

LACROSSE NOVA SCOTIA
POLICY DOCUMENT



Updated 2025

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POLICY 1 - ZERO TOLERANCE STATEMENT OF POLICY

- 1.1 The rules of lacrosse and the bylaws and regulations of Lacrosse Nova Scotia (LNS) will be strictly adhered to by players, coaches and fans, referees and executive. We must use common sense and discretion when enforcing rules. We must attempt to change people's attitude by being consistent in our enforcement. Through these efforts we can bring respect and sportsmanship back into our sport. All cases must be dealt with individually and the disciplinary measures taken fair and equitable.

POLICY 2 - CONFLICT OF INTEREST POLICY

2.1 Policy Statement

Lacrosse Nova Scotia (LNS) is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

2.2 Purpose

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

2.3 Definition of Conflict of Interest

- (a) A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with LNS's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in LNS not being able to achieve a result which would be in the best interest of LNS.
- (b) Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A nonpecuniary interest may include family relationships, friendships, volunteer

positions in associations or other interests that do not involve the potential for financial gain or loss.

2.4 Application

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

2.5 Statutory Obligations

- (a) At the time of the adoption of this policy, LNS is incorporated under the Nova Scotia Societies Act (the “Act”) and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.
- (b) Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of LNS must at all times be resolved in favor of LNS.
- (c) These statutory obligations continue under the Nova Scotia Societies Act.

2.6 Additional Obligations

- (a) In addition to fulfilling all requirements of the Act or its successor, LNS and its Representatives will also fulfill the additional requirements of this policy.
Representatives of LNS shall not:
 - (i) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with LNS, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
 - (ii) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - (iii) In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their

family members, friends or colleagues have an interest, financial or otherwise;

- (iv) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with LNS, where such information is confidential or is not generally available to the public.
- (v) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of LNS, or in which they have an advantage or appear to have an advantage on the basis of their association with LNS;
- (vi) Use LNS's property, equipment, supplies or services for activities not associated with the performance of official duties with LNS;
- (vii) Place themselves in positions where they could, by virtue of being a Representative of LNS, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- (viii) Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of LNS.

2.7 Disclosure of Conflict of Interest

- (a) First Board of Directors meeting in the Calendar year all directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any real or perceived conflicts that they might have.
- (b) At any time that a Representative of LNS becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the VP Administration or Executive Director of LNS, as appropriate.
- (c) Any person who is of the view that a Representative of LNS may be in a position of conflict of interest may report this matter to the VP Administration or Executive Director for LNS, as appropriate.

2.8 Resolving Conflicts in Decision-making

- (a) Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of LNS shall be considered and decided upon by the Committee or Board of LNS to which the question relates, or, if not related directly to the Board or a Committee, by the Executive, provided that:
 - (i) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;
 - (ii) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
 - (iii) The Representative abstains from voting on the proposed decision or transaction;
 - (iv) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - (v) The decision or transaction is in the best interests of LNS.

2.9 Enforcement

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

POLICY 3 - FINANCE POLICY

3.1 Annual Budget

A financial budget shall be developed prior to the beginning of each fiscal year-end. The budget will be presented to the LNS Board of Directors at a Board meeting designated for the purpose of budget revision and approval. The Board of Directors will then use the approved budget to track and evaluate the financial progress of LNS throughout the fiscal year allowing LNS to carry out its mandate within the community.

3.2 Authorization to Commit LNS Funds

- (a) LNS funds are to be allocated in accordance with the approved annual budget. Each Board Member will be held accountable to budget line items within their area of jurisdiction.
- (b) All expense items over \$3,000 will require prior approval by the responsible board member and a member of the Finance Committee.
- (c) All expense items over \$10,000 will require prior approval by the Board.
- (d) In addition to the above stipulation, certain sensitive items will require the prior authorization for all expenditures regardless of amount. These items include computer hardware and software, memberships to outside organizations, out of province travel, hiring of outside consultants/contractors.
- (e) When LNS requires specific level of approval for expenditures, written approval must be received from the Finance Committee (VP Finance, VP Operations and Executive Director). Written approval can be in the form of an email message. Approval should be filed for subsequent review.

3.3 Expenses

- (a) Meetings and Expenses
 - (i) The payment of expenses for attendance at meetings will be limited to those on the approved scale for transportation, meals and per diem allowance as outlined in this section.
 - (ii) Members of the Committees shall be entitled to claim expenses as approved by the VP responsible for said committee:
 - (A) for attendance at all related official meetings of the Association as approved by the VP responsible for said committee
 - (B) for costs incurred in the legitimate performance of their duties
- (b) Members of the Board shall only be eligible to claim expenses for attendance at LNS Annual General Meeting and Board of Directors meetings. The local governing bodies/clubs shall pay all expenses for their Board Members and Delegates to attend the Annual General Meeting.

- (c) Delegates from the Local Governing Bodies (Clubs/Associations/Leagues/Teams) or their affiliates, Associates or Individual Members may attend the Annual General Meeting but will not be eligible to claim expenses except by special resolution of the Board of Directors.
- (d) Disagreements on expense claims will be dealt with by the Executive Director and the VP of Finance in the first instance, and if unresolvable, by the Executive Committee.

3.4 Travel

- (a) All travel will be controlled through the Executive Director, as approved in the yearly budget or by the Finance Committee.
- (b) LNS shall take full advantage of special reduced rates on airlines, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.
- (c) Detailed receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle.
- (d) Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:
 - (i) travel shall be arranged at a time convenient to the traveller, considering meeting period, flight availability, cost of travel, airline, and personal (including business) commitments of the traveler.
 - (ii) seat sale fares shall be booked if possible - LNS does not reimburse travel credits
- (e) Anyone making a decision to extend their stay or change their existing travel arrangements (air and ground) will be required to pay the additional costs.
- (f) All airline and hotel arrangement inquiries should be directed to the Executive Director.
- (g) LNS will pay for volunteers travel in a privately owned vehicle at the rate of .45 cents per kilometer. If the distance is extraordinary, flight arrangements must be considered.

- (h) Persons travelling to the same destination should pool their transportation where possible.
- (i) In the case that there is more than one person travelling in the same private motor vehicle, only one person may claim for transportation.
- (j) Vehicles may be rented as necessary, and as approved by the Executive Director.

3.5 Accommodation

- (a) All accommodation will be booked by or receive prior approval through LNS Executive Director.
- (b) Accommodation will be reimbursed by LNS. Persons on LNS business alone will have cost of room paid. Any upgrades to room are at the member expense.
- (c) Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.

3.6 Meals

- (a) Eligible persons will be entitled to a per diem meal allowance of up to \$65.00 per day, which will be reimbursed through the Executive Director.
- (b) Guidelines for partial days are breakfast \$15.00; lunch \$15.00; and dinner \$35.00
- (c) Detailed receipts are not required for meals.

3.7 Failure to Attend

- (a) If an authorized individual cannot attend a meeting or event, the Provincial office must be notified prior to the activity so that flight and hotel reservations can be cancelled. In event that no notification is given without reasonable excuse, the member will be responsible for the costs incurred.

3.8 Reimbursement of Expenses

- (a) All approved expenses are to be submitted to the LNS office 45 days from the occurrence of the expense. This applies to all funding in the current budget year for LNS. (i.e. floor rentals, official fees, etc). Late submissions will not be considered for payment.

POLICY 4 - PRIVACY OF PERSONAL INFORMATION POLICY

- 4.1 The Association's Executive Director will hold the position of privacy officer for the Association.
- 4.2 All personal information collected by the Association is for the sole purpose of providing our services and will only be given to third party agents responsible for administering our programs.
- 4.3 Personal information is securely stored and is restricted to authorized personnel only.
- 4.4 Personal information will not be provided to any third party without the written consent of the individual.
- 4.5 The Board of Directors contact information will appear on the Association website for information purpose for our members. As a minimum, their name, city, province/territory and email address will appear. Individual Directors may chose at their own discretion, to add further contact information. This information will be removed upon request of the Director if they so choose.
- 4.6 Personal information will be collected to determine eligibility for competitive and recreational opportunities, age related events, to facilitate enrolment, to disseminate information, to communicate, to administer and evaluate programs and promotions that benefit Members, and for insurance and statistical purposes. In addition, personal information may be, from time to time, submitted to major funding bodies in order to verify registration and meet funding requirements.
- 4.7 All information must be collected with the consent of the person or legal guardian.
- 4.8 Personal information collection must be limited to what is absolutely necessary.
- 4.9 All efforts must be made to avoid incorrect information, and efforts must be made to verify the information.
- 4.10 Reasonable steps will be taken to protect the privacy of all personal information.
- 4.11 The Executive Director of LNS will be the Privacy Officer for the organization.
- 4.12 Any member wanting access to their personal information may contact the Privacy Officer (Executive Director) at the LNS office.

