



# **SASKATCHEWAN LACROSSE ASSOCIATION**

**2019**

## **OPERATIONS MANUAL**

**2205 Victoria Avenue | Regina, SK S4P 0S4**

**Phone: 306.780.9216 | Fax: 306.525.4009**

**[www.sasklacrosse.net](http://www.sasklacrosse.net) | Email: [info@sasklacrosse.net](mailto:info@sasklacrosse.net)**

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## VISION STATEMENT

Lacrosse for Life – has the goal to expose, grow and develop our membership in Canada’s National Sport. To promote a lifelong relationship with the sport of Lacrosse at all levels, from recreational to elite level programming.

## MISSION STATEMENT

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The SLA’s purpose is to promote, develop, and administer the sport of lacrosse in Saskatchewan, while providing opportunities for lifelong participation and the pursuit of excellence.

## VALUES

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The SLA follows and instills the same values as the Canadian Lacrosse Association which is to keep **HEART** into the game of Lacrosse by providing:

- **Health** – the SLA utilizes the Long Term Athlete Development model instilled by Canada Sport to provide developmentally-appropriate opportunities to experience fitness, fun and friendship in the fastest game on two feet
- **Excellence** – the SLA always works to achieve high standards in all aspect of our sport: playing, coaching, officiating, volunteering, managing, and leading.
- **Accountability** – the SLA will operate with integrity and transparency, accepting responsibility for outcomes and results.
- **Respect** – the SLA will work together to unite communities by embracing inclusion, accessibility and diversity.
- **Teamwork** – the SLA will work together with all Member Associations to build a climate of collaboration and trust

## INTRODUCTION

### MAIN DOCUMENTS

In general, the affairs of the Saskatchewan Lacrosse Association (SLA) are governed by three main documents: the Constitution, the Bylaws, and the Policy and Procedure Manual. **Each year new Bylaws or Policies may be introduced or changes may be made to previous ones. Any new Policies or Bylaws or changes to old ones will be in BOLD in this manual.**

These documents inter relate in the following ways:

1. **The Constitution:** The Constitution is the document which outlines the general goals and objectives of the Saskatchewan Lacrosse Association and its purpose and reason for being.

All decisions of the Association should be made with the stated goals and objectives of the Association in mind.

2. **The Bylaws:** The Bylaws of the SLA are the operating rules regarding the programs of the SLA. As a member, each person has a right to express his/her concerns and the democratic process of the Association is also outlined in the Bylaws. These rules outline the specific requirements an individual or team must fulfil before they are considered in good standing with the SLA. Once in good standing, a member may then participate in SLA programs.

Many rules regarding SLA programs are also contained within the Bylaws. The Association's members continually change, so do the Bylaws and, as such, they may be amended at each meeting of the Executive.

3. **The Policy Handbook:** The Policy Manual is designed to provide the Executive and Committee members with a simple and concise explanation of the policies that govern the Saskatchewan Lacrosse Association. The objective of the Policy Manual is to promote better communication within the Association through a clear definition of all policies relating to its functions. Another objective is to ensure fair and consistent decision-making. This document is the basis from which the SLA Executive makes their decisions regarding the enforcement of the Bylaws and constitutional clauses and the day-to-day decisions necessary to operate the Association.

The Board of Directors are responsible for the future of the Association. It is their mandate to ensure that the goals and objectives of the Association are achieved. It is through policy that their instructions are handed down to the Executive, staff and committees of the Association.

Executive members and staff are responsible to ensure that policy decisions are documented and presented to the membership at the next general meeting.

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<b>CONSTITUTION</b>
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**ARTICLE 1**

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The organization shall be known as Saskatchewan Lacrosse Association which shall herein be referred to as the Association.

**ARTICLE 2**

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The registered office of the Saskatchewan Lacrosse Association is to be situated in the City of Regina in the Province of Saskatchewan.

**ARTICLE 3**

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The Association will operate under the jurisdiction of the Canadian Lacrosse Association Constitution, Bylaws and Rules where applicable.

**ARTICLE 4**

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The objectives of this Association shall be:

- a. The sport's governing body for the sport of lacrosse that provides administrative and coordinative support to individual lacrosse associations. The Association shall act as the legislative body for the sport of lacrosse in Saskatchewan.
- b. The Association shall be the agency which is appropriately represented on and in communication with affiliated groups including the Canadian Lacrosse Association (CLA).
- c. Through its liaison with affiliated groups, the Association shall strive to develop the sport of lacrosse in both competitive and recreation area with a goal of providing participants, coaches, officials, and Executive members with the opportunity for skill development, sportsmanship, competition, and personal development.

**ARTICLE 5 – WINDING UP**

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Subject to the Non-Profit Corporations Act, in the event of the dissolution of the Association, its property and assets shall, after payment of liabilities, be donated to one or more recognized charitable organizations in Saskatchewan as may be decided by the Association in a general meeting.

<b>BYLAWS</b>
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**MEMBERSHIP**

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1. An individual may become a member of the Association upon application for membership through individual lacrosse Club/Associations/Schools or as an individual member at a prescribed membership fee as set at the Annual General Meeting.
2. Any individual who is serving on the Executive of a Club/Association shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
3. Any individual who is serving on a committee of the Saskatchewan Lacrosse Association or on the Board of the Saskatchewan Lacrosse Association shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
4. Member Definitions are as follows:
  - a. Club/Association - A Club/Association is an organization established for the purpose of playing one or more discipline(s) of the game of lacrosse within a defined geographical area. Typically, a Club/Association consists of a number of teams.
  - b. League - A League is a group of three or more teams playing scheduled games that result in a champion being declared at the end of the season. All leagues must operate under the authority of a Club/Association or of two or more Clubs/Associations.
  - c. Team - A Team is a group of players that are playing for a Club/Association. An individual may be registered in more than one sector and in more than one age division per sector. However, an individual may only be registered with one team in a sector age division with the exception of club elite or representative teams.
5. An Inter-Crosse school program may register with the Saskatchewan Lacrosse Association at the prescribed membership fee. The school will become a full and active member of the Association.
6. The individual participants will not receive full membership privileges.
7. Members may withdraw from membership by providing written notice to the Provincial Office.
8. On receipt of said notice by the Provincial Office, the applicant shall cease to become a member.
9. Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the Association, and further, that no refund of fees shall be issued.

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**NEW CLUB/ASSOCIATION**

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10. If a Member Club/Association representing a particular sector (i.e. Box) has formed in a geographical area, i.e. rural town or city, that Member Club/Association retains the exclusive sector rights in that geographical area.
11. If anyone wishes to establish a new Club/Association representing the SAME SECTOR (i.e. Box) in the same geographic area with an existing Association for the same sector (i.e. Box), the new Club/Association must receive permission in writing or via email from the existing Club/Association. Furthermore, a copy of this correspondence must be in the SLA office prior to the new Club/Association's membership being accepted.
12. If anyone wishes to establish a NEW SECTOR CLUB/ASSOCIATION in a geographic area that already has a Saskatchewan Lacrosse Association Member Club/Association, the new Club/Association must notify the existing Club/Association in writing or via email of its intent. A copy of this correspondence must be in the SLA office prior to the new sector Club/Association's membership being accepted.

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**ANNUAL GENERAL MEETING**

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13. The Annual General Meeting is to be composed of the following delegates:
  - a. Association: Every Club/Association/League in good standing shall have one (1) vote for registering.
  - b. Board of Directors: Each SLA Board Member shall have one (1) vote.
14. **The Annual General Meeting of the Saskatchewan Lacrosse Association will be held within four months after the Fiscal Year End.**
15. That the Saskatchewan Lacrosse Association Annual General Meeting be rotated throughout the province to Club/Associations willing to co-host this event. The location of the following year's Annual General Meeting shall be determined at the current Annual General Meeting.
16. Each delegate present at the Annual General Meeting in conformity with Bylaw 13.a and shall have the right to (One)1 vote.
17. Each Club or Association shall appoint one delegate, who shall cast the votes for that Club or Association.
18. Voting shall proceed by a show of hands, unless three (3) delegates request a ballot prior to the calling of the vote by the Chairperson.
19. In the event the vote results in a tie, the Chairperson shall cast the deciding vote.



20. Except for "special resolutions," an affirmative vote will be indicated by a simple majority of delegates present.
21. Any proposed Constitution, Policy or Bylaw changes or amendments that have been forwarded to the Saskatchewan Lacrosse Association office, in accordance with 2.05.2, will require a simple majority to pass at the Annual General meeting.
22. Any Constitution, Policy, or Bylaw changes or amendments that are brought to the Annual General Meeting floor not in accordance with Bylaw 30 will require a two-thirds (2/3) majority to come to the floor in order to voted upon.
23. If there are any Policy changes that involve a sector, changes may be voted upon and approved in the specific sector's operating policy.
24. If changes are made to a sector's operating policy, the following rules must be followed:
  - a. Any policy that is changed must not contradict the Canadian Lacrosse Association and Saskatchewan Lacrosse Association's Bylaws and Policies.
  - b. Does not involve Saskatchewan Lacrosse Association monetary issues.
25. Membership fees shall be the exclusive domain of the General Meetings of the Association.
26. Any point not covered by the present Bylaws or the Policy Handbook shall remain the exclusive responsibility of the Executive.
27. These Bylaws may be amended at any General Meeting of the Association.

## **QUORUM**

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28. At the Annual General Meeting, quorum is constituted by the delegates present.

## **COMMUNICATION**

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29. The Saskatchewan Lacrosse Association must, within the 60 days prior to the Annual General Meeting, notify all members of the date, location, and schedule of the Annual General Meeting. There will also be a reminder of the deadline for submitting any changes to the Constitution, Bylaws, or Policy Manual.

30. Any changes to the Constitution, Bylaws, or Policy Manual must be in the office of the Saskatchewan Lacrosse Association at least 30 days prior to the Annual General Meeting.
31. The Saskatchewan Lacrosse Association is responsible for communicating to all Clubs/Associations any changes to the Constitution, Bylaws, or Policy Manual at least 15 days prior to the Annual General Meeting, so that each Club/Association may review them.

#### **CHAIRMEN**

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32. The President of the Association shall chair the Annual General Meeting but may relinquish this duty to any member of the Executive.

