

# **LACROSSE NOVA SCOTIA POLICY DOCUMENT 2016**

## **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 non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

### **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 \$300 will require prior approval by the responsible board member and a member of the Finance Committee.
- (c) All expense items over \$1000 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 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 .40 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 \$50.00 per day, which will be reimbursed through the Executive Director.
- (b) Guidelines for partial days are breakfast \$12.50; lunch \$12.50; and dinner \$25.00
- (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 STAFF**

- (a) The VP Administration and Executive Director hires and supports LNS staff with the exception of the Executive Director and Technical Director positions who shall be hired by the Board of Directors.
- (b) The President and VP Administration are responsible for ongoing supervision of the Executive Director position who in turn is responsible for all other LNS Staff and their respective job descriptions.
- (c) The President and VP High Performance are responsible for ongoing supervision of the Technical Director position.
- (d) Job descriptions are found in Appendix A of the Human Resource Policy Manual.

### **5.2 EMPLOYMENT STANDARDS**

Lacrosse Nova Scotia adheres to the Nova Scotia Labor Standards Legislation.

## **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 HARASSMENT**

7.1 The 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. The 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, language or an offence for which a pardon has been granted.

7.2 Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the LNS that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

7.3 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful,



demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

7.4 The following types of harassment are intolerable, whether or not individuals complain:

- (a) **Sexual Harassment** - unwelcomed sexual behaviour such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.
- (b) **Racial Harassment** - racial slurs, jokes or name-calling based upon race, ancestry, place of origin, colour, ethnic origin, and creed (or religion), use of terminology, which reinforces stereotypes, derogatory nicknames.
- (c) **Abuse of Authority** - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

7.5 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.

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

7.6 The LNS believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.

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

## **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](http://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 1<sup>st</sup> 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](http://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 [http://novascotia.ca/coms/families/abuse/documents/CAR-4001\\_Request\\_for\\_Search\\_Form\\_A.pdf](http://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_Search_Form_A.pdf).
- (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 1<sup>st</sup> 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 the 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 publicly 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 DISCIPLINE POLICY**

### **10.1 INTRODUCTION**

Lacrosse Nova Scotia (LNS) is committed to providing not only a safe and fun filled playing environment but also a sport environment that promotes equal opportunity and prohibits discriminatory practices. To ensure this atmosphere of safety, respect, equity and fun, the LNS has created a Code of Conduct that sets out overall expectations for all participants, whatever their capacity, in our game.

### **10.2 CODE OF CONDUCT**

- (a) This code of conduct identifies the standard of behavior, which is expected of all individuals affiliated with the LNS and for the purpose of this code shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in the activities and events of the LNS.
- (b) LNS is committed to providing an environment in which all individuals are treated with respect. Members and participants of the LNS shall conduct themselves at all times in a manner consistent with the values of the LNS, which includes fairness, integrity and mutual respect.
- (c) During the course of all LNS activities and events, members shall avoid behavior, which brings the LNS or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- (d) LNS members and participants shall at all times adhere to the LNS's Memorandum of Association, By-Laws, Operating Policies, Operating Rules and Regulations that govern their events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the LNS.
- (e) Members and participants of LNS shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- (f) Members of the LNS shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse, will not be tolerated and will be dealt with under the Harassment Policy of the LNS.

### 10.3 GOVERNANCE OF DISCIPLINE

- (a) The discipline associated with game situations is for all intents and purposes administered by either the Appropriate Affiliated Body's Suspension Coordinator and/or Discipline
- (b) Committee or the Appropriate Tournament Host Committee, in accordance with their own documented rules, regulations and procedures. Therefore, please note that the General Policy and the Discipline Review Procedure that follow are only applicable for matters that fall under the jurisdiction of the LNS.

### 10.4 GENERAL POLICY

- (a) Members and Affiliated Bodies of the LNS are expected to fulfill their obligations as outlined in the Memorandum of Association, By-Laws, Operating Policies and Operating Rules and Regulations of the LNS.
- (b) All individuals affiliated with the LNS are expected to adhere to the Official Rules of Lacrosse and the By-Laws, Operating Policies, Operating Rules and Regulations and Code of Conduct of the LNS.
- (c) The LNS has jurisdiction over matters, at the provincial level, where Member obligations have been breached and/or when the Code of Conduct has been violated and/or when a Member escalates a discipline issue and/or when a Member does not yet have the appropriate discipline policies and procedures in place.
- (d) When a breach and/or a violation are judged to have occurred, the LNS may suspend or limit the Privileges of Membership and/or levy a fine.
- (e) The LNS encourages its Members to establish the appropriate policies and procedures for discipline matters within their jurisdiction.
- (f) Members of the LNS agree to honour and enforce disciplinary action taken by the LNS.
- (g) The LNS and its Members agree to honour and enforce disciplinary action taken by a Member.
- (h) The LNS endorses the principles of natural justice and due process, which allows any individual to be heard and to appeal (for details refer to the Appeal Policy) any action that affects their rights.