POLICY 5 - HUMAN RESOURCES

5.1 Introduction

(a) *Purpose of the HR Framework*

This Employee Handbook documents Lacrosse Nova Scotia's (LNS's) personnel policies and procedures. It is designed to be a working guide for personnel in the day-to-day administration of our organization's HR policies.

These written policies should assist in promoting consistency, continuity and understanding of personnel policies within our organization. The documentation of procedures is intended to assist in the administration of those policies. It is also intended that the written policies will assist in achieving a fair and uniform interpretation of policy issues, which require personnel action on a regular basis.

The policies, which follow, are those which govern the conditions of employment of LNS's employees. Any questions concerning the interpretation or application of these policies should be addressed to the Executive Director (ED) or the Board of Directors (BoD's)

(b) *Terms and Conditions*

- (1) All the benefits described are subject to change at the LNS's sole discretion.
- (2) The benefits as described in any individual policy and/or any individual employment contract take precedence if ever there is a conflict between a policy and/or contract and this handbook.

(c) *Vision/Mission/Values*

(i) *Mission Statement*

To strengthen engagement across all aspects of lacrosse

(ii) *Vision Statement*

A strong and vibrant lacrosse community

(iii) **Our Values**

Lacrosse NS is committed to:

- Supportive leadership
- Inclusive growth
- Success at every level
- Respect in lacrosse
- Fun for all

(d) ***Terms of Employment***

(i) **Offer of Employment**

An individual under consideration for hiring in a staff position shall receive an employment contract in writing from the ED, HR Committee Chair, or Board of Directors clearly outlining the proposed terms and conditions of their employment including but not limited to starting dates, benefits and salaries being offered, and probationary periods and terms. A signed original of this contract must be received in writing from the candidate to the ED, HR Committee Chair, or Board of Director's designate.

An individual under consideration for the ED position shall receive an employment contract in writing from the Board of Directors through their HR Committee Chair, clearly outlining the proposed terms and conditions of their employment including but not limited to starting dates, benefits and salaries being offered, and probationary periods and terms. A signed original of this contract must be received in writing from the candidate to the HR Committee Chair, who will convey it to the President.

5.2 **Hiring Policies and Procedures**

(a) **Hiring Policy and Procedure**

All newly created positions are to be approved by the Board of Directors. The Board of Directors shall be responsible for determining the financial compensation package including salary and other negotiated benefits. Job

descriptions will be reviewed and approved by the Board of Directors on a yearly basis.

Suitability for open positions will be determined by a variety of screening procedures including a preliminary phone interview and an in person/virtual interview to be evaluated by the HR Committee and approved by the Chair.

5.3 Pay and Benefits

(a) *Hours of Work/Breaks*

LNS's normal hours of operation are 8:30am to 4:30pm Monday to Friday. However, employees have the option of beginning their work hours each day at one of the following times: 8:00am, 8:30am, or 9:00am for shifts of 7.5 hours. Start times must remain consistent and must be approved by their direct report

The standard work week is as outlined in the employment contract with an unpaid lunch break. In addition, there will be two fifteen-minute breaks allotted, provided the employee meets his/her required workday. Break periods not taken cannot be used towards time off.

It is understood that the hours of work involved will vary and be irregular and are those hours of work required to meet the objectives of your employment. As all overtime must be pre-approved, employees who anticipate their work responsibilities on any given day will require them to work outside of their regularly scheduled shift are required to consult with their direct report to determine their working hours for that day.

(b) *Pay Schedule*

All employees are paid on Thursdays on a bi-weekly basis via direct deposit.

(c) *Benefits*

(i) *Group Insurance Coverage*

All full time (30+ hours per week) employees are required to participate in

the group insurance package provided by LNS after successfully completing a three-month probationary period. Premiums for long-term disability, basic accidental death, dismemberment & basic life insurance coverage will be paid 50% by LNS. More detailed information is available on request.

(ii) **Medical/Dental Coverage**

LNS will pay 50% of the premiums for health, dental, and vision coverage, for single coverage. The employee is required to enroll after completing their three-month probationary period, unless covered under a similar medical plan elsewhere. Proof of alternative coverage may be required. More detailed information is available on request.

(iii) **Short Term/Long Term Disability**

Short term disability benefits are paid by the federal government's Employment Insurance (EI) program.

Long term disability benefits are as described in the group insurance policy.

(d) ***Vacation Days***

Vacation is earned in accordance with the following schedule of continuous employment for full time staff, unless otherwise negotiated in the contract:

Years of Employment	Vacation Earned
1-2 years	2 weeks
3-8 years	3 weeks
9-14 years	4 weeks
15 years-more	5 weeks

The employee's vacation year is calculated commencing on the individual's first day of active employment. Vacation accrues only after an employee's first full year of employment. Vacation may only be taken after it has accrued unless

approved by the ED or Chair.

Vacations must be approved by the ED, Chair of HR or President. Requests must be made with as much notice as possible.

In cases where two or more employees in the same service are wish to take the same weeks, seniority will prevail.

Employees are not permitted to accumulate vacation leave. The ED or HR Committee will, however, consider special circumstances and the request to accumulate vacation leave must be made in advance, in writing. Employees must take the minimum amount of vacation required by the *Labour Standards Code* and LNS may direct an employee to take vacation to ensure the minimum amount of vacation is taken.

Special permission must be received by the Chair of HR Committee or President, to take more than two weeks' consecutive vacation.

In case of separation, unearned vacation leave taken will be recovered from your salary at the rate in effect when the leave was taken. Vacation leaves not taken will be paid.

Employees taking a vacation day(s) not planning to respond to emails or calls while off must make sure to put an out of office reply on their email as well as update their voicemail.

(e) ***Overtime and Lieu Time***

LNS pays overtime at a rate of 1.5 times an employee's regular salary. All overtime is to be approved and monitored by the employee's direct supervisor.

Employees may opt to receive time off in lieu of overtime pay at a rate of 1.5 hours off for every hour of approved overtime worked. An employee opting to

receive time off in lieu of overtime pay must be documented in writing and agreed to between the employee and LNS.

Lieu Time must be approved by the employee's direct supervisor. Time in Lieu must be taken within the fiscal year and may not be carried forward into a future fiscal year without permission from the ED, Chair of HR, or Board of Directors. LNS may pay the employee overtime pay despite an agreement to receive time off in lieu if, in LNS's sole discretion, the employee's absence will be overly disruptive to LNS operations.

Members of management are not eligible for overtime pay or time off in lieu.

(f) ***Registered Retirement Savings Plan (RRSP)***

RRSP info only applies to the Technical Director (TD) position. LNS pays \$2,500 to the TD for an RRSP contribution annually.

(g) ***Sick Days & Medical Notes***

Employees are to report absences to their direct supervisor with as much notice as possible prior to their scheduled shift.

Full time employees are provided with a total of 12 sick days per year. A new hire's sick days may be pro-rated depending on their start date. There will be no carry over to the next calendar year.

An employee absent from work for three or more consecutive days may be required to submit a medical certificate.

(h) ***Other Leaves***

LNS will grant other leaves including paternal leave, bereavement leave and other leaves of absence in accordance with Nova Scotia Labour Standards. Appropriate documentation may be requested for approval to be granted.

5.4 Performance Management and Development

(a) *Job Performance*

Performance appraisal/evaluation is the regular process of both formally and informally providing feedback about an individual's implementation of their responsibilities. All employees should expect a formal appraisal, conducted annually by the employee's direct supervisor, the Chair of the HR Committee, and at least one additional HR Committee member or board member. The appraisal process begins first with the job description. The supervisor and employee must be clear about the responsibilities, scope of authority and limitations, and standards and expectations for each job. The process is clearly explained to all, is transparent, and is executed in a timely manner.

(b) *Elements of the Performance Appraisals Process*

The appraisal process facilitates a careful review of the following for each employee:

- Performance on key responsibility areas and outcomes based on the job description
- Additional performance/management factors
- Goals/key areas for upcoming review period with ample input from the direct report and employee

5.5 Employment Policies and Practices

(a) Personnel Files

The following areas of information will be kept for each employee:

- Basic personal information
- Original date of employment
- Written performance appraisals
- Job title/description
- Salary
- Benefits
- Attendance reports

It is the employee's responsibility to inform LNS of any changes of name, address, phone, and/or any other relevant changes that could impact their group insurance, (e.g. marital status), in a prompt manner.

(b) Personal Appearance

Employees should be well groomer, and their general appearance should reflect favourably on LNS. Employees are expected to dress in business casual attire while in the office. Athletic wear is permitted during club visits and sporting events.

(c) Smoking/Scent Policy

As part of LNS's commitment to Wellness in the Workplace, the Organization has adopted a smoke-free policy.

As part of LNS's commitment to Wellness in the Workplace, the Organization has adopted a scent-free policy.

(d) Travel/Expenses

Employees attending meetings or business that requires expenses will submit an expense claim form along with the appropriate receipts. Employees are limited to \$50 per day for meal expenses while away conducting business for LNS. Alcohol purchases will not be covered. Expenses must be submitted and approved by the employee's direct supervisor.

