

6.2.1 Lacrosse New Brunswick will honour ? by presenting a Player Award in his name.

6.2.2 Presented to the player who best exemplifies the true spirit of Lacrosse.

6.2.3 This award will be given at the Annual General Meeting.

6.3 *Coach of The Year*

6.3.1 Candidates are chosen from the ranks of Coaches. Irrespective of division level, league or winning record. They are judged on their accomplishments of instilling playing ability, sportsmanship and competitiveness in their players.

6.4 *Official of The Year*

6.4.1 Candidates are chosen from the ranks of referees. They are judged on their achievements towards promoting Sportsmanship and the image of the game

6.5 *Media Award*

6.5.1 This award is presented to a member or an organization of the media-radio, television, or newspaper regardless of size or frequency of publication, who is deemed to have contributed to the promotion of Lacrosse.

6.6 *Volunteer Of The Year*

6.6.1 Candidates are selected from the executive ranks of Associations, Clubs, Leagues, & Lacrosse New Brunswick. Candidates will be judged on their accomplishments towards fostering and promoting the game, improving the image and stature of Lacrosse, both at their level of function as well as provincially.

6.7 *Sponsor Of The Year*

6.7.1 This award is presented to an individual person, non-profit, or corporate company that has helped promote and support programs, events, or Leagues of the game of Lacrosse at the local or provincial level.

## Section 3 - Communication

### 1.1 *Board of Directors and Executive Handbook*

1.1.1 The Board of Directors and Executive Handbook shall be a document pertaining to the rules and regulations of the Association to include:

- A. Classes of membership
- B. Yearly fees payable by each class of member
- C. The rights of membership
- D. The policy regarding the sanctioning of competitions and clinics.
- E. The fees payable, rights and responsibilities of members.
- F. Coaching policy
- G. Officiating policy
- H. A current copy of the Bylaws of the Association
- I. The all committees of LNB and participants of those committees.
- J. All rules and guidelines that pertain the each individual position on the Board of Directors and Executive.
- K. Any other topic desired by the Board or a Executive Member of the Association.

### 1.2 *Availability*

1.2.1 The Policy Handbook shall be given:

- A. At no cost to each Lacrosse Association.
- B. At no cost to each Board and committee member of the Association.
- C. For a value determined by the Executive to any person or organization.

### 2.1 *Social Media Policy*

2.1.1 **Preamble:** The Organization and its Members are aware that Individual interaction and communication occurs frequently on social media. The Organization and its Members caution Individuals that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.

2.1.2 **Application of this Policy:** This Policy applies to all Individuals.

- 2.1.3 **Conduct and Behaviour:** The following social media conduct may be subject to disciplinary action in accordance with the *Discipline and Complaints Policy*:
- a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
  - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
  - c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, TikTok, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its Members, their stakeholders, or their reputation
  - d) Inappropriate personal or sexual relationships over a social medium between Individuals who have a power imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, Committee members and staff, officials and Athletes, etc.
  - e) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual, where incidents of cyber-bullying and cyber-harassment can include, but are not limited to, the following conduct on any social medium, via text message, or via email: insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
- 2.1.4 All conduct and behaviour occurring on social media may be the subject of a complaint pursuant to the *Discipline and Complaints Policy*.
- 2.1.5 **Individuals' Responsibilities:** Individuals acknowledge that their social media activity may be viewed by anyone, including the Organization, Members or other Individuals.
- 2.1.6 If the Organization or a Member unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Organization or the Member to cease this engagement.
- 2.1.7 When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Organization or the Member.
- 2.1.8 Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Discipline and Complaints Policy*.
- 2.1.9 An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of the Organization or a Member should report the matter in the manner outlined by the *Discipline and Complaints Policy*.
- 3.1 *Meeting Minutes*

3.1.1 AGM/Semi-Annual/Special Meeting minutes distribution

- a) Lacrosse Canada
- b) Sport N.B.
- c) N.B. sport secretariat representative
- d) Executive Board
- e) Committee Members
- f) Presidents of member associations & clubs

3.1.2 Executive Board Meeting Minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member associations, clubs, & leagues

3.1.3 Committee Meeting Minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member associations, clubs, & leagues

3.1.4 Official & Coaches meeting minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member association, clubs, & league

3.1.5 Member Associations, Clubs, & Leagues minutes distribution

- a) Lacrosse New Brunswick Association Office

4.1 *Resources*

4.1.1 As part of the objectives of servicing and upgrading Lacrosse in New Brunswick, Lacrosse New Brunswick has compiled a list of resource material including videotapes, manuals, textbooks, newsletters and more.

4.1.2 The policy of Lacrosse New Brunswick is to readily make these items available to loan to anyone in the province at no cost.

4.1.3 It is the borrower's responsibility to make financial restitution should items become lost or damaged.

## Section 4 – Sector Committees

1.1 Sector Chairs are individuals within LNB who attend committee meetings hosted by Lacrosse Canada.

1.2 These committees are the following:

- i) Box Lacrosse
- ii) Women's Field
- iii) Men's Field
- iv) Gender Equity
- v) Coaching
- vi) Officiating
- vii) Sixes
- viii) Canada Games

1.2.1 Positions

1.2.2 These committee sector positions are decided by the president in accordance with by-law 2.7.2

1.4 The individual(s) will act as liaison between Lacrosse Canada and LNB. If any questions are brought up to LNB about an individual sector, the individual who attends that meeting must bring this up at the next committee meeting hosted by Lacrosse Canada or email the Lacrosse Canada Chair of the individual committee to get the answer.

## Section 5 - Code of Conducts and Ethics

### 1.1 *Safe Sport Policy*

1.1.1 **Purpose:** This Policy describes how the Organization and its Members aims to provide a safe sport environment.