### 10.5 DISCIPLINE REVIEW PROCEDURES

- (a) Any report alleging the action(s) of an individual(s) constitutes a breach of Member obligations and/or violation of the By-Laws, Operating Policies, Operating Rules and Regulations, and Code of Conduct of the LNS must be submitted in writing to the LNS Executive Director within 10 days of the event/occurrence.

- (b) Any formal notice (including the appropriate support documentation) from a Member or Affiliated Body that they are escalating a game related discipline issue or referring a discipline issue to the LNS for resolution must be submitted to the LNS Executive Director at the earliest possible date following the event/occurrence.
- (c) 3. On receipt of the written report or formal notice the LNS (ED) shall first, address any jurisdictional concerns that may apply and then, make determination of the merit of the complaint and whether any action is necessary.
- (d) 4. If no action is required the ED shall, as soon possible, notify the complainant or Member of his/her decision, in writing, stating his/her reasons for the conclusion reached.
- (e) 5. If action is required the ED shall, within 10 days of receiving the written report or formal notice, appoint a Facilitator (optional) and three persons to constitute the Discipline Committee, in accordance with the following:
  - (i) The Committee shall be comprised of members in good standing who shall have no significant relationship with the accused, shall have had no involvement with the event/occurrence in question, and shall be free from actual or perceived bias or conflict.
  - (ii) In appointing the Committee, consideration shall be given to the geographic location of the alleged offending party, complainant and committee members, in order to minimize the inconvenience and expense to all parties.
- (f) The Discipline Committee shall govern the Hearing by such procedures as it deems appropriate in the circumstances, provided that:
  - (i) The Hearing shall be held within 21 days of the Committee's appointment.
  - (ii) All know interested parties shall be given 10 days written notice of the day, time and place of the Hearing.
  - (iii) If the LNS ED did not appoint a facilitator, the committee members
  - (iv) shall select from among themselves a chairperson and a recording secretary.
  - (v) A quorum shall be all three of the committee members.
  - (vi) Decisions shall be by majority vote.
  - (vii) The Hearing shall be held in private.
  - (viii) Copies of any pertinent information that the Committee deemed necessary and demanded shall be provided to all parties at least 2 days in advance of the Hearing.

- (ix) A representative or adviser may accompany any or all of the interested parties. However, for any of the representatives or advisers to be legal counsel the LNS President must have granted his/her permission at least 7 days in advance of the hearing date.
- (x) The Committee may request that other individual(s) participate and give evidence at the Hearing.
- (xi) The Committee, if it is hearing an escalated game related situation, shall administer no fixed suspension(s), unless the official(s) and the alleged offending party or parties are present at the hearing. However, if after being duly notified the alleged offending party or parties chooses not to attend, the committee shall then rule on the suspension with only the official(s) present.
- (xii) The Committee may grant adjournment of a hearing on such terms as are reasonable.
- (g) Only in extenuating circumstances (such as to keep personal costs at the minimal level possible) the Discipline Committee may, with the prior approval of the LNS ED, conduct the Hearing by means of a conference call.
- (h) Within 3 days of concluding the Hearing, the Discipline Committee shall issue its written findings and its decision to all the known interested parties and the LNS Executive Committee. In turn the Executive Committee shall ensure that the appropriate disciplinary action and/or remedial measures are implemented.
- (i) If the circumstances of the Hearing are such that this policy will not allow a timely resolution, the LNS President may direct that these timelines be shortened. Should this be the case, all the interested parties and members of the Discipline Committee will make every reasonable effort to comply with the revised timelines.
- (j) If the circumstances of the Hearing are such that a resolution cannot be reached within the timelines of this policy, the LNS President may seek agreement from all known interested parties to extend the timelines.

## **POLICY 11 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 12 SOCIAL MEDIA**

12.1 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.

- 12.2 The LNS expects that all members are aware of and respect the *LNS Social Media Guidelines*.
- 12.3 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.
- 12.4 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.
- 12.5 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.
- 12.6 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.
- 12.7 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 <sup>[1]</sup><sub>SEP</sub>

**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)

## 12.8 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](mailto: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.

## 12.9 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.

## 12.10 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.

#### 12.11 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](http://www.lacrossens.ca) website and its services.**

## 12.12 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 13 CONCUSSION POLICY**

### **13.1 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>

### **13.2 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.

### 13.3 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
Headache			
Nausea/vomiting		Slowed reaction times	
Dizziness	Irritability	Difficulty concentrating	Drowsiness
Visual disturbances	Emotional lability	Difficulty remembering	Trouble falling asleep
Photophobia	Sadness	Confusion	Sleeping more than usual
Phonophobia	Anxiety	Feeling in a fog	Sleeping less than usual
Loss of consciousness	Inappropriate emotions	Feeling dazed	
Amnesia			
Loss of balance or poor coordination			
Decreased playing ability			

#### (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 14**  
**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 1<sup>st</sup> for the following playing season for provincial box and April 1<sup>st</sup> 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 1<sup>st</sup> for box applications and August 1<sup>st</sup> 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.