(e) Probationary Period

The first 3 months of employment shall be considered a probationary period. This allows an appropriate opportunity for both the employee and LNS to assess whether the employment arrangement is mutually acceptable to both parties. Employees will meet their direct supervisor after being employed for 30-days and again at 90-days to assess progress and performance. Either LNS or the employee may end the employment agreement without notice during the probationary period.

(f) Discipline and Termination

LNS will follow a progressive discipline model. LNS may implement any of the following steps in dealing with employee discipline depending on the severity of

the issue at hand.

- Verbal Warning
- Written Warning
- Suspension with or without pay
- Final Written Warning
- Termination

In the event LNS terminates your employment for any reason other than just cause, you will be provided with pay in lieu of notice calculated as follows:

- (a) If you have been employed for a period of two years or less, you shall be paid the equivalent of two weeks' regular salary;
- (b) If you have been employed for a period of greater than two years, you shall be paid the equivalent of two weeks' regular salary per year of service, pro-rated, up to a maximum of 12 weeks' regular salary.

All such payments shall be net of any and all applicable statutory deductions, and these payments are the only compensation employees will receive as a result of the termination of their employment without cause. For greater clarity, the above payments constitute an employee's complete entitlement to compensation upon termination of their employment without cause and are inclusive of any entitlements pursuant to the *Labour Standards Code* (Nova Scotia), and any other legislation affecting employee rights, including the *Human Rights Act* (Nova Scotia), the *Occupational Health and Safety Act* (Nova Scotia), the *Workers' Compensation Act* (Nova Scotia) and the *Pay Equity Act*, or at common law, including the claims for wrongful dismissal and constructive dismissal.

You shall not be entitled to any pay in lieu of notice or otherwise, in the event your employment is terminated with just cause, you voluntarily resign or retire from your employment is terminated with just cause, you voluntarily resign or retire from your employment with LNS, or your employment is terminated for any reason within the probationary period.

5.6 Occupational Health and Safety

(a) *Employee Safety*

LNS is committed to providing a safe working environment for all its employees.

LNS has a health and safety program as required by the Act governing this legislation. The Health and Safety Committee is responsible to review the Occupational Health and Safety inquiries from staff, and to ensure compliance with the Act. Any employee having a concern with Occupational Health and Safety is encouraged to contact a member of the Committee.

5.7 Holidays and Other Time Off

(a) *Statutory Holidays*

- New Year's Day
- Nova Scotia Heritage Day
- Good Friday
- Canada Day
- Labour Day
- Remembrance Day*
- Christmas

In order to be eligible for a paid holiday, the employee must have worked a minimum of 15 out of the 30 calendar days before the holiday AND worked their last scheduled shift before the holiday and the first scheduled shift after the holiday.

If a holiday falls on a regular day off, the employee shall be given another normal working day off.

(b) *Other Holidays*

While statutory holidays are required paid holidays by NS provincial standards, employers may offer additional paid holidays as well. Some other days you may wish to include are:

- Easter Monday
- Victoria Day
- Civic Holiday (Natal Day)
- Thanksgiving Day
- Boxing Day

*While Remembrance Day is not technically a statutory holiday it is covered under a separate act. Employees must either be given the day off with pay or be given another day off with pay if they must work on Remembrance Day.

5.8 LNS Harassment Policy

5.8.1 LNS 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. LNS 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 any other protected characteristic pursuant to the *Human Rights Act* (Nova Scotia)

5.8.2 **Harassment** means engaging in a course of vexatious comment or conduct that is known or ought to reasonably be known unwelcome and includes any of the following behaviours:

- (i) **Discriminatory Harassment**, which targets an individual or group of individuals based upon characteristics protected under the *Human Rights Act* (Nova Scotia).
- (ii) **Sexual Harassment**, which includes unwelcomed sexual behaviour such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching petting, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority

against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.

- (iii) **Bullying**, which includes conduct, comments, or gestures or physical acts that are repeated or, if a single incident, the offending conduct is sufficiently serious to cause a lasting harmful effect on the employee, causes an employee to be humiliated or intimidated or adversely affects an employee's psychological or physical wellbeing, or amounts to a threat to an employee's health and safety.

Harassment or bullying does not include the reasonable exercise of management functions in the workplace that relate to the management or direction of employees or the workplace. Performance reviews, work evaluations and reasonable disciplinary measures do not constitute harassment.

- 5.8.3 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 can cause offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 5.8.4 LNS does not tolerate any form of harassment, including Discriminatory Harassment, Sexual Harassment, and Bullying.
- 5.8.5 It is the overall objective of the LNS Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
 - (i) Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviours continue, the individual should file a complaint in the manner described in the LNS Complaint Review Procedure.
 - (ii) If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the LNS Complaint Review Procedure.

(iii) The LNS takes any complaint seriously, and will investigate and respond in a sensitive, effective, and timely manner.

5.8.6 The LNS believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment. No reprisal or penalty will be taken against a person for bringing forward a harassment complaint in good faith or participating in a harassment investigation.

Any employee who makes a harassment complaint in bad faith, maliciously or without a reasonable and probable basis, engages in a reprisal against an employee for filing a harassment complaint or interferes with a harassment investigation will be subject to discipline, in accordance with LNS's Disciplinary Policy.

5.8.7 ***Complaint Review Procedure***

- (a) Any employee who is the subject of workplace harassment or otherwise becomes aware of an incident of workplace harassment is required to report the matter, as soon as possible, to the ED or Chair of Human Resources, who will attempt to informally resolve the matter to the mutual satisfaction of both the complainant and the alleged harasser.
- (b) If the ED or Chair of Human Resources cannot informally resolve the incident to the mutual satisfaction of both the complainant and the alleged harasser, or in situations where informal resolution is not appropriate, LNS will conduct a formal investigation into the incident.
- (c) LNS is committed to investigating incidents of harassment in a timely, impartial and objective manner where it becomes aware of an incident of workplace harassment or it receives a complaint of workplace harassment. The first step in any investigation will be for the complainant to provide a detailed summary of the alleged harassing behaviour in writing.
- (d) The harassing incident investigation will be conducted by a neutral third party chosen by the Human Resources Committee. Both the complainant and the alleged harasser are required to participate and cooperate in the investigation.

- (e) Confidentiality will be maintained, consistent with the needs of the investigation. Confidential information will only be disclosed for the purpose of the investigation, as required to take corrective action or as required by law.
- (f) The investigation will be completed in a timely manner, generally within ninety (90) days, unless extenuating circumstances warrant a longer investigation. If the results of the investigation find that there has been harassment or there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the LNS Discipline Policy. Appropriate corrective action may vary from re-education and retraining of the harasser, to removing the harasser's potential contact with the complainant in the workplace, to discipline or dismissal for just cause in accordance with LNS's Disciplinary Policy.
- (g) LNS will keep records of the harassment investigation including:
 - (i) A copy of the complaint or details of the investigation
 - (ii) A record of the investigation including notes
 - (iii) A copy of any investigation report
 - (iv) A summary of the results of the investigation that was provided to the victim and the alleged harasser, if the alleged harasser was a worker
 - (v) A copy of any corrective action taken to address the complaint or incident of workplace harassment
 - (vi) All records of the investigation will be kept confidential. The investigation documents, including the investigation report will not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action, or otherwise as required by law. These records will be kept for at least one year.

5.9 Social Media Policy

- 5.9.1 LNS recognizes the vital importance of participating in online conversations and is committed to ensuring that individuals participate in

online social media the right way. The Social Media Guidelines has been developed to help empower members to participate in this connected world and represent our LNS by sharing the vision and mission of our organization and the story of our historic game. LNS encourages all Local Governing Bodies, Clubs, Teams, Players, Coaches, Trainers, and other Team Personnel, Officials, Volunteers, parents and/or guardians of LNS players to explore and engage in social media communities at a level which they feel comfortable. Approach online communication in the same way one does in person - by using sound judgment and common sense, by adhering to LNS values, and by ensuring that all LNS Bylaws and Regulations are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media should be used for connecting and engaging with members, fans, followers and supporters.

- 5.9.2 LNS expects that all members are aware of and respect the *LNS Social Media Guidelines*.
- 5.9.3 It is the responsibility of the LNS Board of Directors to address violations of these guidelines that are damaging to LNS,
- 5.9.4 Both Facebook and Twitter accounts are measurable, to which the user(s), in this case LNS, can identify how many people follow the organization's accounts. Both forms of social media that LNS utilizes are used to engage the audience. Creating awareness, generating interest, and increasing the visibility of LNS should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.
- 5.9.5 **Facebook** can provide LNS with multiple channels for community outreach. Facebook can be used to highlight an organization's news and highlights, inform their followers or "fans" on Facebook with up to date information. LNS can highlight the organization's recent activity, post links related to stories already posted on the LNS website, or other related

websites. It can also share photo albums and videos. Facebook allows for LNS to operate and manage “groups” as well. Groups allow LNS to post/share information to specific members.