#### **ELECTION OF BOARD OF DIRECTORS**

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33. At the Annual General Meeting, delegates will elect, by ballot, the following officers:
  - a. President (Will be the Saskatchewan Director of the Canadian Lacrosse Association)
  - b. Vice President of Finance
  - c. Vice President Operations (Chairperson of the Operations Committee)
  - d. Vice President Marketing
  - e. Vice President Planning/Development (Chairperson of the Planning/Development Committee)
  - f. Vice President Indigenous Development
34. The following Chairpersons, at the Annual General Meeting sector meetings, shall be elected by delegates of the Member Associations, clubs, leagues, and teams participating in their respective sector:
  - a. Chairperson Men's Field Lacrosse
  - b. Chairperson Women's Lacrosse
  - c. Chairperson Box Lacrosse
  - d. Chairperson Inter-Crosse
  - e. Chairperson Coaching
  - f. Referee in Chief
35. If no delegates are present at the specific sector meetings, then the chairperson can be elected at the General Meeting.
36. No person may be elected to the Board if they are not in attendance at the Annual General Meeting unless correspondence is presented on behalf of the individual.

37. The Director's term of office shall be:

- a. President – elected or appointed for two years from the date of the meeting at which they are elected or appointed, or until their successors are elected or appointed. – *two years beginning on the even numbered years.*
- b. Vice Presidents - elected or appointed for two years from the date of the meeting at which they are elected or appointed, or until their successors are elected or appointed.
- c. *VP of Marketing, V.P. of Finance, and VP of Operations - two years beginning on the odd numbered years.*
- d. *VP Planning/Development, and VP Indigenous Development - two years beginning on the even numbered years.*

38. The office of Director shall be automatically vacated:

- a. If a Director shall resign his/her office by delivering a written resignation to the Head Office of the Saskatchewan Lacrosse Association;
- b. If a Director is found by a court to be of unsound mind;
- c. If a Director becomes physically unable to fulfil his/her duties;
- d. If a Director becomes bankrupt or suspends payment or compounds with his/her creditors;
- e. If at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
- f. on death;

39. Provided that if any vacancy shall occur for any reason in this paragraph contained, the SLA Executive by majority vote, may by appointment, fill the vacancy with a member of the Association for the duration of his/her term.

40. Should a vacancy occur in any office for reasons other than those stated in this Bylaw, the SLA Executive may appoint a person to fill such a vacancy on an interim basis.

41. The Directors shall serve as such without remuneration, and no Director shall directly or indirectly receive any profit from his/her position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred by him/her in the performance of his/her duties.

42. A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which his/her retirement is accepted and his/her successor is elected.

#### **SPECIAL GENERAL MEETING**

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43. On request of the President of the Association, or

44. On simple majority request of the Executive, or on special request of at least (10) members of Associations
45. A Special General Meeting shall be held at a place, time and date set by the President.
46. The President will have two (2) working days, after receiving a request for a Special General Meeting, to set a date for the meeting, which shall be within 45 days of receiving that request.
47. A Special General Meeting shall be called in writing, as per section 2.09, and the notice of convocation shall include the subject for the meeting's attention.
48. Delegates at a Special General Meeting are those as defined in section 2.01.
49. Quorum and voting at a Special General Meeting shall be as defined by sections 2.01, 2.03, and 2.04.

#### **PROCEDURE**

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50. Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Roberts Rules of Order.

#### **EXECUTIVE DUTIES AND POWERS**

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51. The affairs of the Association shall be governed by the Executive, which shall consist of the Officers of the Association. The Officers of the Association consist of the President, V.P. of Finance, Vice President Operations, Vice President Marketing, Vice President Planning/Development, and Vice President Indigenous Development.
52. Ex Officio Member - The Past President of the Association shall be an Ex Officio Member of the Board and shall not have the right to a vote.
53. To formulate, prescribe, change and correct the Policy Handbook of the Association on condition that it be in accordance with the objectives of the Association and, in general, to make decisions on all business submitted to the Executive.
54. To organize, program and regulate all the activities of the Association.
55. To sanction activities within the Association's jurisdiction and to resolve any dilemma held in appeal.
56. To nominate permanent committees, special committees and to hire individuals to take charge of special or specific business.

57. To budget revenues and to authorize expenditures.
58. To supervise and co-ordinate the work of the committees of the Association. If necessary, the Executive may exercise authority over the committees.
59. To hire, discharge and discipline employees of the Association in accordance with conditions of employment established by the Executive.
60. Make necessary adjustments to the programs of the Association for its effective operation.
61. Sanction competitions, clinics and other activities under the jurisdiction of the Association so long as the events are within the policies as set out by the Policy Handbook.

#### **BOARD OF DIRECTORS**

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62. The Saskatchewan Lacrosse Association Board of Directors shall consist of the officers as noted in Bylaw 33 and the Men's Field Chair, Women's Chair, Box Chair, InterCrosse Chair, Referee in Chief, and Coaching Chair.

#### **ELECTION OF EXECUTIVE AND BOARD OF DIRECTORS**

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63. The officers of the Association shall be elected as outlined in Bylaw 33

#### **EXECUTIVE/BOARD MEETINGS**

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64. A quorum for meetings of the Executive shall be four (4) voting members.
65. The Executive shall meet as often as it deems necessary.
66. In the event that Executive member misses two meetings within one (1) calendar year, at the discretion of the Executive, the Executive Member may be removed from office and an interim Executive member may be appointed to that position.
67. At the discretion of the Executive, if an Executive member or the Executive Director is late for an Executive meeting, \$1.00 for every minute late shall be deducted from their expenses for the meeting. These expenses include:
  - a. Meals
  - b. Accommodations
  - c. Vehicle Mileage

d. Miscellaneous Expenses

68. At meetings of the Board of Directors, all Board Members (Executive and Chairpersons) shall have 1 (one) vote except the President and Past President. The President shall cast a vote only in the event of a tie.
69. For special circumstances, the Executive may vote on an issue by mail, fax or email. Quorum must be reached as per Bylaw 64, which states that four (4) voting members shall constitute a quorum. Members not available to attend a meeting may vote in advance by mail, fax or email; therefore, this individual shall be included as a member of the quorum.
70. The President shall chair all meetings of the Executive. In the event the President is not present, the chair shall be rotated to other members of the Executive.
71. In the event the President is unable to complete his/her term, the Executive shall meet and appoint an interim President until the next Annual General Meeting. The Chairperson for this meeting will be the V.P. of Finance.

## EXECUTIVE JOB DESCRIPTIONS

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72. President

- a. Attend all Executive, Board, and special meetings of the Saskatchewan Lacrosse Association.
- b. Attend and represent the Saskatchewan Lacrosse Association (SLA) at all Canadian Lacrosse Association (CLA) meetings.
- c. Attend all Financial Committee meetings.
- d. Ensure that all operations of Lacrosse are operating smoothly.
- e. Maintain regular communication with the SLA office and the Executive Director.
- f. Sign cheques when required.
- g. Directing
  - i. The President shall be the employer of the Executive Director. He/She shall provide direction to the Executive Director on behalf of the Board and the members of the Saskatchewan Lacrosse Association.
  - ii. He/She shall oversee all operations of the organization and provide direction to other Board members.
  - iii. The President shall Chair all Executive Meetings and all Saskatchewan Lacrosse Association General Meetings.
- h. Monitoring
  - i. The President shall be the employer of the Executive Director. He/She shall monitor the performance of the Executive Director on behalf of the members of

the Saskatchewan Lacrosse Association. This shall include at least one yearly evaluation and goal-setting session.

- ii. He/She shall oversee all operations of the Saskatchewan Lacrosse Association and assist the Executive Director in ensuring all Board members are performing their duties.
- iii. The President shall coordinate with the Executive Director all correspondence to the membership of the Saskatchewan Lacrosse Association.

#### 73. Vice President of Operations (VP of Operations)

- a. Attend all Executive meetings.
- b. Chair all Operation meetings
- c. Attend all Planning and Development meetings
- d. Shall work with all sectors to ensure that each sector is operating effectively.
- e. Require each sector submit their respective budget.
- f. Maintain regular communication with the SLA office and Executive Director.
- g. Planning
  - i. The VP Operations should act as the liaison for the Saskatchewan Lacrosse Association with each sector Chairperson.
  - ii. He/She will ensure each sector will submit a budget plan prior to the specified deadline.
  - iii. The VP Operations will ensure the Sectors' budget-planning meetings are open to all interested parties for the corresponding sector and properly communicated in advance of the meeting.
  - iv. The VP Operations should work in co-operation with the Executive Director to educate the Sectors' on their funding guidelines and priority areas.
- h. Monitoring
  - i. The VP Operations shall take a lead role in monitoring the Sectors' activities.
  - ii. He/She shall be in communication with each Sector Chairperson on a regular basis to ensure their plans are followed through, and to keep the respective Sector informed of their expenditures and revenues for the fiscal year.

#### 74. Vice President of Finance (VP of Finance)

- a. Attend all Executive meetings.
- b. Attend all Financial Committee meetings.
- c. Work with the Executive Director to ensure all budgeted expenses and revenue have been processed.
- d. Deliver the Financial Report at the Annual General Meeting(s).
- e. Assist with the development of financial policies, as required, to assist the Association with fiscal responsibility.

- f. Assist Executive Director in developing and maintaining proper financial reports for Sector Chairpersons.

75. Vice President of Marketing (VP of Marketing)

- a. Attend all Executive meetings
- b. Attend all Planning and Development meetings.
- c. Work with the Executive Director to promote the game of Lacrosse.
- d. Work with the Executive Director to discover new methods of fundraising and develop corporate sponsorships.
- e. Planning
  - i. Communicate with Sector Chairs, Associations, and Leagues to understand their promotional requirements and desires. As well, gather marketing ideas from these organizations and report to Executive.
  - ii. Assist Executive Director understand the needs and wants of the Saskatchewan Lacrosse Association's membership as it relates to the marketing and promotion of Lacrosse.
  - iii. Assist Executive Director in examining fundraising opportunities, in order to increase the Saskatchewan Lacrosse Association's self help revenue, thereby, increasing the amount of funding available for programs and services.