1.2 **Commitment to True Sport Principles:** The Organization and its Members commits to the True Sport Principles which are:

a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.

b) **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.

c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.

d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.

e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.

f) **Include Everyone** – Share sport with others. Ensure everyone has a place to play.

g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

1.3 **Pledge:** The stakeholders, members, and leaders of the Organization and its Members are Expected to live the True Sport Principles and the Organization and its Members pledges to embed the True Sport Principles in its governance and operations in the following ways:

a) **Conduct Standards** – the Organization and its Members will adopt comprehensive conduct standards that are expected to be followed by Individuals

b) **Athlete Protection** – the Organization and its Members will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines

c) **Dispute Resolution and Investigations** – the Organization and its Members will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violates of the conduct standards

d) **Strategy** – the Organization and its Members will have strategic plans that reflects the organization's mission, vision, and values

e) **Governance** – the Organization and its Members will have a diverse blend of sport leaders and will adhere to principles of good governance

f) **Risk Management** – the Organization and its Members will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries

- 1.4 **Conduct Standards:** The Organization and its Members will adopt a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The *Code of Conduct and Ethics* will have specific sections, including but not limited to:
- a) Athletes
  - b) Coaches
  - c) Officials
  - d) Volunteers
  - e) Directors and Committee Members
  - f) Parents and Spectators
- 1.4.1 The *Code of Conduct and Ethics* will contain detailed definitions of key terms, including:
- a) Harassment
  - b) Sexual Harassment
  - c) Workplace Harassment
  - d) Workplace Violence
  - e) Discrimination
  - f) Hazing
- 1.4.2 The Organization and its Members will adopt an *Abuse Policy* that will define “vulnerable individuals” and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.
- 1.4.3 *Anti-Doping:* The *Code of Conduct and Ethics* will indicate that the Organization and its Members adopt and adhere to the Canadian Anti-Doping Program.
- 1.4.4 *Social Media:* The Organization and its Members will adopt a *Social Media Policy* that describes standards of conduct that are expected on social media by Individuals. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.
- 1.4.5 The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.
- 1.5 **Athlete Protection: Screening** - The Organization and its Members will adopt a comprehensive *Screening Policy* that requires some Individuals to pass a screening process before being permitted to interact with athletes. The *Screening Policy* will:
- a) Categorize positions in the organization as ‘Low Risk’, ‘Medium Risk’, and ‘High Risk’ and require progressive screening measures for individuals serving in each category of risk



- b) Describe how frequently some Individuals must obtain a police records check and which type of check(s) they must obtain
- c) Describe how frequently some Individuals must submit Screening Disclosure Forms and Screening Renewal Forms
- d) Empower a Screening Committee to prohibit Individuals who do not pass screening from participating in certain positions
- e) Empower a Screening Committee to attach conditions to an Individual's participation in certain positions

1.5.1 The Organization and its Members will develop general and sport-specific *Athlete Protection*

*Guidelines* that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization and its Members may provide training on the guidelines and take steps to ensure the guidelines are being implemented. The Organization and its Members will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.

1.5.2 *Resources:* The Organization and its Members will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities can include:

- a) [NCCP modules](#)
- b) [Respect in Sport](#)
- c) [Commit to Kids](#)
- d) [Red Cross – Respect Education Courses](#)

1.5.3 *Athlete Engagement*

1. The Organization and its Members will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:

- a) Anonymous athlete surveys
- b) Athlete involvement in organizational decision-making
- c) Independently-led athlete outreach consultations

1.6 **Dispute Resolution:** The Organization and its Members will have a comprehensive suite of dispute resolution policies that will include:

- a) *Discipline and Complaints Policy*
- b) *Appeal Policy*
- c) *Dispute Resolution Policy*
- d) *Investigations Policy*

e) *Event Discipline Procedure*

f) *Whistleblower Policy*

1.6.1 Taken together, the suite of dispute resolution policies will include the following features:

- a) An independent individual to whom complaints can be submitted
- b) Sanctions for violations of conduct standards
- c) Mechanism for suspension of individuals pending the conclusion of the process
- d) Non-biased and experienced case managers, decision-makers and/or investigators
- e) Protection from reprisal for submitting complaints
- f) Anonymity for the complainant in cases of whistleblowers
- g) Independency of appeal procedures (when appeals are permitted)
- h) Opportunity for alternate dispute resolution
- i) Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)
- j) In-event discipline procedures (when an event does not have its own disciplinary procedures)

1.6.2 *Alignment:* The Organization and its Members recognizes the importance of safe sport for athletes and participants across the country. The Organization and its Members will adopt a *Reciprocation Policy* that will require:

- k) Members to report discipline decisions to the Organization
- l) The distribution of discipline decisions to all applicable Members
- m) The Organization and its Member to recognize and enforce sanctions imposed by the Organization or a Member

1.6.3 *Obligations – Reporting and Third-Party Case Management:* The policies of the Organization and its Members will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.

1.6.4 The policies of the Organization and its Members will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by third party that has no conflict of interest or bias.

1.6.5 *Records*

The Organization and its Members will retain records of decisions that have been made pursuant to the organization's policies. These records may be shared with other individuals or organizations,

including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and government entities.

- 1.7 **Governance and Operations:** The Organization and its Members will have a comprehensive plan in which athlete protection and safe sport are top priorities for the organization.
- 1.7.1 The Organization and its Members will adopt a *Risk Management Policy* that will describe how the organization will address risks ranging from 'Unlikely' to 'Almost Certain' and from 'Minor' to 'Catastrophic'. The Organization and its Members will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:
  - a) Operational/Program
  - b) Compliance
  - c) Communication
  - d) External
  - e) Governance
  - f) Financial
  - g) Health and Safety
- 1.7.2 The Organization and its Members will pursue a governance structure and organizational culture that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
- 1.7.3 The Organization and its Members will continually monitor and evaluate its policies, practices, and procedures.

## **1.2 Athlete Protection Policy**

1.2.1 **Purpose:** This *Athlete Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

**1.3 Interactions between Persons in Authority and Athletes – the 'Rule of Two':** The Organization and its Members strongly recommend the 'Rule of Two' for all Persons in Authority who interact with Athletes. The Coaching Association of Canada describes the intention of the 'Rule of Two' as follows:

A coach must never be alone or out of sight with a minor athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

1.3.1 The Organization recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:

- a) The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable
- b) Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete
- c) Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and knowledge of the Vulnerable Individual's parent or guardian
- d) Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Athlete's parent or guardian

1.4 **Practices and Competitions:** As it relates to practices and/or competitions, the following shall be respected:

- a) A Person in Authority should never be alone with a Vulnerable Individual prior to or following a competition or practice unless the Person in Authority is the Athlete's parent or guardian
- b) If the Vulnerable Individual is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives
- c) If a Vulnerable Individual would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Individual, should be present in order to avoid the Person in Authority being alone with a Vulnerable Individual
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
- e) When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Individuals for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message