- 5.9.6 **Twitter** provides an opportunity to interact with individuals, groups, and provide conversations and member interactions. Twitter can be used to highlight an organization’s news and highlights informing LNS’s “followers”. The user(s) can only post messages and links to the LNS website or any other lacrosse related story. Messages must be 140 characters or less. Photos and videos can be linked as well.
- 5.9.7 Using LNS’s social media accounts effectively will include but will not limit to:
- (i) Add value to consumers, the sport industry, and the organization
 - (ii) Communicate with respect, professionalism, and courtesy
 - (iii) Provide insight, expertise, and relevant conversation
 - (iv) Communicate ethically and morally in support of the organization’s professional goals
- 5.9.8 Non-compliance with these guidelines may be considered a misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with these guidelines may be disciplined under the Association Bylaws and/or Regulations as a participant of the game.

DEFINITIONS: Social media is defined as “content created by people using highly accessible and scalable publishing technologies”. Social media is distinct from traditional media such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information. (Source: Wikipedia)

Social media may include (but is not limited to):

- Social networking sites (ex. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- Video and photo sharing websites (ex. Flickr, YouTube)

- Blogs, including corporate and personal blogs
- Blogs hosted by media outlets (ex. comments posted to news stories)
- Micro-blogging (ex. Twitter)
- Wikis and online collaborations (ex. Wikipedia)
- Forums, discussion boards and groups (ex. Google Groups, Canadian Soccer News Forum)
- Video or podcasting
- Online multiplayer gaming platforms (ex. World of Warcraft, Second Life)
- Instant messaging (including text messaging)
- Geo-spatial tagging (ex. Foursquare, Facebook Places)

5.9.9 *LNS General Social Media Guidelines*

1. **Transparency** in every social media engagement. LNS does not condone manipulating the social media flow by creating “fake” destinations and posts designed to mislead followers and control a conversation. Every website, “fan page”, or other online destination that is ultimately managed by the Association must make that fact known.
2. **Respect** of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with LNS’s communications contact to make informed, appropriate decisions. When in doubt, please contact the Executive Director (lacrosse@sportnovascotia.ca).
3. **Utilization** of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.
4. **Guidance for Navigating Legal Issues:** The following is offered as general guidance to assist you in complying with the obligations

set out in these guidelines. When in doubt, seek further guidance from the organization's Operations Manual.

5. **Privacy, Confidentiality and Information Security:** You should **not** publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. LNS's *Privacy Policy* applies.
6. **Copyright:** You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.
7. **Harassment and Bullying:** LNS's *Harassment Policy* applies online and in the physical workplace. Workplace bullying and harassment includes any bullying or harassing comments employees make online, even on their own private social networks or out of office hours. Abusive, harassing, threatening or defaming postings are in breach of LNS's *Harassment Policy*, and may result in disciplinary action being taken. All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.
8. **Defamation:** You should refrain from publishing material that may cause injury to another person, organization, association, or company's reputation and should seek further guidance if publication of such material is thought to be necessary.
9. **Offensive or Obscene Material:** Material may be offensive or obscene and may infringe relevant online classification laws if it is pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

5.9.10 *Social Media Activities*

LNS respects the rights of its participants of the game and its authorized contractors to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the LNS's awareness. It is

important that all participants of the game are aware of the implications of engaging in forms of social media and online conversations that reference LNS and/or the representative's relationship with the LNS and its brand, and that they recognize when LNS might be held responsible for their behaviour.

5.9.11 *Personal Use*

Our Expectations for Personal Behaviour in Social Media

There's a big difference in speaking "on behalf of LNS" and speaking "about" LNS. This set of **5 principles** refers to those **personal or unofficial online activities** where you might refer to Lacrosse Nova Scotia or any associated activities (National Championships, FIL event, AGMs, etc.)

1. **Adhere to all applicable policies**

All participants of the game are subject to LNS's Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behaviour with respect to the disclosure of information; these policies are applicable to your personal activities online.

2. **You are responsible for your actions**

Anything you post that can potentially tarnish LNS' image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgement and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of Lacrosse Nova Scotia".

3. **Be a "scout" for compliments and criticism**

Even if you are not an official online spokesperson for LNS, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about LNS or its brands online that you believe are important, consider sharing them by forwarding them to lacrosse@sportnovascotia.ca.

4. **Let the subject matter experts respond to negative posts**

You may come across negative or disparaging posts about LNS or its brands or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the LNS staff who are trained to address such comments at lacrosse@sportnovascotia.ca.

5. **Be conscious when mixing your business and personal lives**

Online, your personal and business personas are likely to intersect. LNS respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information intended for just friends and family can be forwarded on.

REMEMBER: Do not represent yourself as an Official Spokesperson of LNS (unless authorized to do so – see “[Professional Use of Social Media](#)”) in any social media forum and never disclose non-public information of LNS (including confidential information). Be aware that taking public positions online that are counter to the LNS’ interest may be harmful and could be considered a breach of compliance.

5.9.12 *Specific Applications and Situations*

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

- (ii) During a non-public event or meeting organized by LNS (ex. the Annual General Meeting)
- (iii) Before, during or after a meeting where non-public information is discussed (ex. local competitions committee planning meeting)
- (iv) Before, during or after a game or training session when strategic, tactical or medical information is discussed. We ask that you please refer to the team's coaching or medical staff before making any comments pertaining to these.

2. **Use of Official Marks**

We recognize that Provincial Team players and staff may see value in using pictures or videos where we see them in official kits. The intent is not to forbid this usage, but simply to remind you that using such photos, for example as your profile picture, automatically links you to LNS and we therefore ask that you stay conscious of the comments and contents you post. The use of any other official marks should follow copyrights and trademarks regulations.

3. **Links**

In order to facilitate access to relevant information regarding LNS, all groups of participants of the game are encouraged to link their blogs and other social media interactions, when in accordance to the above guidelines, to the [Lacrosse Nova Scotia website](#) and its services.

5.9.13 ***Professional Use of Social Media***

Our Expectations for Professional Behaviour in Social Media

1. **Becoming Authorized to Use, Post, and Comment**

- (a) Before using LNS' social media accounts you must be a representative of the organization

- (b) You may not use, post, or comment as a representative of the organization unless you are **authorized** to do so

2. **Rules of Engagement**

Once authorized to use, post and comment as an organization's representative, you must:

- (a) Disclose you are an employee/contractor of the organization, and use only the LNS's designated social media accounts
- (b) Disclose and comment only on information classified as public domain information
- (c) Ensure that all content published is accurate and not misleading
- (d) Ensure you are not the first to make an announcement (unless specifically given permission to do so)
- (e) Comment only on your area of expertise and authority
- (f) Ensure comments are respectful of the community in which you are interacting online
- (g) Adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, and other applicable laws, and the association's *Privacy Policy*
- (h) If applicable, remove material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suspension order, or is otherwise unlawful.

3. **If you are authorized to comment as an organization's representative, you must not:**

- (a) Post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright,

constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful

- (b) Use or disclose any confidential or secure information
- (c) Make any comment or post any material that might otherwise cause damage to LNS' reputation or bring it into disrepute

5.10 Privacy of Personal Information

- 5.10.1 The Association's Executive Director will hold the position of privacy officer for the Association.
- 5.10.2 All personal information collected by the Association is for the sole purpose of providing our services and will only be given to third party agents responsible for administering our programs.
- 5.10.3 Personal information is securely stored and is restricted to authorized personnel only.
- 5.10.4 Personal information will not be provided to any third party without the written consent of the information.
- 5.10.5 The Board of Directors contact information will appear on the Association website for information purpose for our members. As a minimum, their name, city, province/territory and email address will appear. Individual Directors may choose at their own discretion, to add further contact information. This information will be removed upon request of the Director if they so choose.
- 5.10.6 Personal information will be collected to determine eligibility for competitive and recreational opportunities, age related events, to facilitate enrolment, to disseminate information, to communicate, to administer and evaluate programs and promotions that benefit Members, and for insurance and statistical purposes. In addition, personal information may be, from time to time, submitted to major funding bodies in order to verify registration and meet funding requirements.
- 5.10.7 All information must be collected with the consent of the person or legal guardian.

- 5.10.8 Personal information collection must be limited to what is absolutely necessary.
- 5.10.9 All efforts must be made to avoid incorrect information, and efforts must be made to verify the information.
- 5.10.10 Reasonable steps will be taken to protect the privacy of all personal information.
- 5.10.11 The Executive Director of LNS will be the Privacy Officer for the organization.
- 5.10.12 Any member wanting access to their personal information may contact the Privacy Officer (Executive Director) at the LNS office.

5.11 Acknowledgement Sign Off

**CONFIRMATION OF UNDERSTANDING
OF
THE EMPLOYMENT POLICIES AND PROCEDURES**

I have received a copy of LNS’s Employment Handbook [(dated XXXX)] and have read it or have had it read to me carefully. I understand all its rules, policies, terms and conditions, and agree to abide by them.