76. Vice President Development/Planning (VP President Development/Planning)

- a. Attend all Executive Meetings
- b. Chair all Planning & Development meetings.
- c. Find ways to work with all Member Associations, clubs, & leagues and motivate them to plan and develop for the future.
- d. Planning
  - i. Assist Member Associations, clubs and leagues in their long term planning. Communicate to members the importance of both short term and long term goals. Communicate to the Executive Director the development of any attainable goals for registered players, coaches, or officials.
  - ii. Facilitate Saskatchewan Lacrosse Association overall organizational planning meetings. The development of a long-term plan through member meetings shall be the responsibility of the V.P. Planning/Development in coordination with the Executive Director.
  - iii. The VP Planning/Development shall monitor an organization's success in achieving their membership goals, and provide assistance in coordination with the Executive Director in helping them achieve their goals.



77. Vice President of Indigenous Development (VP Indigenous of Development)

- a. Attend the Executive, Board, Operations, Planning & Development, and the Annual General Meetings.
- b. Provide input into the development of lacrosse within the Indigenous community.
- c. Coordinate the development of lacrosse into the North American Indigenous Games and the Saskatchewan First Nations Summer Games.
- d. Communicate with the Indigenous community throughout Saskatchewan.
- e. Provide support to member clubs/associations.
- f. Facilitate the development of cultural sensitivity and awareness at all levels within the lacrosse community.
- g. Planning
  - i. The Vice President of Indigenous Development shall take a proactive role in increasing the number of Indigenous people involved in the sport of lacrosse at the grassroots level and developing high performance athletes/coaches/officials of Indigenous ancestry in Saskatchewan.
  - ii. The Vice President of Indigenous Development shall assist in the development of the budget and grant applications for the Indigenous development area.
  - iii. The Vice President of Indigenous Development in coordination with the Sectors shall take a lead role in determining some long terms goals and projections for Indigenous involvement in each sector.
- h. Monitoring
  - i. The Vice President of Indigenous Development shall monitor the activities of the Saskatchewan Lacrosse Association's progress in meeting plans and goals that were set out in the strategic plan.

78. Past President

- a. Attend all Executive Meeting when necessary.
- b. Give support to the President elected on issues that they have had experience in, and have dealt with in the past.
- c. Give support to the office and other executive members that may need it.

**COMMITTEES**

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79. Formation - For definite purposes, the Board may create committees and establish rules relative to their functioning.
80. Jurisdiction - All committees shall deal strictly with the objectives for which they were formed and will report to the Board.
81. The Association shall have 5 (five) permanent committees

- a. Financial Committee
- b. Operations Committee
- c. Planning/Development Committee
- d. Discipline Committee
- e. The Constitution, Policy and Bylaws Committee

82. Quorum - The quorum of all committees shall be a simple majority of its members.

83. The Financial Committee shall be composed of the following:

- a. President
- b. V.P. of Finance
- c. Executive Director

84. Meetings - The Financial Committee shall meet when necessary.

85. Voting - All members of the Financial Committee shall have one vote.

86. Powers of the Financial Committees shall be as follows:

- a. Control all expenses made in the name of the Association in accordance with budgets as approved by the Board.
- b. Make representation to the media on behalf of the Association or delegate this responsibility to others.
- c. Purchase and dispose of articles in accordance with the approved budget.
- d. Establish financial norms and standards for the Association.

87. The Operations Committee shall be composed of:

- a. Chairperson (Vice President Operations)
- b. Chairperson Men's Field Lacrosse
- c. Chairperson Women's Lacrosse
- d. Chairperson Box Lacrosse
- e. Chairperson Inter-Crosse
- f. Chairperson Coaching
- g. Referee in Chief
- h. Executive Director
- i. Vice President Indigenous Development

88. Meetings - The Operations Committee shall meet as often as necessary.

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89. Voting - All members of the Operation Committee shall have one vote, with the exception of the Vice President Operations, who will vote only in the case of a tie.
90. Reporting - The Operations Committee will report to the Board on a regular basis.
91. The Planning/Development Committee will consist of the following:
- a. Chairperson (Vice President Planning/Development)
  - b. All Member Association/Club Presidents
  - c. All seven sector Chairpersons
  - d. Vice President Indigenous Development
92. Meetings - The Planning/Development Committee shall meet as often as necessary
93. Voting - All members present at the meeting will have one vote.
94. Reporting - The Planning/Development Committee will report to the board.
95. The Disciplinary Committee shall consist of the following:
- a. Vice President of Operations or a designate as appointed by the Vice President of Operations.
  - b. The Vice President of Operations or appointed designate shall appoint two committee members who will be selected from the SLA (preferably board members) and/or an impartial third-party organization.
96. Meeting - The Disciplinary Committee shall meet as often as necessary.
97. Voting - All Members of the Disciplinary Committee shall have one vote.
98. Reporting - The Disciplinary Committee will report to the Board on an as-needed basis.
99. Responsibilities
- a. To review infractions of Saskatchewan Lacrosse Policies and code of conducts and determine appropriate penalties.
100. The Appeals Committee shall consist of the President, or his/her designate who shall act as chairperson and shall appoint two committee members who will be selected from the SLA (preferably board members) and/or an impartial third party organization.

101. It shall be the duty of the Appeals Committee to render decisions to all appeals brought to the attention of the Committee under Code of Conduct policies 2.01 Appeals Procedure, and more particularly with 2.01.1, 2.01.2, and 2.01.3.
102. The Constitution, Policy, & Bylaws Committee shall consist of the following:
- a. Executive Director
  - b. A minimum of two board members
103. Meetings - The Constitution, Policy, & Bylaws Committee shall meet as necessary.

### LIFETIME MEMBERSHIP AWARDS

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104. A Life Membership is the highest honor that can be bestowed by the Saskatchewan Lacrosse Association and is awarded only for distinguished service to the Saskatchewan Lacrosse Association. ***Nominees must have served the Saskatchewan Lacrosse Association at the provincial level in addition to contributions to their local clubs.*** Nominations must be received in writing by the Executive Director by August 15<sup>th</sup>. Nominations must receive the approval of the Board prior to being circulated to the membership. Notice of nominations must be given to all members of the Saskatchewan Lacrosse Association. Elections to Life Membership requires 75% of the vote of delegates at the Annual General Meeting.
105. Nominees for a Lifetime Membership Award must have the following Criteria:
- a. A minimum of 15 years of service to the game of lacrosse.
  - b. Years of service must include participation in a board position.
  - c. Board positions must include:
  - d. Service in 2 out of 3 organization levels - local, provincial or national.
  - e. Service at the local level includes positions held as defined by established SLA governance policies. For example: Association President.
  - f. Service at the provincial level includes positions held as defined by established SLA governance policies. For example: Provincial Team Coordinator.
  - g. Service at the national level must go beyond the assigned duties required by a SLA board position – For example: Member of CLA Discipline Committee.
  - h. Years of service should be at the highest level of dedication, integrity and distinction.
  - i. SLA Board of Directors may become eligible after:
    - (i) They have served at a minimum of three full terms at a board position(s) (minimum of six years).
    - (ii) A minimum period of ten years at an Executive Board position or combined service at the provincial level in some other capacity. For example: Provincial Team Coordinator or Coaching Sector Chairperson.

106. Lifetime Membership Award Nomination and Confirmation Process will be as follows:

- a. Nominations must be in writing and received by the Executive Director no later than August 1, of the current AGM year.
- b. Nominations must receive the approval of the Awards Committee.
- c. The Chairperson of the Awards Committee will then:
  - i. Submit the eligible candidate(s) to the SLA Board of Directors.
  - ii. Summarize and review the achievement of the candidate(s).
  - i. Motion for candidate(s) to stand for the Lifetime Member Award.
- d. The Motion will then be voted on by the Board of Directors.
- e. Should a candidate be currently serving on the Board of Directors, they must excuse themselves from the voting process.
- f. Voting will be conducted by secret ballot.
- g. The Candidate(s) must receive 75% of a vote, by eligible members of the SLA Board of Directors, to be confirmed for the Lifetime Member Award.
- h. All ballots will be destroyed at the conclusion of the vote.
- i. The name(s) of the successful Lifetime Member Award winners will be added to the current year AGM agenda.
- j. The current serving President will present the Lifetime Members Award on behalf of the SLA at the AGM.

107. Saskatchewan Lacrosse Association will withhold the main plaque and will give a "keeper" plaque to the Lifetime member. They will receive the Association's Newsletter for life and shall have their name listed as a Life Member in any official directory published by the Saskatchewan Lacrosse Association.

108. A per diem allowance shall be paid to all Life Members while attending Annual Meetings in accordance with the fees set out for members of the Board attending. Accommodation and mileage (If residence in Saskatchewan) will be provided.

#### Lifetime Members

- William K. Johnson – inducted 1993
- Jack Phillips – inducted 1993
- Ken Newton – inducted 1994
- Ed Bears – inducted 1994
- Al Luciuk – inducted 2000
- Kevin Hall – inducted 2000
- Bob Ryan – inducted 2007
- Gerry Trobak – inducted 2012
- **Kim Maher – inducted 2013**

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**FINANCIAL**

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**Preamble**

109. All matters pertaining to the finances of Saskatchewan Lacrosse come under the direct responsibility of the Financial Committee as described in Bylaws 83 – 86.

110. The Financial Committee consists of the following:

- a. President
- b. V.P. of Finance
- c. Executive Director

111. The day to day operation of the Association and all financial records for the Association will be the responsibility of the Executive Director.

112. The Financial Committee is responsible for coordinating the process of budgeting each year including setting the budget submission deadline.

**113. Financial statements and an annual audit will be produced at the Annual General Meeting each year upon approval of the Financial Committee. The Saskatchewan Lacrosse fiscal year is November 1 to October 31.**

**Audited Financial Statement**

114. The recommended budget format for presentation at each Annual General Meeting by the V.P. of Finance will be:

- a. The audited financial statements.
- b. A schedule of revenues and expenses.
- c. Expense categories are suggested as follows:
  - i. Administration
    - Salaries
    - Office Operations
    - Insurance
    - Legal
    - Audit
    - Board Meetings
    - SLA General Meetings
    - National Meetings
    - Staff Travel

ii. Organizational Development

- Newsletters
- Planning/Policies
- Conferences/Symposiums
- Volunteer/Staff Recognition
- Volunteer/Staff Development

iii. Sport for All

- Coaching Development
- Officials Development
- Intro/Participation Programs
- Target Group Programs
- Competition
- Promotion
- Technical Material

iv. Sask. First

- Coaching Development
- Official Development
- Talent Identification
- Training
- Competition
- Hosting
- Athlete Assistance
- Sport Science

v. Categorical Grant

- M.A.P
- Sport History
- Sport Research
- Special Projects
- Hosting

vi. Other

- National Dues/Affiliation

- d. Self-generated revenue should be clearly separated from grant revenue.
- e. A copy of the audited financial statements shall be forwarded to the Non-Profits Corporations Branch.