- 1.5 **Communications:** Communications between Persons in Authority and Athletes should respect the following:
- a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes
  - b) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone
  - c) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian
  - d) Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications
  - e) All communication between a Person in Authority and Athletes must be between the hours of 6:00 a.m. and midnight unless extenuating circumstances justify otherwise
  - f) Communications concerning drugs or alcohol use (unless regarding its prohibition) is not permitted
  - g) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium
  - h) Persons in Authority are not permitted to ask Athletes to keep a secret for them
- 1.6 **Travel:** Any travel involving Persons in Authority and Athletes shall respect the following:
- a) Teams or groups of Athletes shall always have at least two Persons in Authority with them
  - b) For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender
  - c) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
  - d) No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian
  - e) A Person in Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in Authority is the Athlete's parent or guardian
  - f) Room or bed checks during overnight stays must be done by two Persons in Authority

g) For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate (e.g., within two years of age of one another) and of the same gender identity

**1.7 Locker Room/Changing Areas:** The following shall apply to locker rooms, changing areas, and meeting rooms:

a) Interactions (i.e., conversations) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room (i.e. the Rule of Two must be respected)

b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including, but not limited to, team communications and/or emergencies

**1.8 Photography/Video:** Any photograph or video involving an Athlete shall respect the following:

a) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete

b) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited

c) Examples of photos that shall be edited or deleted include:

i. Images with nudity or where undergarments are showing

ii. Suggestive or provocative poses

iii. Embarrassing images

d) If any photographs or videos will be used on any form of public media, an Image Consent Form (**Appendix A**) must be completed before any images are taken and used

**1.9 Physical Contact:** It is recognized that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. Any physical contact shall respect the following:

a) Unless it is otherwise impossible because of serious injury or other justifiable circumstance, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring physical contact

b) Infrequent, non-intentional physical contact during a training session is permitted

c) Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. It is recognized that some Athletes

may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance), but this physical contact should always be limited to circumstances where the Person in Authority believes it is in the best interest of the Athlete and when it occurs in an open and observable environment.

**1.10 Enforcement:** Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the Organization's *Discipline and Complaints Policy*.

### 3.1 Abuse Policy

**3.1.1 Purpose:** The Organization and its Members are committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Individuals about abuse, outlining how the Organization and its Members will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by the Organization and its Members.

**3.2 Zero Tolerance Statement:** The Organization and its Members have zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the Organization or a Member to be immediately addressed under the terms of the applicable policy.

**3.3 Education – What is Abuse:** Individuals can be abused in different forms.

**3.3.1** An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.

**3.3.2** Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.

**3.3.3** Importantly, emotional and physical maltreatment does not include professionally-accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.

**3.3.4** Potential warning signs of abuse of children or youth can include:

- a) Recurrent unexplained injuries
- b) Alert behaviour; child seems to always be expecting something bad to happen
- c) Often wears clothing that covers up their skin, even in warm weather
- d) Child startles easily, shies away from touch or shows other skittish behaviour
- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults

- g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source
- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

3.3.5 *Vulnerable Adult Abuse*: Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual’s situation, disability, or circumstance.

3.3.6 Abuse of vulnerable adults is often described as a misuse of power and a violation of trust.

Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time.

3.3.7 Potential warning signs of abuse of vulnerable adults can include:

- a) Depression, fear, anxiety, passivity
- b) Unexplained physical injuries
- c) Dehydration, malnutrition, or lack of food
- d) Poor hygiene, rashes, pressure sores
- e) Over-sedation

3.4 **Preventing Abuse**: The Organization and its Members will enact measures aimed at preventing all types of abuse. These measures include screening, orientation, training, practice, and monitoring.

3.4.1 *Screening*: Individuals who coach, volunteer, officiate, deliver developmental programs, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with the Organization and its Members will be screened according to the organization’s *Screening Policy*.

3.4.2 The Organization and its Members will use the *Screening Policy* to determine the level of trust, authority, and access that each individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:



- a) Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization’s policies and procedures (including this *Abuse Policy*))
  - b) Completing a Screening Declaration Form
  - c) Providing letters of reference
  - d) Providing a Criminal Record Check (“CRC”) and/or Vulnerable Sector Check (“VSC”)
  - e) Providing a driver’s abstract
  - f) Other screening procedures, as required
- 3.4.3 An Individual’s failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in the Individual’s ineligibility for the position Sought.
- 3.4.4 *Orientation and Training:* The Organization and its Members may deliver orientation and training to those Individuals who have access to, or interact with, Vulnerable Individuals. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.
- 3.4.5 Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.
- 3.4.6 Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 3.4.7 At the conclusion of the orientation and training, Individuals may be required to acknowledge, in written form, that they have received and completed the training.
- 3.4.8 *Practice:* When Individuals interact with Vulnerable Individuals, they may be required to enact certain practical approaches to these interactions. These include, but are not limited to:
- a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
  - b) Ensuring that Vulnerable Individuals are always supervised by more than one adult
  - c) Ensuring that more than one person is involved with team selection (thereby limiting the consolidation of power onto one Individual)
  - d) Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Individuals
  - e) Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be

commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to The Organization and its Members' *Code of Conduct and Ethics* and *Social Media Policy*.

f) When traveling with Vulnerable Individuals, the Individual will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without another adult present.

3.4.9 **Monitoring:** The Organization and its Members will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in the *Screening Policy*.

3.4.10 Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

3.5 **Reporting Abuse:** Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the Organization and its Members or police. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.

3.5.1 Complaints or reports that describe an element of **abuse** will be addressed by the process(es) described in the Organization and its Members' *Discipline and Complaints Policy* and the *Investigations Policy - Discrimination, Harassment and Abuse*.

#### 4.1 *Code of Conduct*

4.1.1 **Purpose:** The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization and its Members by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. The Organization and its Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

4.2 **Application of this Code:** This Code applies to any Individual's conduct during the business, activities, and events of the Organization and its Members including, but not limited to, competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.

4.2.1 This Code also applies to Individuals' conduct outside of the business, activities, and events of the Organization and its Members when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Member. Such applicability will be determined by the Organization or a Member (as applicable), at its sole discretion.