I understand that if I have questions, at any time, regarding any of the policies and procedures, I will consult with my direct supervisor.

Employee’s Signature

Date

Employee’s Name (printed)

Date

Executive Director’s Signature

Date

Note: This form must be returned to your direct supervisor to be put into your Personnel File.

POLICY 6 - EQUITY AND ACCESS POLICY

6.1 The Association is committed to promoting equal access and opportunities to every individual to reach his or her maximum potential in fitness and excellence in the sport of lacrosse.

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

6.3 Gender Equity

- (a) The Lacrosse Nova Scotia Society (LNS) is committed to providing both genders with full and equal opportunity to participate in and to lead the administration, programs and activities of the Society.
- (b) The LNS will encourage Gender Equity by:
 - (i) Ensuring that the achievement of equal opportunities is a key consideration when developing, updating or delivering LNS programs.
 - (ii) Ensuring that the needs and concerns of both genders are identified, promoted and supported.
 - (iii) Ensuring that the governance structure encourages and promotes full and equal opportunities of both genders.
 - (iv) Ensuring, if and/or when applicable, that all employees have equal opportunities in decision-making, advancement in management and receive equal remuneration for equal work.
 - (v) Co-operating with other organizations such as the Canadian Lacrosse Association, NS Health and Promotions (Sport and Recreation), Sport Nova Scotia, et al., to promote equal opportunities for both genders.
 - (vi) Encouraging all major games and event organizers to provide for equal opportunities for both genders to participate.

POLICY 7 – SAFESPORT

Please click on the following for the Lacrosse Nova Scotia SafeSport document:

POLICY 8 - RISK MANAGEMENT

8.1 Preamble

- (a) As the provincial sport organization that governs Lacrosse throughout Nova Scotia, LNS recognizes that there are risks inherent in all facets of our governance, program delivery and business operations.
- (b) The LNS is committed to managing risks to the organization and to Member Associations. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational risks and pursuing opportunities, we will do so thoughtfully and in an informed manner.

8.2 Purpose

- (a) The aim of this policy is to provide a guiding statement on how risk management is to be performed within the LNS. In general, we view risk management as a comprehensive approach to improving organizational performance. This policy has other purposes as well, namely:
- (b) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
- (c) Performing an educational function for staff, volunteers, sectors and members;
- (d) Over the longer term, contributing to enhancing a 'risk management culture' within the LNS.
- (e) Ultimately, successful risk management has the following benefits for the LNS:
- (f) Prevents or limits injury or losses to participants, volunteers and staff;
- (g) Helps to protect LNS and its sectors and members against litigation;
- (h) Ensures that LNS is compliant with all applicable laws, regulations and standards;
- (i) Improves the quality and relevance of the programs and services that LNS provides to its members, participants, partners and sponsors;
- (j) Promotes improved business management and human resource management practices;
- (k) Enhances LNS's brand, reputation and image in the community;

- (l) Overall, enhances the LNS's ability to achieve its strategic objectives.

8.3 Scope and Authority

- (a) The Executive Director is appointed as Risk Manager for the LNS, responsible for the implementation, maintenance and communication of this policy. This policy applies to all activities undertaken by the LNS at the national level. Where the LNS exercises authority over activities below the national level, risk management measures may also be prescribed by the LNS for implementation by members. Members are encouraged to prepare policies similar to this policy, to govern the management of risk within their jurisdictions.

8.4 Policy

- (a) The LNS makes the following commitments to its members:
- (b) All activities and events undertaken by the LNS will be analyzed from a risk management perspective;
- (c) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the LNS;
- (d) Risk control strategies will be reasonable and will reflect the given standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense).
- (e) The LNS acknowledges that risk management is a broad activity and a shared responsibility. All directors, officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks.

8.5 The Risk Management Process

- (a) Managing risks involves three steps: 1) identify potential risks, 2) assessing the significance of a risk by considering its likelihood and consequences, and 3) developing and implementing measures to address those risks deemed significant by reducing the likelihood, consequences or both.

- (b) Risks arise from a number of categories of the LNS's operations. In the sport domain, facilities, equipment, people and programs all give rise to potential risks. The LNS has determined that the following strategic directions as contained in the LNS's Strategic Plan will be used when identifying risks:
- (i) **Direction #1** - To continue to develop the sport by expanding participation in the game in all regions and all disciplines so as to position our sport for future participation in the Provincial Championships.
 - (ii) **Direction #2** - To continue to implement our Provincial Team Strategy, and ensure consistent delivery and quality of national championships, when hosting.
 - (iii) **Direction #3** - To raise the profile of our brand in Nova Scotia, and improve the image of our sport.
 - (iv) **Direction #4** - To support all our strategic priorities by building a more effective governance structure for the LNS.
- (c) All risks faced by the LNS can be addressed by one or more of the following four general strategies:
- (i) **Retain the risk** – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
 - (ii) **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.
 - (iii) **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.
 - (iv) **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.
- (d) The above general strategies translate into a variety of risk control measures, which for the LNS may include (but are not limited to):
- (i) Development of policies, procedures, standards and rules

- (ii) Effective communication
- (iii) Education, instruction, professional development and specialized training
- (iv) Ensuring a core set of organizational values have been identified, defined and communicated throughout the LNS
- (v) Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- (vi) Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)
- (vii) Improving role clarity through use of written position descriptions and committee terms of reference
- (viii) Supervision and monitoring of staff, volunteers, participants and activities
- (ix) Establishing and communicating procedures to handle concerns, complaints and disputes
- (x) Implement schedules for regular review, maintenance, repair and replacement of equipment
- (xi) Preparing procedures and protocols for emergency response and crisis management
- (xii) Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- (xiii) Purchasing appropriate insurance coverage for all activities and reviewing regularly

8.6 Reporting and Communication

- (a) To ensure that risk management remains a high priority within the LNS, and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda annually, and on an as needed basis, at board meetings, so that the Executive Director can provide updates as required.
- (b) The LNS recognizes that communication is an essential part of risk management. This Policy and our Risk Management Program will be communicated to our

staff, committees, sectors and members, and we will encourage all members to communicate to the LNS their risk management issues and concerns.

8.7 Insurance

- (a) The LNS maintains a comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the LNS. Upon annual renewal of this policy, the LNS consults with the insurance provider to determine if there are any emerging gaps, issues or deficiencies to be addressed through insurance renewal.
- (b) Not all risks are insurable. However, as part of its commitment to risk management, the LNS will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of the LNS and that pose significant risks. SEE APPENDIX A.

8.8 Approval

- (a) This Policy was approved by the Board of Directors on April 3, 2016.

8.9 Background Checks

- (a) Being a volunteer in lacrosse is no easy task. Volunteers are often called upon to wear many hats. At Lacrosse Nova Scotia, we want to do our best to ensure that our volunteers are safeguarded and not placed in a vulnerable situation without the proper qualifications.
- (b) All coaches, volunteers and anyone else who has direct contact with children are required to have the following:
 - (i) Criminal Record Check
 - (ii) Child Vulnerable Sector Check

8.10 Criminal Record Check

- (a) Includes the Vulnerable Sector Check, which is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and /or a pardoned sexual offence conviction.

- (b) LNS requires the original or a copy of this document. Please make sure you keep some additional copies of your Criminal Record Check, as more volunteer organizations require these.
- (c) Please see the written information on www.mybackcheck.com as all are permitted to use this service.
- (d) CRC is valid for 3 lacrosse seasons.
- (e) Please note the 3-year validation of the Criminal Record Checks begin April 1, of the current season and expires March, 31, 3 seasons later (Apr 2016 – March 2019).
- (f) The certification deadline for Lacrosse Nova Scotia is June 1st (however, some clubs have chosen to make this date earlier, which they are entirely permitted to do). Your Criminal Record Check will be valid from April 1st of the current season to March 31 three seasons later regardless of when you choose to submit it.
- (g) Forms for Criminal Record Checks are available at the local detachment of your police or RCMP. These can only be processed in the area where the person resides. For example, if you live in Sydney, you are not able to have your CRC processed in Halifax.
- (h) There is a cost associated with Criminal Record Checks as well as www.mybackcheck.com. These costs are beyond the control of Lacrosse Nova Scotia. Some locations will still accept a letter from LNS or the local club for the individual but most detachments are no longer accepting these.
- (i) Once the Criminal Record Check result is complete it is only sent to or picked up by the individual who has applied for it.

8.11 Child Vulnerable Sector Check

- (a) Child Vulnerable Sector Check (CVSC) contains the names of persons who have been found by the court to have abused children.
- (b) LNS requires a COPY ONLY of this completed document. Please make sure you keep some additional copies of your Child Vulnerable Sector Check as more volunteer organizations are requiring these.