**Signing Authority**

115. The President, V.P. of Finance and the Executive Director, unless otherwise designated, will be the signing officers of the association. The V.P. of Finance must sign all cheques or be notified about a payment.

**Purchasing**

116. All purchases must be authorized by a purchase order from the Saskatchewan Lacrosse office and through the Executive Director. Any purchase must be budgeted for and approved prior to the purchase being made.

**Non-Budgeted Expenditures**

117. Should an expenditure be required that has not been previously approved in the budget, the Board must approve the expenditure prior to it being made. In extraordinary cases, the President and V.P. of Finance together may authorize expenditures not exceeding \$500.00. Such expenditures must be referred to the next Board Meeting for approval.

**Credit Card(s)**

118. The Executive Director, V.P. of Finance and President must review any SLA credit card statements on a monthly basis. If one of the three individuals has a concern with an expenditure then it must be presented to the Executive for discussion. Each individual will be required to sign or initial the copy of the visa statement with the understanding they approve all expenditures.

119. Any reward points (Air Miles, RBC Rewards, etc.) accumulated through SLA credit cards will remain property of the Saskatchewan Lacrosse Association. These points may only be redeemed for the benefit of the Saskatchewan Lacrosse Association unless otherwise authorized by the SLA Executive.

**Online Banking Access**

120. The Executive Director, President and V.P. of Finance will have access to the online banking account information.

121. Each individual is required to review the online banking at least once per month

122. Any concerns must be brought forth to the Executive for review.

123. Online bill payments must be signed by the V.P. of Finance prior to being processed.



# **SECTION 1**

# **OPERATING POLICIES**

## 1.0 Membership Registration

	Annual Membership	Per Team	Per Player	Per Coach	Per Official
<b>Club/Association/League Membership</b> <i>** Late Membership Fee **</i>	\$50.00 \$150.00				
<b>Team Fees</b> <i>** Late Team Fees **</i>		\$50.00 \$75.00			
<b>Box Sector Fees</b>					
Minor			\$40.00	\$25.00	\$25.00
Major			\$40.00	\$25.00	\$25.00
Masters			\$40.00	\$25.00	\$25.00
<b>Men's Field Fees</b>			\$40.00	\$25.00	\$25.00
<b>Women's Field Fees</b>			\$40.00	\$30.00	\$30.00
<b>Inter-Crosse/School Program Fees</b>	\$50.00				
<b>Contingency Fund Fees</b>					
Box Sector			\$1.00		
Field Sector			\$2.00		

*\*\* Please note*

- 1) *First and Second year Associations are exempt from late fees.*
- 2) *An individual is required to pay the membership fee for each specific area of involvement in each fiscal year (September 1 – August 31)*
- 3) *A player is considered a part of that specific sector/sub-sector if two or more games are played in the regular season.*

### 1.1.0 Registration Deadline and Late Fees

- 1.1.1 Associations and Teams must submit their member/team registration no later than three weeks after the commencement of league/tournament play.
- 1.1.2 All players that are playing at the time of registration must be placed on team registration forms. Late registrations may be added to the roster at any time throughout the year. However, the players must be on the roster prior to the provincial championship deadlines to be eligible for this competition.
- 1.1.3 If a MA misses a due date the following actions will be taken:
  - 1.1.3.1 Within 48 hours the SLA Provincial Office is to communicate to the MA/Club via email that they have missed a due date.
  - 1.1.3.2 If no response from the MA/Club within 24 hours of email being sent out the SLA Provincial Office is to speak with MA/Club representative over the phone to inform them of the missed due date.

- 1.1.3.3 If still no response from MA/Club within 48 hours of phone call the MA/Club will be fined according the specific late fee.
- 1.1.3.4 All steps should be completed within five business days.
- 1.1.4 Late Fees will be as follows:
  - 1.1.4.1 Registration Late Fee
    - a. Membership Fee will increase from \$50.00 to \$150.00.
    - b. Team Fees will increase from \$50.00/team to \$75.00/team.
  - 1.1.4.2 MAP Late Fee
    - a. Application: MA's will lose \$50.00 from their initial 50% MAP funding Payment for each business day the MA is late submitting their MAP Application unless arrangements are made and documented with the SLA Provincial Office prior to due date.
    - b. Follow Up – MA's will lose \$50.00 from their remainder 50% MAP Funding Payment for each business day the MA is late submitting their Follow Up unless arrangements are made and documented with the SLA Provincial Office prior to due date.
    - c. Any late fees collected will be totaled up and equally distributed amongst the other MA's.
  - 1.1.4.3 Provincial Bond and Intent to Compete Late Fee
    - a. MA's will lose \$50.00 from their Performance Bond return for each business day the MA is late submitting their Performance Bond unless arrangements are made and documented with the SLA Provincial Office prior to due date.
  - 1.1.4.4 Provincial Entry and Registration Late Fee
    - a. MA's will have to pay an extra \$100.00 per tem that is late submitting their Provincial Entry Fee and Registration unless arrangements are made and documented with the SLA Provincial Office prior to due date.

## **1.2.0 Playing Age Divisions**

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

#### 1.2.1.1 Box Lacrosse

- |    |              |            |
|----|--------------|------------|
| a. | Mini-Tyke    | 6 & under  |
| b. | Tyke         | 8 & under  |
| c. | Novice       | 10 & under |
| d. | Peewee       | 12 & under |
| e. | Bantam       | 14 & under |
| f. | Midget       | 16 & under |
| g. | Intermediate | 18 & under |
| h. | Junior       | 21 & under |
| i. | Senior       | 22 & under |

#### 1.2.1.2 Men's Field Lacrosse

- |    |              |            |
|----|--------------|------------|
| a. | Mini-Tyke    | 6 & under  |
| b. | Tyke         | 8 & under  |
| c. | Novice       | 10 & under |
| d. | Peewee       | 12 & under |
| e. | Bantam       | 14 & under |
| f. | Midget       | 16 & under |
| g. | Intermediate | 18 & under |
| h. | Junior       | 21 & under |
| i. | Senior       | 22 & under |

#### 1.2.1.3 Women's Field Lacrosse

- |    |              |            |
|----|--------------|------------|
| a. | Mini-Tyke    | 6 & under  |
| b. | Tyke         | 8 & under  |
| c. | Novice       | 10 & under |
| d. | Peewee       | 12 & under |
| e. | Bantam       | 14 & under |
| f. | Midget       | 16 & under |
| g. | Intermediate | 18 & under |
| h. | Junior       | 21 & under |
| i. | Senior       | 22 & under |

#### 1.2.1.4 Inter-Crosse

- a. To be determined by Inter-Crosse Committee on an annual basis

### **1.3.0 Playing Regulations**

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

1.3.2 In league play, the referee will report all: Match Penalties, Gross Misconduct Penalties, Major Penalties for Checking from Behind and unusual situations (line brawls, player(s), leaving the

- players/penalty bench, refusing to start play, etc.) to the league president or discipline delegate immediately following the game, either in person or by telephone. If the game terminates after 10:00 p.m. then the report may be made the next morning no later than 12 noon.
- 1.3.2.1 In all situations, the original game sheet is to be retained by the referee, and brief references quoting the rule(s) under which the penalties were assessed are to be completed.
  - 1.3.2.2 The referee will complete a special game report with full details of the incident. The game sheet and game report are to be mailed or personally given to the league president or discipline delegate by the referee within 24 hours of the completion of the game.
  - 1.3.2.3 In Saskatchewan Lacrosse Association Provincial playoff games, the report shall be given to the tournament convener as soon as possible or another delegate of the S.L.A. if the convener is not immediately available.
- 1.3.3 Only registered officials may be used in the games. It is the responsibility of each league or association to ensure that there is an adequate number of registered officials. Only officials who attend a current SLA approved clinic will be allowed to register.
- 1.3.4 At the completion of each game the official scorer shall sign the game sheet and then have the officials print their name legibly and sign the game sheet. It shall be the responsibility of the referee to ensure that any Major, Match or Misconduct penalties assessed during a game are recorded on the game sheet accurately before signing the game sheet and giving copies to the teams.

#### **1.4.0 Rule Changes**

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- 1.4.1 Box Lacrosse
- 1.4.1.1 Net Size in Novice & Younger – To decrease the size of box lacrosse net with a drop down board or banner by 1 foot in height at the novice and younger age divisions. Nets will be 3 feet x 4 feet wide. The board/banner may be in any colour with the exception white.
  - 1.4.1.2 Contact Rule in Novice – No stick to body contact allowed between players without the ball. Once the offensive player gains possession and control of the ball, then the defender can use his stick to steer the offensive player. No cross checking.
  - 1.4.1.3 Tyke Rules – The SLA rules for Tyke are significantly different than the CLA rulebook. These are available from the SLA office.

#### **1.5.0 Equipment**

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- 1.5.1 All players competing in lacrosse must wear the appropriate equipment as per the Canadian Lacrosse Association approved rule book and CLA Safety & Equipment Guidelines.

#### 1.5.2.1 Mouth Guard/Piece

- a. All players competing in field or box lacrosse must wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.
- b. If for medical reasons a mouthpiece cannot be worn then a medical certificate and waiver must be signed by the player and attending physician and be filed at the SLA office.

### 1.6.0 Club/Association/League Governance

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Policy 1.6.1 and all subsections will be reviewed by the SLA board on ongoing basis.

1.6.1 All associations/leagues must submit a schedule of their game activities prior to the start of their competitive season. **Failure to do so will result in an automatic \$100 fine per age division to the affected association(s).**

1.6.2 All minor box associations are expected to compete in at least one (1) sanctioned lacrosse game per season in a rural community.