- 4.2.2 This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.
- 4.2.3 In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
- 4.2.4 Any Individual who violates this Code may be subject to sanctions pursuant to the *Discipline And Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.
- 4.3 Responsibilities: Individuals have a responsibility to:
- a) Maintain and enhance the dignity and self-esteem of members and other individuals by:
    - i. Treating each other with the highest standards of respect and integrity;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
    - v. Consistently treating individuals fairly and reasonably; and vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
    - vi. Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination, or any form of Maltreatment
  - b) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, the Organization and its Members adopt and adhere to the Canadian Anti-Doping Program. The Organization and its Members will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
  - c) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
  - d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

- e) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization or a Member;
- f) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- g) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization or a Member (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- h) When driving a vehicle:
  - i. Not have his or her license suspended;
  - ii. Not be under the influence of alcohol, cannabis, or illegal drugs or substances;
  - iii. Have valid car insurance; and iv. Refrain from using a mobile device.
- i) Respect the property of others and not wilfully cause damage
- j) Promote sport in the most constructive and positive manner possible
- k) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- l) Adhere to all federal, provincial, territorial, municipal and host country laws
- m) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organization and its Members (as applicable) and as adopted and amended from time to time
- n) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to the Organization or to a Member, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

#### 4.4 Directors, Committee Members, and Staff

In addition to section 4.1.7 (above), Directors, Committee Members, and Staff of the Organization and its Members will have additional responsibilities to:

- a) Function primarily as a Director or Committee Member or Staff of the Organization or a Member (as applicable) and not as a member of any other member or constituency
- b) Ensure their loyalty prioritizes the interests of the Organization or the Member (as applicable)

- c) Act with honesty and integrity and conduct themselves in a manner consistent with the True Sport principles
- d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- e) Comply with the *Screening Policy*
- f) Conduct themselves openly, professionally, lawfully and in good faith
- g) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- h) Behave with decorum appropriate to both circumstance and position
- i) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
- j) Respect the confidentiality appropriate to issues of a sensitive nature
- k) Respect the decisions of the majority and resign if unable to do so
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all governance documents

#### 4.5 Coaches and Instructors

In addition to section 4.1.7 (above), coaches and instructors have many additional responsibilities. The coach-Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, either consciously or unconsciously. Coaches and instructors will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
- b) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes
- c) Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments
- d) Support the coaching staff of a training camp, territorial team, or national team, should an Athlete qualify for participation with one of these programs
- e) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate

- f) Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
- g) Act in the best interest of the Athlete's development as a whole person
- h) Comply with the *Screening Policy*
- i) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization or a Member (as applicable), including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco
- k) Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
- l) Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
- m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- n) Dress professionally
- o) Use inoffensive language, taking into account the audience being addressed

#### 4.6 Athletes

In addition to section 4.1.7 (above), Athletes will have additional responsibilities to: a) Adhere to their Athlete Agreement (if applicable)

- b) Report any medical problems in a timely fashion to the Organization or a Member, when such problems may limit their ability to travel, practice, or compete
- c) Participate and appear on time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations
- d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- e) Adhere to any rules and requirements regarding clothing and equipment
- f) Dress to represent the sport and themselves with professionalism
- g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

#### 4.7 Officials

In addition to section 4.1.7 (above), officials will have additional responsibilities to: a) Maintain and update their knowledge of the rules and rule changes

- b) Not publicly criticize other officials
- c) Work within the boundaries of their position's description while supporting the work of other officials
- d) Act as an ambassador of the sport by agreeing to enforce and abide by national and territorial rules and regulations
- e) Take ownership of actions and decisions made while officiating
- f) Respect the rights, dignity, and worth of all Individuals
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
- j) Comply with the *Screening Policy*
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization or the Member at the earliest possible time
- l) When writing reports, set out the actual facts to the best of their knowledge and recollection
- m) Dress in proper attire for officiating

#### 4.8 Parents/Guardians and Spectators

In addition to section 4.1.7 (above), parents/guardians and spectators at events will:

- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a competition or practice
- d) Respect the decisions and judgments of officials, and encourage Athletes to do the same
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- f) Respect and show appreciation to all competitors, and to coaches, officials and other volunteers

- g) Never harass competitors, coaches, officials, parents/guardians, or other spectators

#### 4.9 Clubs

Clubs will:

- a) Adhere to all of the Organization's governing documents and, where necessary, amend their own rules to comply or align with those of the Organization
- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of the Organization and must reflect the Organization's mission, vision and values
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of them Organization are registered and in good standing
- d) Have well-defined hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure Athletes have a healthy and safe sport environment
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender
- g) Advise the Organization immediately of any situation where a complainant has publicized a complaint in the media
- h) Provide the Organization with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals

#### 4.10 Subjecting an Individual to Maltreatment

It is a violation of this Code for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when travelling, hiring a coach who has a past history of Athlete Maltreatment, assigning guides and other support staff to an Athlete when the guide or support staff has a reputation for Athlete Maltreatment, or assigning such a guide or support staff to an Athlete in the absence of consultation with the Athlete.

#### 5.1 *Discipline and Complaints Policy*

5.1.1 Purpose: Individuals are expected to fulfil certain responsibilities and obligations including, but not limited to, complying with the policies, Bylaws, rules and regulations of the Organization and its Members (as applicable). Non-compliance may result in the imposition of sanctions pursuant to this Policy.

5.2 Application of this Policy: This Policy applies to all Individuals.

5.2.1 This Policy applies to matters that may arise during the business, activities, and events of the Organization and its Members (as applicable) including, but not limited to, competitions, practices and training, treatment or consultations (e.g., massage therapy), camps and clinics, travel associated with the activities of the Organization or a Member, and any meetings.



- 5.2.2 This Policy also applies to Individuals' conduct outside of the business, activities, and events of the Organization and its Members (as applicable) when such conduct adversely affects the Organization's and/or a Member's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Member. Accordingly, applicability of this Policy will be determined by the Organization or a Member upon its sole discretion.
- 5.2.3 This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Individuals who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Individual was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
- 5.2.4 Applicability of this Policy will be determined by the Organization or a Member at its sole discretion and shall not be subject to appeal.
- 5.2.5 In the event that it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or event only.
- 5.2.6 In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of the Organization or a Member who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's Employment Agreement or policies for human resources, if applicable.
- 5.3 Minors: Complaints may be brought for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
- 5.3.1 Communication from the Case Manager, Discipline Chair or Discipline Panel (as applicable), must be directed to the Minor's representative.
- 5.3.2 A Minor is not required to attend an oral hearing, if held.
- 5.4 Reporting a Complaint: Any person may report a complaint to the Organization or a Member or to the Organization's Case Manager:
- Jacob Norton (jacob.norton1995@gmail.com)
- 5.4.1 At the discretion of the Organization or a Member (as applicable), the Organization or a Member may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the organization will identify an individual to represent the Organization or a Member.