- (c) As of April 2016, Community Services has mandated that Child Vulnerable Sector Checks only be submitted by the individual who is applying for them.
- (d) This means the process required to obtain a CVSC is now similar to that of acquiring a Criminal Record Check.
- (e) Once the CVSC Form A has been filled out, it is up to that individual to send it into Community Services. Once this is processed, the completed form will be returned to you, not Lacrosse Nova Scotia or your Club/Association as was done previously.
- (f) Click on this link to print off Form A ([FORM A](#))
- (g) Please make sure this form is filled out completely, ensuring that it is signed and a copy of your driver's licence or Nova Scotia health card is included
- (h) It is best NOT to use black ink as this could be mistaken for a photocopy
- (i) CVSC Form A is valid for 3 lacrosse seasons.
- (j) Please note the 3 year validation of the CVSC begins April 1 of the current season and expires March 31 three seasons later (April 1, 2016 – March 31 2019).
- (k) The certification deadline for Lacrosse Nova Scotia is June 1st for box coaches and October 1 for field coaches, (however, some clubs/associations have chosen to make this date earlier, which they are entirely permitted to do). Your Criminal Record Check will be valid from the above listed dates, regardless when you choose to submit it.

NOTE: RETURNED CRIMINAL RECORD CHECK

Please be advised that should you be in a situation you are not obligated to your club or to LNS to divulge any of this confidential information. The only people outside of you who need to be made aware of this information are the LNS ED, as the Coordinator of Risk Management and our lawyer who we employ to make decisions in situations such as these.

If the below rules are followed and it is decided by our lawyer that you are unable to coach, an email will be sent to your MHA President informing him/her that you are to be removed from the bench. Even at this time, your MHA President will not be informed as to why.

Please be advised that your criminal record check has come back as; “May or may not have a criminal conviction/ or a criminal matter (s) before the courts”.

YOU MUST PROVIDE LNS WITH THE FOLLOWING:

- (a) A written letter or email stating:
 - (i) What you were charged with
 - (ii) Fines or jail time served
 - (iii) Dates these events took place
 - (iv) Statement of the situations surrounding the events as well as what you have done since to rectify the situation
- (b) Record of Conviction
 - (i) This is obtained from the RCMP, local courthouse (in some circumstances your local police will provide you with this if possible).
 - (ii) In the HRM when you apply for your Criminal Record Check, if you have a conviction, it is automatically stated on your CRC so in that circumstance, you will not have to obtain anything further.
 - (iii) Should you have to request your record of conviction from your RCMP you will be required to submit fingerprints (which will include a \$30 charge). This process can take up to 3 months.
 - (iv) Should you have to proceed through the RCMP via fingerprints to obtain your record of conviction, you are permitted to forward a letter or email (1 item) also stating that you have gone through the process of obtaining your record of conviction and that this is in process.

You have 7 days to supply Lacrosse Nova Scotia with the above information, after which you will be **SUSPENDED UNTIL FURTHER NOTICE**. If this should happen your president will be notified and will touch base with you.

POLICY 9 - SUBSTANCE ABUSE POLICY

9.1 Substance Abuse Policy Statement

- (a) The Canadian Lacrosse Association (CLA) and all Member Associations (MAs), LNS, are committed to building drug-free sport and are unequivocally opposed, on ethical, medical, and legal grounds, to the practice of doping in sport.
- (b) LNS fully support the position of Sport Canada and the Canadian Centre for Ethics in Sport (CCES) against the use of banned substances and methods.
- (c) The CCES is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.
- (d) Lacrosse Nova Scotia endorses and has adopted the CADP which means lacrosse is part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field.
- (e) The LNS's anti-doping policy reflects and supports the CADP in that no athlete, official, coach or volunteer shall take prohibited substances, nor may any team official or parent recommend or condone the use of prohibited substances. The LNS expects all members of the lacrosse community to abide by CADP to preserve the integrity of sport.
- (f) Any sanction by the Canadian Centre for Ethics in Sport (CCES) shall be enforced by the LNS.
- (g) In the event of an anti-doping assertion and sanction by the CCES and a final outcome as a result of the anti-doping violation, the LNS shall disclose the outcome to the athlete's or team official's Member Association.
- (h) The LNS reserves to right to impose additional discipline as a result of a Code of Conduct violation.
- (i) In the event of a confirmed anti-doping violation and sanction issued to an athlete or team official as a result of a violation at a national championship and the violation and the identity of the individual is disclosed publically by the CCES,

the athlete or team official will have his or her name removed from any records or results of the national championship.

- (j) In the event of more than two anti-doping violations by athletes or team officials on one team, the team shall be subject to the sanctions as described in the Canadian Anti-Doping Code and enforced by the LNS.
- (k) To ensure Canadian athletes receive education on anti-doping and are equipped with knowledge about the CCES anti-doping and testing procedures, all Senior A, Senior B, Junior A, Junior B players and Junior Women in Box lacrosse and all Senior and U19 Men's and Women's Field lacrosse players must complete the CLA online anti-doping education course, found on the CLA website, including submitting the electronic declaration form by August 1st of the playing year. The course need only be done once. Players who previously completed the CCES online course and who appear on the CLA confirmation list have complied with this policy.
- (l) Athletes must complete the course by 11:59pm EST on August 1 advance of their respective National Championship if it falls prior to August 1) of the playing year free of charge. Players who do not complete the course are not eligible to compete at a CLA National Championship. After the deadline an athlete can pay the \$50 administration fee (to be charged to the MA which the athlete competes for) to take the course in order to be eligible to compete at a CLA National Championship.
- (m) Athletes who take the course between August 2 and October 31 are subject to the \$50 administration fee.
- (n) Upon completion of the course, athletes must fill out and send the electronic declaration form through the CLA website to the CLA head office for record keeping. This will be used as their proof of completion in order to determine eligibility.

9.2 Alcohol, Tobacco and Drug Policy

- (a) Alcohol
 - (i) All players, team officials and volunteers must respect the laws regarding the consumption of alcohol in the jurisdiction of the event (either

provincially/territorially or internationally). Underage drinking will not be tolerated.

- (ii) Team officials, athletes, officials and volunteers are discouraged from consuming alcohol during a LNS sanctioned event or meeting. If alcohol is consumed during the event or the meeting, the individual must ensure that this consumption does not interfere with their ability to perform their duties.
 - (iii) No team official should consume alcohol with parents or athletes from the time of team selection through to competition. Team officials should not consume alcohol in the presence of underage players.
 - (iv) No team member, team officials or volunteer shall be intoxicated at any time between leaving home to travel to and returning home from a LNS event.
- (b) Tobacco
- (i) All players and team officials must respect the laws surrounding tobacco in the jurisdiction of the event (Provincial and National). The LNS discourages the use of tobacco.
 - (ii) Team officials and players should not use tobacco in the presence of underage players.
- (c) Drugs
- (i) The Association's position statement on substance abuse shall apply to all competitions domestically and internationally.
 - (ii) All players and team officials must respect the laws surrounding drugs in the jurisdiction of the event (Provincial and National). The stricter standard shall apply.
 - (iii) No athlete, official, coach or volunteer shall take either illegal or performance enhancing drugs. No team official or parent shall recommend or condone the use of illegal or performance enhancing drugs.
 - (iv) Any individual who has knowledge of the use of illegal or performance enhancing drugs must report the infraction immediately to team management or a LNS official.

- (v) Failure to follow the above guidelines could result in a Code of Conduct violation.
- (vi) Any member who refuses to comply with a request to be tested shall be immediately suspended and referred to the Discipline Committee.
- (vii) When the refusal occurs in competition, the suspension will be issued, by the Convenor, when is it out of competition, by the President.
- (viii) For the purpose of the application of the immediate suspension, a refusal to comply shall be established when CCES reports that there has been a refusal.

POLICY 10 - COMMUNICATION

Lacrosse Nova Scotia recognizes, it can be a highly effective tool in communicating information to its Members. Communication can be facilitated through posting information to the LNS website, LNS Facebook, LNS Twitter, or by sending mass emails through the LNS registration system. All communications must adhere to the LNS Social Media Policy.

Clubs, organizations, or individuals who request LNS to post information on the LNS Website must provide the LNS Office the written message for the posting complete with web page links and digital picture (under 4MB), if applicable. Any digital promotional advertisements (under 4MB) must be accompanied with a word document containing all the information that needs to be communicated.

Clubs, organizations, or individuals who request LNS to post an event to LNS website event Calendar must provide the LNS office with the following in text format:

- (a) Name of the event
- (b) Date or Dates of the event
- (c) Start and end times of each Date
- (d) Name of the Location
- (e) Address of the Location
- (f) Description of the event
- (g) A supporting digital picture (under 4MB), if applicable

Clubs, organizations, or individuals who request LNS to post information on the LNS Facebook must provide the LNS office the written message for the posting complete with web page links and digital picture (under 4MB), if applicable.

Clubs, organizations, or individuals who request LNS to post information on the LNS Twitter must provide the LNS office the written message for the posting complete with a web page links and a digital picture, if applicable.