1.6.2.1 A rural community - is defined as any community in Saskatchewan not including Regina or Saskatoon.

1.6.2.2 Each club/association is responsible for - ensuring at least one (1) team per age division within their club satisfies this requirement and must submit evidence (completed game sheet) to the Saskatchewan Lacrosse Association office.

1.6.3 Each member club/association is required to include a self-declaration component in their registration process for indigenous ancestry.

1.6.4 Club/Association Governance Minimum Requirements for all member associations/clubs.

#### 1.6.4.1 Annual General Meeting Requirement

- a. Each Saskatchewan Lacrosse Association member Lacrosse Club/Association is required to hold an Annual General Meeting at least once every 18 months.
- b. The meeting date, time and location must be communicated to the SLA office at least 3 weeks prior to the meeting being scheduled.
- c. The SLA office will communicate this meeting date on the SLA web site, via email and through a direct mail out to all of those specific club members from the most current registration season. The direct mailing expenses shall not exceed \$500 per club. If a club wishes to mail out this information on their own then they shall be reimbursed their expenses to the maximum of \$500.
- d. The SLA will send a board or staff member to attend each Club/Association's Annual General Meeting to assist the local club and communicate the SLA programs and services to our membership.
- e. Financial and/r bank statements must be produced at each Annual General Meeting detailing expenditures from the last Annual General Meeting and/or the formation of the club.

- f. If the club//association does not host an AGM within 18 months, the SLA Board may pass a motion at the board meeting to schedule an AGM for the club/association in accordance with Policy 2.03.4.
- 1.6.5 Club/Association/League Meeting Minutes – Each member club/association/league is required to submit all their meeting minutes to the SLA office within thirty (30) days. Meeting minutes must indicate time of next meeting.
- 1.6.6 Club/Association Board Members
- 1.6.6.1 Introduction – The SLA board will frequently review the structure below to revise based on membership feedback. However, it is the intent of the SLA to assist each member club/association to create a very similar board structure for their club/association. The SLA board will allow each club some flexibility in creating a structure that works in their specific community to operate a successful lacrosse program. However, the board will take action in accordance with policy 2.03.9 if necessary.
- 1.6.7 At the Annual General Meeting, delegates will elect, by ballot, the following board members:
1. President
  2. Vice President
  3. Secretary/V.P. of Finance/ Registrar
  4. Indigenous Development Coordinator
  5. Public Relations/Marketing/Media Coordinator
  6. Referee in Chief/Officiating Chairperson
  7. Coaches Coordinator
  8. Age Division specific coordinators for any club with more than one (1) team in a specific age division
- 1.6.8 Individuals may be appointed to the board by a majority vote at any board meeting of the club/association.
- 1.6.9 The Director's term of office shall be:
- 1.6.9.1 For the President, for two years from the date of the meeting at which elected (odd years).
- 1.6.9.2 For the Vice President, for two years from the date of the meeting at which elected (even years).
- 1.6.9.3 For the Secretary/V.P. of Finance/Registrar for two years from the date of the meeting at which elected (odd years).
- 1.6.9.4 For the Indigenous Development Coordinator, for two years from the date of the meeting at which elected (even years).
- 1.6.9.5 For the Public Relations/Marketing/Media Coordinator, for two years from the date of the meeting at which elected (odd years).

- 1.6.9.6 For the Referee in Chief/Officiating Chairperson, for two years from the date of the meeting at which elected (even years).
- 1.6.9.7 For the Coached Coordinators, for two years from the date of the meeting at which elected (odd years).
- 1.6.9.8 For the Age Division Coordinators, for two (2) years from the date of the meeting at which elected (even years).
- 1.6.10 Club/Association Executive Minimum Positions
- 1.6.10.1 Introduction – The SLA board will frequently review the job descriptions below to revise based on membership feedback. These job descriptions are included for each club/association as suggested roles/responsibilities to assist in the development of lacrosse in each community. The SLA Board will allow member club/associations flexibility in tailoring their job descriptions for the organization. The job descriptions are:
- 1.6.10.2 President
- a. Attend all executive meetings.
  - b. Attend and represent your clubs at all Saskatchewan Lacrosse Association meetings when required.
  - c. Attend all financial committee meetings.
  - d. Ensure all operations of lacrosse are operating smoothly.
  - e. Sign cheques when required.
  - f. Directing
    - i He/She shall oversee all operations of the organization and provide direction to other Board members.
    - ii The President shall Chair all Executive Meetings and all club meetings.
  - g. Monitoring
    - i He/She shall oversee all operations of the lacrosse club/associations ensuring all other board members are performing their duties.
    - ii The President shall coordinate all correspondence to the membership of the lacrosse club/association.
- 1.6.10.3 Vice President
- a. Attend all executive meetings.
  - b. Attend all registration dates.
  - c. To work with all coordinators and make sure that all aspects have been taken care of within each area.
  - d. Be in contact with the President on a regular basis.
- 1.6.10.4 Secretary/V.P. of Finance/Registrar
- a. Attend all executive meetings.
  - b. Attend all registration dates.
  - c. Record mail outs, flyers, letters, and posters with President and Marketing/Public Relations/Media Coordinator.



- d. Work with the President on setting up meetings.
- e. Attend all financial committee meetings.
- f. Work with the President to make sure all budgeted expenses and revenue have been processed.
- g. Assist with financial report and agendas for the Annual General Meeting.
- h. Help make financial policies when required to help the association become more fiscally responsible.
- j. Develop and maintain proper financial reports.
- k. Coordinate registration with other Board members and register players with the Saskatchewan Lacrosse Association.

#### 1.6.10.5 Indigenous Development Coordinator

- a. Attend all meetings.
- b. Provide input into the development of lacrosse within the indigenous community.
- c. Communicate with the Indigenous community throughout the area.
- d. Provide support to the Club/Association.
- e. Facilitate the development of cultural sensitivity and awareness at all levels within the lacrosse community.
- f. Indigenous Development Coordinator shall take a proactive role in increasing the number of Indigenous people involved in the sport of lacrosse at the grassroots level and developing high performance athletes/coaches/officials of Indigenous ancestry in the area.

#### 1.6.10.6 Marketing/Media/Public Relations Coordinator

- a. Attend all executive meetings.
- b. Attend all registration dates.
- c. Work with the President in coordinating registration both provincially and locally.
- d. Work with the Marketing/Public Relations/Media Coordinator in all media relations, and advertising.
- e. Work with the Marketing/Public Relations/Media Coordinator on mail outs, flyers, letters, and posters.

#### 1.6.10.7 Referee in Chief/Officiating Coordinator

- a. Attend all executive meetings.
- b. Attend all registration dates.
- c. Work with President on clinics and dates.
- d. Attendance at all referee clinics.
- e. Attendance at all coaches meetings.
- f. Work with and help evaluations on all referees, complete reports for each referee and turn over reports to the President for storage and reference.
- g. Set out guidelines for all referees to follow though out the season and forward all guidelines to the President.
- h. Work with all division coordinators on different rules and assist and instruct coaches of new rules as well as existing rules.

- i. Game scheduler for referees (work with the President), making sure that referees are doing levels they are qualified to do, and getting an even amount of games to all referees.
- j. At the end of each month have a pay sheet ready, give it to the Secretary/V.P. of Finance for payment.
- k. To continue to work with the referees/officials for ongoing training and skill development.
- l. Responsible for the discipline of any referees that are not following guidelines; discipline will include the RIC and at least 3 board members.

#### 1.6.10.8 Coaches Coordinator

- a. Attend all executive meetings.
- b. Attend all registration dates.
- c. Work with President on clinics and dates.
- d. Attendance at all referee clinics.
- e. Attendance at all coaches meetings.
- f. Work with President on Coaches application form and keep from updated.
- g. Work with coordinators in recruiting new coaches
- h. Work with coordinators on having all coaches fill out applications.
- i. Work with all coaches, complete reports for each coach and turn over reports to the President for storage and reference.
- j. Work with division coordinators to place qualified coaches in proper positions, and help the coaches and coordinators to work together on their responsibilities and roles.

#### 1.6.10.9 Age Division Coordinator

(only required if an age division within your club has more than one team)

- a. Attend all executive meetings.
- b. Attend all registration dates.
- c. Work with Coaches Coordinator on picking coaches.
- d. Ensure all coaches attend proper coaches clinics. This will be done in coordination with Coaches Coordinator.
- e. Ensure all teams have someone attend the coaches meetings and complete the coaches package forms.
- f. Ensure all teams know all club/association guidelines and follow all rules.
- g. Work with President on floor time info and times.
- h. Ensure all teams check and correct team registration sheets, collect sheets and return to the President.
- i. Organize all teams after placing coaches (work with the registrants and coaches to keep the teams as equal as possible to create the most fun possible for all).
- k. Monitor the development and organization of all teams in this age group to make sure teams are having fun and having a chance to compete.

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## 1.7.0 Disciplinary Action

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1.7.1 If a Club/Association does not adhere to the intent of the minimum Club/Association governance requirement then the SLA Board will review the Club/Association's governance and will recommend appropriate corrective and/or disciplinary action.

1.7.1.1 The Board - may use a number of options in disciplining a Club/Association:

- a. suspension of individuals
- b. suspension of Club/Association
- c. suspension of privileges – provincials, provincial teams, etc.
- d. fines
- e. mandatory requirements to remain in good standing

1.7.1.2 The Board – will review the compliance and cooperation of the Club/Association in meeting the Club/Association minimum governance standards when determining an appropriate disciplinary action.

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## 1.8.0 Suspensions

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1.8.1 The following minimum suspensions are to be applied in all BOX LACROSSE games sanctioned by the Saskatchewan Lacrosse Association (SLA).

1.8.1.1 Minor Directorate Suspensions – will be served in minor and major directorate suspensions will be served in major. Athletes will be allowed to continue participating in the opposite age directorate unless policy dictates otherwise for severe infractions.

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

- a. for each Match penalty – three (3) games

1.8.1.3 Other Penalties

- a. all Gross Misconducts – three (3) games
- b. Checking from Behind
  - I Match penalty for checking from behind
    - . first offence – three (3) games
    - . second offence – suspended indefinitely until dealt with by the league discipline committee
  - II Major penalty for checking from behind
    - . anytime during a game except in the last ten (10) minutes – the remainder of game
    - . last ten (10) minutes – remainder of game and one (1) game suspension
- c. Fighting
  - I Minor Box (Tyke – Midget)
    - . Fighting Major Penalty – all fighting majors in minor receive game misconduct as per CLA rulebook.
    - . 1<sup>st</sup> Fighting Major – a game misconduct for remainder of game plus one (1) additional game suspension.