- 5.4.2 Complaints or incident reports should be made in writing and the person making the complaint may contact the Organization's or Member's (as applicable) Case Manager for direction. The Case Manager may accept any report, in writing or not, at their sole discretion.
- 5.5 Case Manager Responsibilities: Upon receipt of a complaint from an Individual (or Individuals), the Case Manager shall determine whether the complaint should be handled by the relevant Club or by the Organization.
- 5.5.1 The Case Manager shall make this determination by taking into consideration whether the incident has occurred within the Club or the Organization's business, activities or events. If the incident has Occurred outside of the business, activities or events of any of these organizations, the Case Manager will determine which organization's relationships are adversely affected or which organization's image or reputation will be detrimentally affected by the incident.
- 5.5.2 The Case Manager may direct a complaint to be managed by the Organization if the Club is Otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity.
- 5.5.3 If the Organization's Case Manager determines that the complaint or incident should be handled by The relevant Club, that Club shall appoint its own Case Manager to fulfil the responsibilities listed below. In such instance, any reference to Case Manager below shall be understood as a reference to the Club's Case Manager.
- 5.5.4 The Case Manager may determine that the alleged incident may contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse. In this case, the Case Manager may appoint an Investigator who will investigate the complaint.
- 5.5.5 Upon receipt of a complaint, the Case Manager has a responsibility to:
- a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy;
  - b) Determine the appropriate jurisdiction to manage the complaint;
  - c) Propose the use of alternate dispute resolution techniques;
  - d) Determine that the alleged incident may contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse. The Case Manager may also appoint an Investigator to investigate the complaint; and/or
  - e) Choose which process should be followed, and may use the following examples as a general guideline:

Process #1 - the Complaint alleges the following incidents:

- a) Disrespectful, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct
- c) Minor incidents of violence (e.g., tripping, pushing, elbowing)

- d) Conduct contrary to the values of Lacrosse New Brunswick
- e) Non-compliance with the organization's policies, procedures, rules, or regulations
- f) Minor violations of the *Code of Conduct and Ethics*

Process #2 - the Complaint alleges the following incidents:

- a) Repeated minor incidents
- b) Any incident of hazing
- c) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- d) Major incidents of violence (e.g., fighting, attacking, sucker punching)
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages the organization's image, credibility, or reputation
- h) Consistent disregard for the bylaws, policies, rules, and regulations
- i) Major or repeated violations of the *Code of Conduct and Ethics*
- j) Intentionally damaging the organization's property or improperly handling the organization's monies
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- l) A conviction for any *Criminal Code* offense
- m) Any possession or use of banned performance enhancing drugs or methods

5.5.6 If the Case Manager determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.

5.5.7 The Case Manager's decision to accept or dismiss the complaint may not be appealed.

Process #1:      Handled by Discipline Chair

5.5.8 Discipline Chair - Following the determination that the complaint or incident should be handled under Process #1, the Case Manager will appoint a Discipline Chair who may:

- a) Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; or

- b) Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.
  - 5.5.9 Thereafter, the Discipline Chair shall determine if a breach occurred, if so, if one or more of the following sanctions should be applied:
    - a) Verbal or written reprimand
    - b) Verbal or written apology
    - c) Service or other contribution to the Organization or Member
    - d) Removal of certain privileges
    - e) Suspension from certain teams, events, and/or activities for a designated period
    - f) Any other sanction considered appropriate for the offense
  - 5.5.10 The Discipline Chair will inform the Parties of the decision, which will take effect immediately.
  - 5.5.11 Records of all sanctions will be maintained by the Organization and the Member. The Member will disclose all decisions to the Organization, which may disclose such decisions at its discretion.
  - 5.6 Request for Reconsideration: If there is no sanction, the Complainant may contest the non-sanction by informing the Discipline Chair, within five (5) days of receiving the decision, that the Complainant is not satisfied with the decision. The initial complaint or incident will then be handled under Process #2 of this Policy.
    - 5.6.1 If there is a sanction, the sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:
      - a) Why the sanction is inappropriate;
      - b) All evidence to support the Respondent's position; and
      - c) What penalty or sanction (if any) would be appropriate.
    - 5.6.2 Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.
    - 5.6.3 Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.
    - 5.6.4 Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.
- Process #2: Handled by Case Manager**
- 5.7 Case Manager - Following the determination that the complaint or incident should be handled under Process #2, the Case Manager has a responsibility to:

- a. Propose the use of alternate dispute resolution techniques
  - b. Appoint the Discipline Panel, if necessary
  - c. Coordinate all administrative aspects and set timelines
  - d. Provide administrative assistance and logistical support to the Discipline Panel as required
  - e. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
- 5.7.1 The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
- 5.7.2 The Case Manager may propose using alternate dispute resolution with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to attempt alternate dispute resolution (such as mediation or a negotiated settlement) the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. At the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
- 5.7.3 The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
  - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
  - c) The Parties may engage a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel

- 5.7.4 If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- 5.7.5 The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
- 5.7.6 If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
- 5.7.7 In fulfilling its duties, the Discipline Panel may obtain independent advice.
- 5.8 Decision: After hearing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all parties, the Case Manager, to the Organization and the Member. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.
- 5.9 Sanctions: The Discipline Panel may apply the following disciplinary sanctions, singularly or in Combination:
- a) Verbal or written reprimand
  - b) Verbal or written apology
  - c) Service or other contribution to the Organization or a Member
  - d) Removal of certain privileges
  - e) Suspension from certain teams, events, and/or activities
  - f) Suspension from certain activities for a designated period
  - g) Payment of the cost of repairs for property damage
  - h) Suspension of funding from the organization or from other sources
  - i) Expulsion from the organization
  - j) Any other sanction considered appropriate for the offense
- 5.9.1 Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
- 5.9.2 Records of all decisions will be maintained by the Organization and the Member (as applicable). Members will submit all records to the Organization.