Clubs, organizations, or individuals who request LNS to send a mass email via the LNS Registration system must provide the LNS office the written message for the posting complete with a web page links and a digital picture (under 4MB), if applicable. Any digital promotional advertisements (under 4MB) must be accompanied with a word document containing all the information that needs to be communicated. LNS must be notified of the target group of the mass email. Mass emails will be sent once a day. The requests will be processed in the order that they are received.

POLICY 11 - SOCIAL MEDIA

11.1 Lacrosse Nova Scotia (LNS) recognizes the vital importance of participating in online conversations and is committed to ensuring that individuals participate in online social media the right way. The Social Media Guidelines has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The Association encourages all Local Governing Bodies, Clubs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of LNS players to explore and engage in social media communities at a level at which they feel comfortable. Approach online communication in the same way one does in person -- by using sound judgment and common sense, by adhering to the Association's values, and by ensuring that all the Association's Bylaws and Regulations are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media

- is should be used for connecting and engaging with members, fans, followers and supporters.
- 11.2 The LNS expects that all members are aware of and respect the LNS Social Media Guidelines.
 - 11.3 If anyone is found to be in violation of the guidelines to the extent that it is damaging to the LNS, it would be handled LNS Board of Directors. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined.
 - 11.4 Both the Facebook and Twitter accounts are measurable, to which the user(s), in this case LNS, can identify how many people follow the organization's accounts. Both forms of social media that LNS utilizes are used to engage the audience. Creating awareness, generating interest, and increasing the visibility of LNS should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.
 - 11.5 Facebook can provide LNS with multiple channels for community outreach. Facebook can be used to highlight an organization's news and highlights, inform their followers or "fans" on Facebook with up to date information. LNS can highlight the organization's recent activity, post links to related stories already posted on the LNS website or other related websites. It can also share photo albums and videos. Facebook allows for LNS to operate and manage "groups" as well - groups allow LNS to post/share information to specific members.
 - 11.6 Twitter provides an opportunity to interact with individuals, groups and provide conversations and member interactions. Twitter can be used to highlight an organization's news and highlights informing LNS's "followers". The user(s) can only post messages and links to the LNS website or any other lacrosse related story. Messages must be 140 characters or less. Photos and videos can be linked as well.
 - 11.7 Using LNS's social media accounts effectively will include but will not limit to
 - (a) Add value to consumers, the sport industry, and the organization
 - (b) Communicate with respect, professionalism, and courtesy
 - (c) Provide insight, expertise, and relevant conversation

- (d) Communicate ethically and morally in support of the organization's professional goals
- (e) **COMPLIANCE:** Non-compliance with these guidelines may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law.
- (f) Those who fail to comply with these guidelines may be disciplined under the Association By-laws and/or Regulations as a participant of the game

DEFINITIONS: Social media is defined as “content created by people using highly accessible and scalable publishing technologies. Social media is distinct from traditional media, such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information”. (Source: Wikipedia) social media may include (but is not limited to):

- (a) Social networking sites (ex. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- (b) Video and photo sharing websites (ex. Flickr, YouTube)
- (c) Blogs, including corporate and personal blogs
- (d) Blogs hosted by media outlets (ex. comments posted to news stories)
- (e) Micro-blogging (ex. Twitter)
- (f) Wikis and online collaborations (ex. Wikipedia)
- (g) Forums, discussion boards and groups (ex. Google Groups, Canadian Soccer News Forum)
- (h) Video or podcasting
- (i) Online multiplayer gaming platforms (ex. World of Warcraft, Second Life)
- (j) Instant messaging (including text messaging)
- (k) Geo-spatial tagging (ex. Foursquare, Facebook Places)

11.8 LNS General Guidelines

- (a) **Transparency** in every social media engagement. The Association does not condone manipulating the social media flow by creating "fake" destinations and posts designed to mislead followers and control a conversation. Every Website, "fan page", or other online destination that is ultimately managed by the Association must make that fact known.

- (b) **Respect** of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with the Association's communications contact to make informed, appropriate decisions. When in doubt, please contact Greg Knight at lacrosse@sportnovascotia.ca.
- (c) **Utilization** of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.
- (d) **Guidance for navigating legal issues:** The following is offered as general guidance to assist you in complying with the obligations set out in these guidelines. When in doubt, seek further guidance from the organization's Operations Manual.
- (e) **Privacy, confidentiality and information security:** You should not publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. LNS's Privacy Policy applies.
- (f) **Copyright:** You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.
- (g) **Harassment and bullying:** LNS's Harassment Policy applies online and in the physical workplace. Workplace bullying and harassment includes any bullying or harassing comments employees make online, even on their own private social networks or out of office hours.
- (h) Abusive, harassing, threatening or defaming postings are in breach of LNS's Harassment Policy, and may result in disciplinary action being taken.
- (i) All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.
- (j) **Defamation:** You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

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

11.9 Social Media Activities

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

11.10 Personal Use

Our Expectations for Personal Behavior in Social Media

There's a big difference in speaking "on behalf of LNS" and speaking "about" the LNS. This set of 5 principles refers to those personal or unofficial online activities where you might refer to Lacrosse Nova Scotia or any associated activities (National Championships, FIL event, AGMs, etc.)

- (a) **Adhere to all applicable policies:** All participants of the game are subject to LNS' Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behavior with respect to the disclosure of information; these policies are applicable to your personal activities online.
- (b) **You are responsible for your actions:** Anything you post that can potentially tarnish LNS' image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of Lacrosse Nova Scotia".

- (c) **Be a "scout" for compliments and criticism:** Even if you are not an official online spokesperson for LNS, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about LNS or its brands online that you believe are important, consider sharing them by forwarding them to lacrosse@sportnovascotia.ca.
- (d) **Let the subject matter experts respond to negative posts:** You may come across negative or disparaging posts about LNS or its brands, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the LNS staff who are trained to address such comments, at lacrosse@sportnovascotia.ca
- (e) **Be conscious when mixing your business and personal lives:** Online, your personal and business personas are likely to intersect. LNS respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on. **REMEMBER:** Do not represent yourself as an Official Spokesperson of LNS (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of LNS (including confidential information). Be aware that taking public positions online that are counter to the LNS' interests may be harmful and could be considered a breach of compliance.

11.11 Specific Applications and Situations

- (a) **Timing:** Some situations require that participants of the game in official functions for LNS refrain from uploading content or participating to social media. These situations include (but are not limited to):
 - (i) a. Inside a competition stadium during the competition period
 - (ii) During a non-public event or meeting organized by LNS (ex. the Annual General Meeting)

- (iii) Before, during or after a meeting where non-public information is discussed (ex. Local competitions committee planning meeting)
 - (iv) Before, during or after a game or training session when strategic, tactical or medical information is discussed. We ask that you please refer to the team's coaching or medical staff before making any comments pertaining to these.
- (b) Use of official marks.
- We recognize that Provincial Team players and staff members may see value in using pictures or videos where we see them in official kits. The intent is not to forbid this usage, but simply to remind you that using such photos, for example as your profile picture, automatically link you to LNS and we therefore ask that you stay conscious of the comments and contents you post. The use of any other official marks should follow copyrights and trademarks regulations.
- (c) Links.
- In order to facilitate access to relevant information regarding LNS, all groups of participants of the game are encouraged to link their blogs and other social media interactions, when in accordance to the above guidelines, to the www.lacrossens.ca website and its services.

11.12 Professional Use of Social Media

Our Expectations for Professional Behavior in Social Media

- (a) Becoming Authorized To Use, Post And Comment
 - (i) Before using LNS' social media accounts you must be a representative of the organization.
 - (ii) You may not use, post or comment as a representative of the organization unless you are authorized to do so.
- (b) Rules Of Engagement Once authorized to use, post and comment as an organization's representative, you must:
 - (i) disclose you are an employee/contractor of the organization, and use only the LNS's designated social media accounts
 - (ii) disclose and comment only on information classified as public domain information

- (iii) ensure that all content published is accurate and not misleading
 - (iv) ensure you are not the first to make an announcement (unless specifically given permission to do so)
 - (v) comment only on your area of expertise and authority
 - (vi) ensure comments are respectful of the community in which you are interacting online
 - (vii) adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the association's Privacy Policy.
 - (viii) if applicable, remove material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- (c) If you are authorized to comment as an organization's representative, you must not:
- (i) post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
 - (ii) use or disclose any confidential or secure information
 - (iii) make any comment or post any material that might otherwise cause damage to LNS' reputation or bring it into disrepute.

POLICY 12 - CONCUSSION POLICY

12.1 Head Trauma/Concussion

- (a) The topic of Concussion in sport is an important topic as today's athletes are better trained, quicker and stronger. It is a common injury that occurs in children and adolescents participating in sports and recreational activities. The recent studies in both football and hockey have identified the potential long-term effects on athletes receiving head trauma/injuries. To ensure these types of injuries are

properly managed the following information is provided as guideline but by no means should it be considered complete as each injury should be evaluated on its own merits.