- . Third Person in Altercation – three (3) games or three (3) weeks whichever expires first.
- . Second Fighting Major – a game misconduct for remainder of game plus two (2) additional game suspensions.
- . Third Fighting Major – suspended indefinitely until dealt with by league discipline committee.

## II Major Box

- . Fighting Major Penalty – all fighting majors receive game misconduct.
- . 1<sup>st</sup> Fighting Major – a game misconduct for remainder of game.
- . 2<sup>nd</sup> Fighting Major – a game misconduct for remainder of game plus one (1) additional game suspension
- . 3<sup>rd</sup> Fighting Major – a game misconduct for remainder of game plus two (2) additional game suspensions
- . 4<sup>th</sup> Fighting Major – a game misconduct for remainder of game plus three (3) additional game suspensions
- . 5<sup>th</sup> Fighting Major – suspended indefinitely until dealt with by league discipline committee
- . Third Person in Altercation – three (3) games or three (3) weeks whichever expires first.

### 1.8.1.4 Person Identified as:

- a. First to leave the players' bench during a fight for the purpose of fighting - three (3) games.
- b. Leaving a penalty box for the purpose of fighting – four (4) games.
- c. Coach of a team whose player is penalized under 3.01.1 a 4 (i) – three (3) games.
- d. Coach whose player leaves but is not identified as the first to leave the players' penalty bench during an altercation – one (1) game
- e. Coach whose team is removed from the game prior to the game conclusion – three (3) games.
- f. Coach whose team withdraws from a tournament prior to conclusion - three (3) games unless team receives approval from the tournament host chairperson.

- 1.8.2 The following minimum suspensions are to be applied in all field lacrosse games sanctioned by the Saskatchewan Lacrosse Association and will be accumulated on an ongoing basis. The following guidelines apply to expulsion calls only:

#### 1.8.2.1 Deliberate Attempt to Injure – may include but is not limited to butt-ending, spearing or kicking to deal with personal fouls (physical) that are excessive and beyond normal play.

- a. 1<sup>st</sup> Offence – 3 games
- b. 2<sup>nd</sup> Offence – 5 games
- c. 3<sup>rd</sup> Offence – 1 year from date of infraction
- d. 4<sup>th</sup> Offence – lifetime ban

#### 1.8.2.2 Abuse by Language or Gesture – may include but not limited to verbal abuse or racial statements to a player, coach, any person officially associated with a team, or a fan to deal with behavior and actions that are non-physical.

- a. 1<sup>st</sup> Offence – 2 games
- b. 2<sup>nd</sup> Offence – 5 games
- c. 3<sup>rd</sup> Offence – 1 year from date of infraction
- d. 4<sup>th</sup> Offence – lifetime ban

1.8.2.3 Abuse of Official – abuse may be verbal or physical

(An official is defined as a referee, timekeeper, scorekeeper, or any other designated officials).

- a. 1<sup>st</sup> Offence – 3 games
- b. 2<sup>nd</sup> Offence – 1 year from date of infraction
- c. 3<sup>rd</sup> Offence – lifetime ban

1.8.2.4 Fighting – NOTE: rule 78.1 of the Men’s Field CLA Rule Book NOTE: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.

- a. 1<sup>st</sup> Offence – 2 games
- b. 2<sup>nd</sup> Offence – 5 games
- c. 3<sup>rd</sup> Offence – review by discipline committee with minimum one (1) year from date of infraction.
- d. Additional – review by discipline committee with minimum one (1) year from date of infraction to a lifetime ban.

1.8.2.5 Person Identified as:

- a. 1<sup>st</sup> to leave the players’ bench during a fight for the purpose of fighting – 5 games.
- b. Leaving a penalty box for the purpose of fighting – 5 games.
- c. Coach of a team whose player is penalized under 3.01.1 b) 5 (i) – 5 games
- d. Coach whose player leaves but is not identified as the first to leave the players’ or penalty bench during an altercation – 3 games.
- e. Coach whose team is removed from the game prior to the game conclusion – 3 games.
- f. Coach whose team withdraws from a tournament prior to conclusion – 3 games unless team receives approval from the tournament host chairperson.

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

1.8.2.7 The following Minimum Suspensions – are to be applied in all Inter-Crosse games sanctioned by the Saskatchewan Lacrosse Association and will be accumulated on an ongoing basis.

- a. Guidelines apply to red card (player ejection) calls
  - I Deliberate Attempt to Injure – 3 games
  - II Fighting – 3 games – NOTE: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.
  - III Unsportsmanlike (abuse by language or gesture towards any player, official, coach, or spectator) – 2 games

1.8.3 The following minimum suspensions are to be applied to all Women’s Feld Lacrosse games sanctioned by the SLA and will be accumulated on an ongoing basis.

- 1.8.3.1 Guidelines - apply to red card (player ejection) calls
- a. Deliberate Attempt to Injure – 3 games
  - b. Fighting – 3 games – NOTE: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.
  - c. Unsportsmanlike (abuse by language or gesture towards any player, official, coach, or spectator) – 2 games
- 1.8.4 NOTE: IN ALL VERSIONS OF LACROSS:
- 1.8.4.1 The game in which a penalty as listed in 3.01.1 a b c & d is assessed shall not be counted within the length of the suspension.
- 1.8.4.2 It is the responsibility of each team manager and/or coach to ensure his/her player(s) sits out their appropriate suspensions. When in doubt as to the relevant suspension contact the League/Association President.
- 1.8.4.3 These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant. Please refer to the C.L.A. Rulebook and the SLA. Constitutions, Bylaws and Regulations for other automatic suspensions.
- 1.8.4.4 The SLA Disciplinary Committee will automatically review any member of the Saskatchewan Lacrosse Association that receives five (5) minimum suspensions in any sector within a three (3) calendar year timeframe.
- 1.8.4.5 For the purposes of serving suspensions, a game is to be defined as an SLA sanctioned and previously scheduled game, or at least one week, whichever is less. A week shall be defined as eight (8) clear days following the date of the incident.
- 1.8.4.6 Suspended and/r ejected individual(s) may not be within the vicinity of either team's bench at any time before, during, and after a game. Any incident involving an ejected and/or suspended individual will result in indefinite suspension until the appropriate governing body deals with the matter.
- 1.8.4.7 All associations/leagues registered with the SLA must submit to the Executive Director a copy of all correspondence involving suspensions by that league. Correspondence must be issued within two (2) weeks of the incident and all incidents must be reported prior to provincials for the corresponding age division. Failure to do so will result in an automatic \$50 fine per late incident submission.
- a. All Match, Gross, Expulsion and Red Card penalties shall be reviewed by the residing league body to decide if a further suspension is warranted beyond the minimum guidelines. the player, coach, manager, trainer, or stick person assessed the penalty will remain suspended until this review has occurred.
- 1.8.4.8 Any player, coach, manager, trainer, or stick person assessed a penalty under Rule 62 Box Lacrosse (Molesting an Official) of the C.L.A. Rule Book is to be automatically suspended until the matter is dealt with by the League Discipline Committee or League President.
- 1.8.4.9 A coach who allows a suspended or improperly registered player to play shall be suspended indefinitely until reviewed by the residing league body.

1.8.4.10 Suspensions by the SLA of any registered referee, player, coach or team official may include a suspension that will not allow such suspended person to participate in the game of lacrosse in any capacity. The following guidelines apply to suspensions:

- 1.8.4.11 NOTE: While a player, coach or team official is serving their suspension, they may not participate with that same team in any capacity.
- a. The suspension from all aspects of lacrosse would apply to all suspensions issued for breach of the SLA Bylaws or Regulations, as well as all suspensions issued under C.L.A. Box Lacrosse Rule 62, and all other suspensions where specified.
  - b. Unless specified otherwise, suspensions resulting from violation of C.L.A./SLA playing rules, would only suspend the player, coach or team official from participating in the game of lacrosse in the capacity at which he/she received their suspension.
  - c. All SLA Associations/Leagues shall recognize that all disciplinary actions and suspensions given in the Women's Field Sector, Men's Field Sector, Inter-Crosse Sector, Minor Box Directorate, Major Box Directorate, Box Sector, Referee's Sector and the Coaching Sector will be served in that sector, unless upon a recommendation of the residing league, it is deemed by the SLA that the infraction warrants a suspension from all sectors or an other sectors of the SLA.
  - d. Suspensions may only be served in regular scheduled league games, SLA playoff games or league playoff games and SLA sanctioned tournaments. Suspensions cannot be served in exhibition games and suspended players cannot play in exhibitions games. Suspensions for violations of the C.L.A./SLA rules and regulations must be served in the next game or games the player/team official participates in. Suspensions for violation of league rules may be implemented at the League's discretion.
  - e. Any suspension imposed upon any player, coach or team official by the officials of any league or association registered with the SLA shall be given full recognition by the SLA.
  - f. All suspensions not served during the current playing year will be carried over until the next playing season.
  - g. Teams participating in any tournament and/or exhibition games shall abide by the host's rules in regards to minor and major suspensions, which may be more or less severe than SLA minimum suspensions. However, any gross and match penalties must be served and reported in accordance with SLA minimum suspension policies.

## **1.9.0 Provincial Championships**

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### 1.9.1 General Rules

1.9.1.1 This Association's competitions will take precedence over all other competitions in the Province of Saskatchewan, except such as may be arranged by the Canadian Lacrosse Association.