- 5.10 Appeals: The decision of the Discipline Panel may be appealed in accordance with the *Appeal Policy*.
- 5.11 Suspension Pending a Hearing: The Organization or the Member (as applicable) may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of an investigation, criminal process, the hearing, or a decision of the Discipline Panel.
- 5.12 Criminal Convictions: The Organization or the Member (as applicable) may determine in its sole discretion that an Individual's conviction for a *Criminal Code* offense will be deemed an infraction under this Policy and will result in expulsion from the Organization or the Member (as applicable). *Criminal Code* offences may include, but are not limited to: a) Any child pornography offences
- b) Any sexual offences
  - c) Any offence of physical violence
  - d) Any offence of assault
  - e) Any offence involving trafficking of illegal drugs
- 5.13 Confidentiality: The discipline and complaints process is confidential and involves only the Organization, the applicable Member(s), the parties, the Case Manager, the Discipline Chair, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.
- 5.13.1 Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).
- 5.14 Timelines: If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Case Manager may direct that these timelines be revised.
- 5.15 Records and Distribution of Decisions: Other individuals or organizations, including, but not limited to, national sport organizations, provincial/territorial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.
- 6.1 *Reciprocation Policy*
- 6.1.1 Purpose: The purpose of this Policy is to ensure enforcement and recognition of all disciplinary sanctions applied by the Organization and its Members.
- 6.1.2 The Organization and its Members a recognizes the importance of safe sport for all participants.
- 6.2 Application: This Policy applies to the Organization and its Members.
- Responsibilities: The Organization and its Members will:

- a) Provide copies of discipline and appeal decisions involving Individuals to the Organization and its Members with which the Individual was affiliated, unless determined otherwise by the decision-making panel.
- b) For discipline decisions provided to the Organization and its Members, determine per the *Discipline and Complaints Policy* whether to initiate further action against the Individual(s) named in the decision
- c) Recognize and enforce the disciplinary sanctions imposed by the Organization and its Members

## 7.1 *Harassment Policy*

7.1.1 Lacrosse New Brunswick 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. Lacrosse New Brunswick 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 or an offense for which a pardon has been granted.

7.1.2 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with Lacrosse New Brunswick that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcomed.

7.1.3 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 offense, discomfort, or personal humiliation or embarrassment to a person or group of people.

7.1.4 Types of behaviour that constitute Harassment include, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts;
- b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
- c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
- d) Leering or other suggestive or obscene gestures;
- e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- f) Practical jokes which endanger a person's safety, or may negatively affect performance;
- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's



willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;

- h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
- i) Deliberately excluding or socially isolating a person from a group or team;
- j) Persistent sexual flirtations, advances, requests, or invitations;
- k) Physical or sexual assault;
- l) Contributing to a poisoned sport environment, which can include:
  - i. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
  - ii. Groups where harassing behaviour is part of the normal course of activities
  - iii. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
- m) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
- n) Retaliation or threats of retaliation against a person who reports harassment to the Organization or to a Member.

7.1.5 Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

7.1.6 Whether the harasser is a director, supervisor, employee, coach, official, volunteer, Parent, or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

*Note: A special provision in criminal law permits a pardon. An individual must apply for a pardon. A criminal who has served his or her sentence is not considered "pardoned".*

7.1.7 This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of LNB. LNB encourages the reporting of all incidents of harassment, regardless of who the offender may be.

7.1.8 This policy applies to harassment that may occur during the course of all LNB business, activities and events. It also applies to harassment between individuals associated with LNB but outside of LNB business, activities, and events when such harassment adversely affects relationships within the LNB work and sport environment.

7.1.9 Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

New Brunswick Human Rights Commission

751 Brunswick St, Fredericton, NB E3B 1H8 Phone Number (506) 453-2301

7.1.10 Under certain mitigating circumstances an alternative option of pursuing the matter, outside of LNB, is via an external mediation/arbitration mechanism.

7.2 *Objective*

7.2.1 It is the overall objective of Lacrosse New Brunswick 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.

7.2.2 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behavior is offensive. If the behavior continues, the individual should file a complaint in the manner described in Lacrosse New Brunswick Complaint Review Procedure.

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

7.2.4 Lacrosse New Brunswick takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

7.2.5 Lacrosse New Brunswick believes that harassment is a serious offense. It is also a serious offense to falsely accuse someone of harassment.

7.2.6 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 Lacrosse New Brunswick Code of Conduct Discipline Policy.

7.3 *Sexual Harassment*

7.3.1 **“Sexual Harassment”** – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:

- a) Sexist jokes;
- b) Threats, punishment, or denial of a benefit for refusing a sexual advance;
- c) Offering a benefit in exchange for a sexual favour;
- d) Demanding hugs;
- e) Bragging about sexual ability;

- f) Leering (persistent sexual staring);
- g) Sexual assault;
- h) Display of sexually offensive material;
- i) Distributing sexually explicit messages or attachments such as pictures or video files;
- j) Sexually degrading words used to describe an Individual;
- k) Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
- l) Inquiries or comments about an Individual's sex life;
- m) Persistent, unwanted attention after a consensual relationship ends;
- n) Persistent unwelcome sexual flirtations, advances, comments or propositions;  
and
- o) Persistent unwanted contact.

7.3.2 Sexual harassment most commonly occurs in the form of behaviour by males toward females; however, sexual harassment can also occur between males, between females or as behaviour by females toward males.

#### 7.4 *Workplace Harassment*

7.4.1 "*Workplace Harassment*" – Vexatious comment or conduct against a Worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:

- a) Bullying;
- b) Workplace pranks, vandalism, bullying or hazing;
- c) Repeated offensive or intimidating phone calls or emails;
- d) Inappropriate sexual touching, advances, suggestions or requests;
- e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
- f) Psychological abuse;
- g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;

- h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
- i) Sabotaging someone else’s work or performance;
- j) Gossiping or spreading malicious rumours;
- k) Intimidating words or conduct (offensive jokes or innuendos); and
- l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

## 7.5 *Workplace Violence*

7.5.1 “Workplace Violence” – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:

- A. Verbal or written threats to attack;
- B. Sending to or leaving threatening notes or emails;
- C. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- D. Wielding a weapon in a Workplace;
- E. Hitting, pinching or unwanted touching which is not accidental;
- F. Dangerous or threatening horseplay;
- G. Physical restraint or confinement;
- H. Blatant or intentional disregard for the safety or wellbeing of others;
- I. Blocking normal movement or physical interference, with or without the use of equipment;
- J. Sexual violence; and
- K. Any attempt to engage in the type of conduct outlined above.