- (b) Coaches and Parents are often the first people "on the scene" during a sport-related concussion incident. When it comes to specialty injuries, such as sport-related concussion, seeking the advice of doctors, neuropsychologists, and other healthcare professionals is required to effectively manage the various stages of recovery from concussion.

Further information can be found at: <http://coach.ca/concussion-awareness-s16361>

12.2 Definition of Concussion

A concussion is a traumatic injury to soft tissue, usually the brain, as a result of a violent blow, shaking, or spinning. A brain concussion can cause immediate but temporary impairment of brain functions, such as thinking, vision, equilibrium, and consciousness. After a person has had a concussion, he or she is at increased risk for recurrence. Moreover, after a person has several concussions, less of a blow can cause injury, and the person can require more time to recover.

12.3 Evaluation of concussion

- (a) Signs and symptoms

There are a variety of signs and symptoms that athletes may experience following a concussion. A concussion should be suspected if an injured athlete exhibits any of these signs or symptoms and appropriate risk management should be initiated. These signs and symptoms may develop within minutes to hours and in some cases even days after an injury

TABLE 1: Features of Sport-Related Concussion

Symptoms/Physical Signs	Behavioural Changes	Cognitive Impairment	Sleep Disturbances
<ul style="list-style-type: none"> • Headache • Nausea/Vomiting • Dizziness 	<ul style="list-style-type: none"> • Irritability • Emotional lability • Sadness 	<ul style="list-style-type: none"> • Slowed reaction times 	<ul style="list-style-type: none"> • Drowsiness • Trouble falling asleep

<ul style="list-style-type: none"> • Visual Disturbances • Photophobia • Phonophobia • Loss of Consciousness • Amnesia • Loss of balance/poor coordination • Decreased playing ability 	<ul style="list-style-type: none"> • Anxiety • Inappropriate emotions 	<ul style="list-style-type: none"> • Difficulty concentrating • Difficulty remembering • Confusion • Feeling in a fog • Feeling dazed 	<ul style="list-style-type: none"> • Sleeping more/less than usual
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(a) Evaluation

- If an athlete has sustained a head injury while participating in sports or recreational activities, they should immediately stop the activity and be removed from the game or practice. If there is loss of consciousness, this could indicate a more severe injury has taken place and the Emergency Response Plan should be initiated taking into consideration appropriate cervical spine precautions (i.e., collar and board, ambulance transfer to hospital), including assessment of airway, breathing and circulation.
- The conscious athlete should be assessed for signs and symptoms of concussion and observed closely by a responsible adult for any signs of deterioration. Symptoms of concussion may develop or worsen in the hours or days following an injury. A medical evaluation should be performed as soon as possible to confirm a diagnosis of concussion. Players who have been diagnosed with a concussion should never return to sport until they are symptom free and have been medically cleared. Concussed athletes may experience impairments in attention, response time and memory, potentially increasing their risk for another concussion or other injury. If in doubt, sit them out!

Included in Annex A is the Sport Concussion Assessment Tool 2 (SCAT2) Sideline Exam - This tool represents a standardized method of evaluating injured athletes for concussion and can be used in athletes aged from 10 years and older.

(b) Return to Play Framework

- The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity.
- Steps 1 through 4 must be completed with consultation between the parent/guardian and the coach.
- Doctor's clearance must be submitted to your coach or the Team Trainer/Safety Person after completion of step 4 and before movement to step 5, who will in turn inform the Association or League President.

NOTE: The player should only progress to the next step after 24 hours of no symptoms after completion of the previous step.

- Step 1: No activity, only complete rest. Proceed to step 2 only when symptoms are gone.
- Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.
- Step 3: Sport specific activities and training (e.g. skating, anaerobic, aerobic workout).
- Step 4: Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Go to step 5 after medical clearance (reassessment and note to be submitted to your team's Coach or training staff).
- Step 5: Begin drills with body contact after medical clearance.
- Step 6: Game play.

NOTE: If symptoms or signs return, the player should return to the previous step, and be re-evaluated by a physician. Failure of any coach, player, trainer, administrator or league to follow this policy and the guidelines herein will be suspended indefinitely pending a full investigation by Lacrosse Nova Scotia Risk Management.

POLICY 13 - LACROSSE NOVA SCOTIA PROVINCIAL TEAM EXCEPTIONAL PLAYER POLICY

This policy provides the guidelines for consideration of exceptional underage player movement within the Lacrosse NS provincial programs.

It is agreed the term “exceptional” is meant to refer to an exceptional athlete, one who must possess not only lacrosse skills that are superior to players his/her own age, but that would also be considered superior to players two years older than his/her age.

In addition to lacrosse skills, the exceptional athlete must also possess physical maturity, social maturity, and playing IQ. They must be well rounded in all aspects of their development and be deemed ‘coachable’.

In order to be considered as an exceptional player, the ‘LNS Exceptional Player Request Form’, must be completed and submitted with a \$200 non-refundable fee by December 1st for the following playing season for provincial box and April 1st for provincial field consideration. The form should include 2 references supporting the maturity and coachability of the applicant (can be from previous coaches, teachers, etc.) These documents and the deposit should be submitted to the Executive Director of LNS.

Upon receipt of an application, LNS’s Executive Committee will review the information received and determine if the request should move forward. Once approved by this committee, the LNS Technical Director will use an established evaluation program to assess the player. This evaluation program will include skills and physical fitness components and the player will also be evaluated in game or game-like situations.

Notification of final decisions will be conveyed to the applicants within 24 hours of the decision. Final deadlines for these decisions will be May 1st for box applications and August 1st for field applications.

The player is required to provide this application form and references (see LNS Exceptional Player Policy) plus a \$200 non-refundable deposit to the Executive Director of Lacrosse Nova Scotia indicating the rationale behind their request for exceptional status. Lacrosse Nova Scotia's Executive Committee will review the application and make a decision on whether to support the request.

If approved for consideration, Lacrosse Nova Scotia's Technical Director will conduct an evaluation of the player. This evaluation shall review skills, maturity, attitude, fitness, and physical capability. In addition, exceptional player status will only be approved if the player possesses lacrosse skills that are not only superior to players his/her own age, but that would also be considered superior to players two years older than his/her age. In addition to lacrosse skills, the exceptional athlete must also possess physical maturity, social maturity, and playing IQ. The player must be well rounded in all aspects of his/her development and be deemed 'coachable'.

The Lacrosse Nova Scotia Board will review and discuss the outcome of the evaluation at a regular general meeting or through electronic means, where necessary, and there will be a vote on whether to approve or not approve the player's request. The application must be approved at each stage, in order to proceed to the next stage. If the application is not approved at any stage, then the application process ends at that stage and the decision is final. The LNS Technical Director will communicate the evaluation process to the player and parents. The LNS TD will provide the LNS Board with a written report and recommendation at the conclusion of the evaluation process. The player and parent(s) will be kept informed during the process. The player and parent(s) will be given the final decisions from the LNS Board, in writing, within 24 hours of the vote, through the LNS Executive Director.

APPENDIX A

The following are a guideline with respect to the sanctioning of events by LNS. Please note that these are only tools to help you in your decision making process.

Off Season Camps

Only if approved by LNS.

All aspects of the camp would have to be submitted to the LNS to ensure that all players and personnel are registered within the LNS and that all conditioning activities are stated on the request for insurance.

Dryland

- (a) As approved by the LNS—all activities would have to be submitted to the LNS to ensure that all players and personnel are registered within the LNS and that all conditioning activities are stated on the request for insurance.
- (b) All activities must be low risk in nature.
- (c) Leaders with knowledge in this area are recommended. Proper risk management must be incorporated into all dryland activities!

Fundraising Activities

- (a) Specific details of the event should be outlined on the request for insurance.
- (b) The team or association must solely organize the event.
- (c) Food being catered and/or prepared by a reputable caterer or restaurant is acceptable
- (d) Potluck formats will not be considered. The event itself will be covered but not the food service in this case

With Alcohol

- (a) Facility ownership must be responsible for the serving of alcohol.
- (b) Facility ownership must obtain all required permits to buy and sell alcohol.
- (c) Events being held on a continuous basis will not be considered.
- (d) Proper security measures should be taken.
- (e) Bartenders should have training such as “SMART SERVE”

- (f) Events involving minors will not be considered.
- (g) Facility ownership must be responsible for the serving of alcohol.
- (h) Facility ownership must obtain all required permits to buy and sell alcohol.
- (i) Events being held on a continuous basis will not be considered.
- (j) Proper security measures should be taken.
- (k) Bartenders should have training such as “SMART SERVE”
- (l) Events involving minors will not be considered.

Fundraising

- (a) Requests for insurance should include all activities related to selling of the tickets and supervision if applicable.
- (b) Activity must comply with municipal and provincial legislation.
- (c) We only insure our members as they sell the tickets, pool squares etc. We do not insure the lottery itself.
- (d) Prizing cannot involve alcohol unless funds are being raised for a senior team/league.