1.9.1.2 The Saskatchewan Provincial Championships may be competed for annually.

- 1.9.1.3 The Provincial Championships shall be conducted in accordance with the rules laid down by the Board of Directors. The entire control and management of the Provincial Championships shall be vested in the Board of Directors who may delegate to the Associations all or part of the conduct and management of the playoffs.
  - 1.9.1.4 Only affiliated clubs with membership in good standing, shall be allowed to send representative teams to provincial competitions.
  - 1.9.1.5 There shall be a minimum of two (2) clubs/associations entered into a provincial championship before the Saskatchewan Lacrosse Association sanctions the age division.
  - 1.9.1.6 The Saskatchewan Lacrosse Association will host provincial championships for the age groups as indicated in Operating Policies 1.03 and as determined at the Annual General Meeting Sector Meetings on an annual basis.
  - 1.9.1.7 Each team must have a fully certified and registered coach as stipulated in 8.03.2
- 1.9.2 Hosting Provincials
- 1.9.2.1 Hosting Policy
    - a. The following statement is the Guiding Policy on Provincial Championships and forms the underlying philosophy behind all SLA sanctioned provincial competitions.
    - b. Provincial Championships are an important function of the Association and must be conducted in the best interests of the development of all members. To be effective, they must involve commitment, cooperation and communication among all members.
    - c. The objective of the provincial championship is to enhance future competition while, at the same time, protecting the heritage of each championship. This will be accomplished by development opportunities for personal growth (leadership, friendship, provincial awareness and fun) and recognition for athletes, coaches, and officials.
    - d. Provincial championships should be perceived as competitive, organized and representative, regardless of their format, and that they should be a culmination of the year's competition. It must provide a positive image through the promotion of excellence in ethics, skills, fair play and organization, in an atmosphere of mutual respect and camaraderie amongst participants.
    - e. Provincial championships are a vehicle for the promotion of the games of lacrosse to or through the Lacrosse community, General Public, Corporate sponsors, Media, and Government for the enhancement and growth of lacrosse.
  - 1.9.2.2 Location
    - a. Application to host all provincials must be received by the Saskatchewan Lacrosse Association office seven (7) days prior to the Annual General Meeting.
    - b. The date and location of all Provincial Championships will be decided at the Annual General Meeting sector meetings.
    - c. If the date and location of any provincial championship has not been finalized at the Annual General Meeting, then the Executive will make the final decision by January 30<sup>th</sup> of the same fiscal year.



- 1.9.2.3 Roles and Responsibilities
  - a. The financial aspects of a provincial championship are the responsibility of the Saskatchewan Lacrosse Association and the Host association, as follows:
- 1.9.3 The SLA shall bear the expense of the following items:
  - 1.9.3.1 Cost of medals and awards
  - 1.9.3.2 Referee game and travel/accommodation/meal expenses
  - 1.9.3.3 Playing facility costs – arenas/fields through M.A.P. grant
  - 1.9.3.4 Convener expenses
    - a. The Host association will bear any additional expenses such as tournament headquarters, first aid, toilet facilities, lacrosse balls, etc.
    - b. The Host association may offset expenses through gate admission, concession stands, souvenir booths, etc.
  - 1.9.3.5 The Saskatchewan Lacrosse Association Head Office will:
    - a. Allocate berths as per sector competition formula
    - b. Disseminate entry forms to associations
    - c. Receive entry forms
    - d. Draw a competition schedule in consultation with the host association based on facility availability.
    - e. Disseminate schedules to the competing teams, host association and SLA delegates.
  - 1.9.3.6 The Chief Official
    - a. Appointment – The Chief Official (Referee-in-Chief/Umpire-in-Chief) of a provincial competition is the Provincial Referee-in-Chief, or where he/she is unavailable, the Provincial Referee-in-Chief in consultation with the Executive appoints the Chief Official.
    - b. Responsible To – The Chief Official is responsible to the SLA Convener, and reports directly to that person. The Chief Official serves as the technical resource for the SLA Convener.
    - c. Duties – The Chief Official shall:
      - I Coordinate pre-event planning with the Host association.
      - II Ensure hosting guidelines as they pertain to officiating are being followed.
      - III Chair pre-competition meeting with the officials to review rules, interpretations and application.
      - IV Respond to questions on application and interpretation of rules.
      - V Handle all communications between the participants and the officials.
      - VI Inspect the playing facilities to ensure they meet the requirements of the playing rules and are a safe and proper environment.
      - VII Assign, supervise and evaluate the officials at the competition (if possible, the RIC should not officiate any games at the tournament).

- VIII Hold a pre-medal round meeting with the officials to announce assignments for the medal games.
- IX Supervise the minor officials.
- X Provide a referee payment report to SLA
- XI Provide input to inquiries or discipline procedures as the representative of the officials under supervision.
- XII Submit a final report to the SLA Referee-in-Chief.
- d. Supervision and Evaluation responsibilities include:
  - I Overseeing the officiating of the games.
  - II Where possible, providing ongoing comments/feedback (e.g. between periods).
  - III Ensuring limited access to officiating facilities.

#### 1.9.4 The SLA Convenor

- 1.9.4.1 Appointment – The provincial championship Saskatchewan Lacrosse Association (SLA) Convenor is the representative of the SLA at the competition. The Executive in consultation with the respective Sector Chair appoints the SLA Convenor.
- 1.9.4.2 Responsible to – The SLA Convenor is responsible to the SLA for the decisions made on behalf of the Association. The nominee should be drawn from (in order of precedence), Sector Chair or another member of the Board or a delegate as appointed by the SLA.
- 1.9.4.3 Duties – The role of the SLA Convenor is to act as a general supervisor and oversee the competition. The function of the SLA Convenor is to ensure that the competition adheres to:
  - a. The Bylaws and Policies of the SLA.
  - b. The Rules of Play adopted by the SLA.
  - c. The Provincial Championship Hosting Guidelines.
- 1.9.4.4 The SLA Convenor shall:
  - a. Officially open the tournament.
  - b. Supervise the competition.
  - c. Hold authority to facilitate the operating of the tournament.
  - d. Maintain a close liaison with the host.
  - e. Review and approve the schedule of competition including any potential changes
  - f. Verify the registration of the participants prior to the start of the competition.
  - g. Serve as the Chairperson of the Appeals/Discipline Committee.
  - h. Review all game sheets ensuring that they are complete and accurate, and deal with any penalties or incidents requiring further action.
  - i. Selection and presentation of medals, all-star and MVP Awards.
  - j. Closing ceremony.
  - k. File a competition report which includes all game sheets, discipline and appeal actions taken (if any), further discipline actions required, and an evaluation of the competition, the efficiency of the Host, Organization of the Competition and any recommendation on improvements to the competition.

### 1.9.5 Tournament Coordinator

1.9.5.1 Appointment – The Hosting Member Association appoints the Tournament Coordinator.

1.9.5.2 Duties – The Tournament Coordinator is responsible for ensuring that:

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

1.9.6 Rules – The most recent CLA Rule Book issues the rules of play and tournament specific rules will be conveyed to all teams participating prior to the tournament.

1.9.7 Playing Facilities – The Host Association shall be responsible for the provision of adequate facilities. In the situation where the Chief Official or the representative of any of the participants has raised a safety concern regarding playing facilities, the SLA Convenor must rule on the matter and ensure that unsafe situations are corrected, or the Host provides other facilities. The SLA Convenor must not allow play to continue in an unsafe situation.

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

### 1.9.9 Supervising the Competition

1.9.9.1 Pre-Competition Information – The following subjects must be covered prior to the start of competition. These must be communicated within an information package or directly to the teams.

- a. Introductions – It is important to ensure that everyone is familiar with the tournament personnel. This will eliminate redundant communication and possible confusion where issues may arise during the event.
- b. SLA Convenor Information – The SLA Convenor must provide the following information on the competition and include the following areas (where applicable) in their presentation:
  - I Competition Schedule
  - II Ceremonies and Special Events
  - III Access to Competition Site (teams, officials, SLA representatives)
  - IV Awards and Selection Process

- c. Registration – Review the process for verifying the registration of the athletes and coaches (see section 5.01 of the Operating Policies).
  - d. Discipline and Appeals Procedures – Review the procedures for handling discipline issues, and the lodging of appeals. (See the section of the Guide pertaining to discipline and appeals).
  - e. Chief Official Briefing – The Chief Official Briefing will include:
    - I Introduction of Officials – If participating Officials are present, they should be introduced to the team representatives. In any case, the teams should be given the names of the participating officials.
    - II Rule application and Interpretations – The Chief Official should provide a summary of any direction to officials on the application of the rules. Specific directives, which have been issued by the Sector Chair, should be reviewed. Application of common rules (e.g. slashing or holding in Box) should always be covered.
    - III Selection of officials for the Medal Games – The Chief Official must review the process of selection of officials to work in the final game.
  - f. Question and Answers – An opportunity must be provided for the representatives of the participating teams to ask questions and seek clarification on various aspects of the tournament including officiating discipline or organizational matters.
- 1.9.10 Registration – The SLA Convenor is responsible for ensuring that all the athletes listed on the game sheets are properly registered and approved by the SLA. The Convenor is also responsible for ensuring that the SLA/CLA coaching requirements are met. The SLA Convenor should check the game sheets immediately before the games to ensure that all players on the game sheet are properly approved.
- 1.9.10.1 Coaches – A coach on the team (on the Registration Form and roster of the team) must meet the requirements under the National Coaching Certification Program (NCCP) as required under the policies set out by the Saskatchewan Lacrosse Association. If there is a discrepancy, the coach must produce proof of the certification.
- 1.9.11 Game Sheets – As each game is completed the minor official responsible (e.g. scorer) ensures that all information is entered and properly summarized. The game sheet is then taken to the Chief Official for review. The Chief Official should ensure that the sheet is properly completed, and checks for any penalties or incidents, which may require written reports or further disciplinary action. Once checked and properly signed off by the game officials and the Chief Official, the game sheets should be split, appropriate copies being given to each team, host and the original of the form being given to the SLA Convenor.
- 1.9.12 Awards – The SLA Convenor is responsible for ensuring that a fair selection process is in place and will advise the participants of the process. Protocol established over the years has the SLA Convenor chair the Awards Committee. It is sufficient though for the SLA Convenor to approve an Awards Committee or selection process, which does not directly include the Convenor's participation.

### 1.9.13 Tie Breaking

1.9.13.1 Games – Breaking a tie in a game is set out in the Canadian Lacrosse Association Rules of Play and the SLLA Convenor should consult with the Chief Official if there are any questions regarding the proper application.

1.9.13.2 Standings – Win = 2 points; Tie = 1 point; Loss = 0 points

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

I If two (2) or more teams are tied after round robin play, the following tie breakers will be applied. Each step will be applied to all tied teams. If more than two (2) teams are tied, and a step determines the placement of a team, that team's placement is determined, and further steps are applied to the other teams: (e.g. If three (3) teams are tied, and after applying step 1, team A and team B are still tied, but team C has a poorer head to head record, Team C falls into third place among the tied teams, and step 2 is applied to teams A and B).