## 7.6 *Maltreatment*

7.6.1 “Maltreatment” – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:

7.6.2 Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological

Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:

1. Verbal Acts: verbally assaulting or attacking an Individual, including, but not limited to, unwarranted personal criticisms; body shaming; derogatory comments related to an Individual's identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
2. Non-Assaultive Physical Acts (no physical contact): physically aggressive behaviours, including, but not limited to, throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
3. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including, but not limited to, ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

7.6.3 Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:

- A. Contact behaviours: including, but not limited to, deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with an object.
- B. Non-contact behaviours: including, but not limited to, isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

7.6.4 Sexual Maltreatment, including, but not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes, but is not limited to, the Criminal Code offences of sexual assault, sexual

exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature.

Examples of Sexual Maltreatment include, but are not limited to:

1. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
    - a. vaginal penetration by a penis, object, tongue, or finger; and
    - b. anal penetration by a penis, object, tongue, or finger.
  2. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
    3. kissing;
    4. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
    5. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
    6. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
    7. any intentional touching in a sexualized manner.
- 7.6.5 Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour. Neglect, or acts of omission, include without limitation, not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, or subjecting Individuals to the risk of Maltreatment.
- 7.6.6 Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary violations' which have been professionally identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise;

private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel; and providing gifts).

7.6.7 Interference with or manipulation of process:

1. An adult Individual violates the *Code of Conduct and Ethics* by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy found in the *Safe Sport Policy Manual* by:

- a. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
- b. destroying or concealing information;
- c. attempting to discourage an Individual's proper participation in or use of the Organization's or a Member's processes;
- d. harassing or intimidating (verbally or physically) any person involved in the Organization's or a Member's processes before, during, and/or following any proceedings;
- e. publicly disclosing an Individual's identifying information, without the Individual's agreement;
- f. failing to comply with any temporary or provisional measure or other final sanction;
- g. distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
- h. influencing or attempting to influence another Individual to interfere with or manipulate the process.

7.6.8 Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in a policy included in the *Safe Sport Policy Manual*. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Organization's or a Member's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.

7.6.9 Aiding and abetting:

1. Any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. Aiding and abetting also includes, without limitation, knowingly:

- a) allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;

- b) providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
- c) allowing any Individual to violate the terms of their suspension or any other sanctions imposed.

7.6.10 Failure by an adult Individual to report actual or suspected Maltreatment of a Minor:

This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to the Organization or a Member, on a timely basis, all relevant information that the adult Individual is or becomes aware of, and requires making a direct report to the Organization or a Member. Any report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.

7.6.11 Failure to report inappropriate conduct: Any Individual who suspects or becomes aware of another Individual's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to the Organization or a Member. Individuals in positions of trust and authority who become aware of another Individual's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures.

7.6.12 Intentionally filing a false allegation: An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An Individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.

## 8.1 *Investigations Policy*

8.1.1 Purpose: The Organization and its Members are committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment within their operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment and how the Organization will lead the investigation of those reports.

8.2 Determination and Disclosure: When a complaint is submitted pursuant to the *Discipline and Complaints Policy*, the Case Manager will determine if such complaint is related to an instance of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Maltreatment, or any other matter requiring investigation.

8.2.1 The Organization and its Members will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.

8.3 Investigation: Complaints that are determined to contain an element of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment, or any other matter deemed relevant by the Case Manager will continue to be



addressed by the process(es) described in the *Discipline and Complaints Policy*. However, the Case Manager may also appoint an Investigator to investigate the allegations.

- 8.3.1 The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
- 8.3.2 Federal and/or Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
- 8.3.3 The investigation may take any form as decided by the Investigator, guided by any applicable Federal, Provincial and/or Territorial legislation. The investigation may include:
  - a) Interviews with the Complainant
  - b) Witness interviews
  - c) Statement of facts (Complainant's perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
  - d) Interviews with the Respondent
  - e) Statement of facts (Respondent's perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant
- 8.4 Investigator's Report: Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Maltreatment, or breach of a governing document, including, but not limited to the *Code of Conduct and Ethics*.
  - 8.4.1 The Investigator's report will be provided to the Case Manager who will disclose it, at their discretion, to the Organization or the Member (as applicable) and others.
  - 8.4.2 Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and the Organization or the Member to refer the matter to police.
  - 8.4.3 The Investigator must also inform the Organization or the Member (as applicable) of any findings of criminal activity. The Organization or the Member (as applicable) may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization or any Member(s) (as applicable), or other offences where the lack of reporting would bring the Organization or the Member (as applicable) into disrepute.

- 8.5 Reprisal and Retaliation: An Individual who submits a complaint to the Organization or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy*.
- 8.6 False Allegations: An Individual who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full. The Organization or any Member(s) (as applicable), or the Individual against whom the allegations were submitted, may act as the Complainant.
- 8.7 Confidentiality: The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, the Organization and its Members recognize that maintaining anonymity of any party may be difficult for the Investigator during the investigation.
- 9.1 *Dispute Resolution Policy*
- 9.1.1 Purpose: The Organization (Lacrosse New Brunswick) and its members support the principles of Alternate Dispute Resolution (ADR) and are committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
- 9.1.2 The Organization (Lacrosse New Brunswick) and its members encourage all Individuals to communicate openly, and to collaborate and use problem-solving and negotiation techniques to resolve their differences. The Organization and its Members believe that negotiated settlements are most often preferable to arbitrated outcomes. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.
- 9.2 Application of this Policy: This Policy applies to all Individuals.
- 9.2.1 Opportunities for ADR may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.
- 9.3 Facilitation and Mediation: If all parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
- 9.3.1 The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the parties must reach a negotiated decision.
- 9.3.2 Should a negotiated settlement be reached, the settlement shall be reported to the Organization through Jacob Norton at [jacob.norton1995@gmail.com](mailto:jacob.norton1995@gmail.com). Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval of the Organization or the Member (as applicable).

9.3.3 Should a negotiated settlement not be reached by the deadline specified by the mediator or facilitator at the start of the process (if set), or if the parties to the dispute do not agree to ADR, the dispute shall be considered under the appropriate section of the *Discipline and Complaints Policy* or *Appeal Policy*, as applicable.

9.4 Final and Binding: Any negotiated settlement will be binding on the parties. Negotiated settlements may not be appealed.

### Fair Play Philosophy

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it's learned, it can apply to every aspect of a person's life. That's why fair play is so important and that's why all of us are responsible. At Fair Play Canada, they believe that the fair play philosophy becomes reality through the creation of a more ethical sport system, one that is democratic, open to all Canadians, and grounded in the principles of integrity, fairness and respect. Through sport, athletes learn about setting goals, working hard and having fun. They learn to respect their own abilities, and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result.

Developing a more ethical sport system means addressing tough issues like violence and equity. In turn, both of those issues include difficult areas such as sexual harassment, the principles of team selection and participant involvement. Through fair play resources, advocacy, communications and training, we're working with partners at the national, provincial and municipal levels to create an atmosphere in which coaches, athletes, administrators and educators can make every athlete's sport experience a positive experience. They believe in an alternative and positive sport-model, one that closes the gap between fair play as a vision and fair play as a reality. We welcome your involvement.

### FAIR PLAY Issues

To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When consistently applied, they not only provide a clear ethical framework for competition, but greater opportunities for getting the most out of the game. That's because they help participants focus on achievement rather than the desire to conquer an opponent.

Violence. Any physical aggression outside the rules of a sport is violence. Violence in sport reflects violence in our society; on television or the evening news, so too may we come to accept it as a fact of life in sport. It shouldn't be. The sport system must look at minimizing sources of frustration and at using the appropriate tools to control inappropriate behaviour. Officials must be empowered to enforce the rules.

Doping and Other Methods of Cheating. Winning is a reward for effort, will, discipline and talent. Violating the rules by taking performance-enhancing drugs or gaining any other unfair advantage over a competitor has nothing to do with winning; it's a form of cheating. It means that the participants are no longer all playing the same game; it demeans the efforts of every other participant, the integrity of the game and the essence of sport.

Respect. Unhealthy attitudes are just as harmful to the value and purpose of sport as unhealthy play. When opponents are viewed as enemies, officials are treated with contempt, and rules are seen only as obstacles to be overcome, nobody wins. Respect for the rules and for everyone involved is fundamental to the quality of sport and the integrity of the game.

Equal Opportunities and Fair Access. Sport is for everyone, regardless of age, sex, race or ability. Sport can have numerous benefits for everyone. All Canadians should have a range of choices and opportunities to be involved in sport.

#### FAIR PLAY: An Athlete's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As an athlete you have an opportunity to get the best out of sport. You can:

- Participate because you want to, not just because your parent or coach wants you to.
- Co-operate and respect your coach, teammates and opponents, because without them, there would be no game.
- Always try to control your temper. Competition is stressful and can provoke powerful emotions, but fighting and mouthing off spoil the game for everyone.
- Remember that winning isn't everything. While it's great to win, it should always be fun to play.

#### *FAIR PLAY CODES FOR ATHLETES*

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

#### FAIR PLAY: A Coach's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always

respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a coach you are a role model and leader, and have significant impact on your athletes' attitudes. You can:

- Encourage your team to respect the opposing team and the rules of the game, to accept the judgements of officials and opposing coaches without argument.
- Teach your players how to manage conflict and stress, and use good judgement in tough situations.
- Avoid overplaying talented players and allow all players to develop their skills.
- Remember that athletes need a coach they can respect. Be generous with praise and set a good example.

#### *FAIR PLAY CODES FOR COACHES*

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get instruction and support.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that athletes play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As an official, you act as the conscience, reinforcing the Fair Play principles. You can:

#### FAIR PLAY: An Official's Role

- Be consistent and objective in calling infractions, regardless of your personal feelings toward a team or individual player.
- Prevent any players or team staff from intimidating other participants, either by word or action. Similarly, do not tolerate unacceptable conduct toward yourself, other officials, players or spectators.

- Remain open to constructive criticism and try to consider different points of view.
- Respect the athletes, their coaches and parents, and everyone involved in your sport. Remember that you have many shared interests and common sport goals.

#### *FAIR PLAY CODES FOR OFFICIALS*

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

#### FAIR PLAY: A Parent's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a parent, you have significant impact on how your child feels about his or her achievements in sport, and in all aspects of life. You can:

- Avoid forcing your child to participate in a sport, and remember that your child is playing for his/her enjoyment, not yours.
- Discuss Fair Play issues openly with your child. Encourage him/her to play by the rules and resolve conflicts without resorting to violence. Help them understand that violence is unacceptable in professional sport.
- Teach your child that although it is fun to win, trying hard and doing one's best is really the name of the game. Never ridicule or get angry at your child for making a mistake or losing a competition. Offer

constructive advice and assurance that continued effort will make for improved performance the next time out.

· Remember that children learn best by example. Be a supportive and fair spectator. Applaud good plays by members of both teams.

#### *FAIR PLAY CODES FOR PARENTS*

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his/her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good players/performances by both my child's team and their opponents.
8. I will never question the officials' judgement or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

Please note: Lacrosse New Brunswick and its member associations reserve the right to ban any individual, who breaks the above code of conduct, from attending sanctioned lacrosse game.

#### FAIR PLAY: An Administrator's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a sport administrator, league or club official, you set the tone for fair and ethical competition. You can:

- Make sure that coaches and officials are capable of promoting fair play as well as the development of sound judgement and good technical skills. Encourage them to become certified.
- Do your best to ensure that all children are given the same chance to participate, regardless of age, gender, ability, ethnic background or race.

- Work toward ensuring that recreation department staff, parents, coaches and participants understand their role and their responsibility for promoting fair play in sports.
- Distribute Fair Play Codes to spectators, coaches, players, officials, parents and news media.

#### *FAIR PLAY CODES FOR ADMINISTRATORS*

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

#### FAIR PLAY: A Spectator's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a spectator, you set the appropriate tone during competition. You can:

- Avoid ridiculing an athlete for making a mistake during competition. Give positive feedback that motivates and encourages continued effort. Remember that children play sport for their own enjoyment, rather than to entertain others.
- Show respect for the coach and the officials, and their decisions.
- Condemn violence and verbal abuse and express your disapproval of such tactics to coaches and league officials.
- Encourage and applaud fair and skillful plays by all participants.

#### *FAIR PLAY CODES FOR SPECTATORS*

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.



2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them, there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

Please note: Lacrosse New Brunswick and its member associations reserve the right to ban any individual, who breaks the above code of conduct, from attending sanctioned lacrosse game