1. Best record in head to head play among tied teams.
2. Lowest goals against in head to head play.
3. Most wins in round robin play (all games).
4. Lowest goals against in round robin play (all games).
5. Coin flip.

### 1.9.14 Discipline and Appeals

1.9.14.1 Discipline – The Saskatchewan Lacrosse Association required that there be a fair, just and vigilant system of discipline at all competitions. The SLA Convenor must never be reluctant to issue disciplinary action if it is warranted. Athletes, coaches, officials and other participants are expected to follow the guidelines and policies of the SLA and adhere to the Official Rules of Lacrosse. The underlying philosophy of the SLA Disciplinary procedure is based on the expectations of natural justice and due process. This philosophy requires that the decision must be made in a timely and unbiased fashion, and that the person subject to the disciplinary action must have the opportunity to provide input or answer to the accusation prior to a decision being rendered. In addition, SLA philosophy on discipline requires that the Convenor ensure that all parties to the action must have an opportunity to be heard.

1.9.14.2 The Discipline Committee – The SLA Convenor must chair any committee required to act on disciplinary matters. Such a committee would consist normally of three (3) persons. The other two (2) representatives are usually nominated by the Host or specified in the competition agreement. The Chief Official should be at every discipline hearing regardless of membership on the Discipline Committee. If not part of the committee, the RIC should participate as a technical resource, though not a voting member of the committee.

1.9.14.3 Action Requiring a Hearing – The SLA Convenor may chair any committee required to initiate a hearing for disciplinary review, protest or appeal. The situations, which may require such action, are specified in a number of areas:

a. The playing rules of the Sector may specify actions, which required Discipline

Committee review. These are identifiable in the rulebook as actions, which require reporting to the governing body. For each reportable action, the game officials are required to complete the Incident Report included on the back of the game sheet.

- b. The SLA Discipline Policy may require action be taken based upon a breach of SLA guidelines or code of conduct (Section 5 of the Policy Manual).
- c. The Sector policies may specify discipline guidelines for suspension for specific occurrences.
- d. If there is a protest of an official's call, the SLA Convenor shall schedule a hearing to consider the protest and render a decision. Only protests that are based upon errors in fact, and/or application of the rules will be considered. Not those based on the official's judgment.
- e. It has become common practice at competitions over the last few years that all-game ejections (game misconduct's or expulsion fouls) are referred automatically to the discipline committee for review.

1.9.14.4 Actions Not Requiring Discipline Committee Review – Each sector established a pre-determined minimum suspension guideline for each reportable infraction contained in the official rules (See section 3.01 of the operating policies of the SLA). The SLA Convenor should rely on the Chief Official to ensure that these situations are brought to the Convenor's attention. The automatic discipline situations do not require the Committee to act, and the required action should be issued immediately by the Convenor. If, in the opinion of an interested party, the circumstances warrant further consideration, a hearing of the Discipline Committee will be scheduled.

1.9.14.5 The Discipline Review – The Committee must meet within 24 hours of an occurrence requiring disciplinary action. All game reports or other pertinent documentation must be reviewed. Where applicable, the Committee must interview the official(s) involved in the game.

- a. The person(s) subject to the discipline action must have the opportunity to provide their input on the situation. Input will be allowed from the designated team representative or coach of both teams. The Committee may interview any other person it feels would have pertinent information on the issue.

1.9.14.6 Reporting Discipline Action – For each and every action taken on disciplinary matters (automatic or through Committee Review), the SLA Convenor is required to complete a written report. The original is to be attached to the Convenor's final report. Team representatives are required to sign for their copy. This will ensure there is no confusion over the nature and content of the decision.

- a. Where discipline issued cannot be served with the confines of the tournament (e.g. three (3) game suspension with only one (1) game left in the tournament), or where the discipline is of a major or severe nature (e.g. recommend suspension be made in the next year), the SLA Convenor is to make special note of the incident and the action taken in a memorandum to the Sector Chair which must be sent to the SLA office within 15 days of the close of the competition.

1.9.14.7 Appeals and Protests – A team may want to appeal a decision related to the competition or decisions made by tournament personnel or the officials, which they feel has had a direct effect on the outcome of a game or a pending discipline action. The teams, through their designated representative, have the right to request an appeal on any matter.

- a. An appeal must be received in writing, stating the issue being appealed and the nature of the appeal. \$100. cash, certified cheque or money order must accompany the appeal. If the appeal is upheld, then the money is returned to the person(s) submitting the appeal. If the appeal is not upheld, then the money is retained and sent to the SLA Office along with the SLA Convenor's report.
- b. Appeals are not accepted related to judgment calls by officials. A team, though, may appeal a mistake of fact or error in the application of a rule.
  - I e.g. 1 – A player who is called for intent to injure would not be appealable on the grounds that it wasn't really an attempt to injure; however, if the wrong player is ejected through a mistake on the number, then this is an appealable situation.
  - e.g. 2 - Failure to award a penalty shot for too many men against a team on defense with less than two minutes in the game, is an appealable error.
- c. An appeal must be dealt with as soon as possible as often these situations will have an immediate effect on standings. As with a discipline action, there must be no more than a 24-hour delay in achieving the decision. Normally the Discipline Committee will hear an appeal. If there is a situation where number of the Discipline Committee is in conflict of interest, or does not wish to sit on an appeal, the Convenor should request the host representative (Tournament Convenor) provide an alternate.

1.9.14.8 Reporting Appeals and Protests – As with the reporting of discipline actions, decisions on appeals and protests must reported.

1.9.15 Competition Report to the SLA – Every Convenor is expected to file a report on the competition, which they have supervised. The SLA requests that the Convenor submit a written document providing assessment and comment in the areas listed below.

The Convenor Report should include:

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

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

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

- 1.9.15.4 Officiating – Submit an evaluation of the Chief Official and the organization and management of the officiating by the Chief Official. Submit an opinion on the quality of officiating.
- 1.9.15.5 Disciplinary Actions – If there were any disciplinary actions required, please include a summary of the action, which describes the incident, the process followed, and the actions taken. Ensure appropriate reports are included. This is particularly important if there is a requirement for follow-up action to be taken by the SLA Sector Chair or the Executive Committee ( e.g. suspension which will continue after the end of the competition).
- 1.9.15.6 Media Coverage – If possible please include an assessment of the media coverage with some examples of press clippings and promotional material.
- 1.9.15.7 Special Events and Awards – We would like to have some commentary on the social event(s) and awards presented at the competitions.
- 1.9.15.8 Recommendations – This is of course the most crucial section of the report. If there are any suggestions or recommendations, which would improve the competition, or issues, which should be raised with the Sector of the Board, please include them in your report.
- 1.9.16 Entry Deadlines and Registration
- 1.9.16.1 If entry forms are not received - in the SLA Head Office by the established deadline date, teams will not be eligible for Provincial Competition.
- 1.9.16.2 Men’s Field – All associations wishing to enter teams in a provincial championship must submit their Intent to Participate form and the performance bond to the SLA office no later than thirty (30) days prior to the date of competition.
- a. All men’s field applications must include a \$100 performance bond per team.  
All teams must submit a \$400 entry fee in addition to the performance bond. The entry fee must be paid by the roster deadline.
- 1.9.16.3 Box Lacrosse – All associations wishing to enter teams in a provincial championship must submit their Intent to Participate form and the performance bond to the SLA office by June 1<sup>st</sup>.
- a. All box lacrosse applications must include a \$200 performance bond per Team and a \$200 entry fee. The entry fee must be paid by the roster deadline date.
- 1.9.16.4 The SLA Executive - reserves the right to withhold all or part of the performance bond if a team does not meet all of the conditions as set out in these policies.
- 1.9.16.5 A team losing in a play down situation – will be reimbursed the full performance bond.



1.9.16.6 All clubs entering a team for a specific age division of provincials – must provide at least one (1) certified and experienced official for this division or forfeit their performance bond. All referee applications must be submitted by June 1<sup>st</sup>.

1.9.16.7 The SLA Executive reserves the right to withhold all or part of the performance bond if a team does not meet all of the conditions as set out in these policies.

#### 1.9.17 Roster Deadlines

1.9.17.1 Junior Men's Field – For each team entering the provincial championship competition the association must submit the complete roster no later than fourteen (14) days prior to the date of competition and send with application as noted in 5.0.13.

1.9.17.2 Intermediate Men's Field – For each team entering the provincial championship competition, the association must submit the complete roster no later than fourteen (14) days prior to the date of competition. However, an application must be submitted as per policy 5.01.3.

1.9.17.3 Box Lacrosse – For each team entering a Provincial Championship competition, the association must submit the complete roster no later than ten (10) days prior to the date of the competition.

#### 1.9.18 Player Eligibility

##### 1.9.18.1 Men's Field

- a. The Men's Field Sector allows unlimited transfers/releases of players registered with a Saskatchewan member club/association to the member club/association operating a program in the player's permanent area of residence or their previous club. All players must meet the SLA residency rule for provincial team eligibility.
- b. A player is entitled to his/her temporary transfer for the duration of the event provided the request is made in writing to the SLA office thirty (30) days prior to a provincial championship or event.
- c. **13U group in Field Provincials to have a max roster of 15.**

##### 1.9.18.2 Box Lacrosse

- a. Teams may affiliate up to their SLA registered roster size. Teams with registered rosters smaller than 16 may affiliate their rosters up to 16 players. All roster sizes include goalies. Any affiliate goaltenders must be dressed as goaltenders, on the bench and will only be eligible to participate as a goaltender during provincials. Affiliates must be drawn from the same club and in a lower division or first age group in the applicable division competing. Each team will be allowed one 2<sup>nd</sup> year affiliated player for one missing 2<sup>nd</sup> year player on that competing team. Players may not be affiliated to an older division if a conflict with their normal team exists. All players' first obligation is to their regular club team.
- b. Each player must be registered with the SLA by the registration deadline.
- c. Transfers are only required for players not in the same club/association.
- d. In accordance with 5.01.1 6, no overage players are allowed to participate in

any age group of provincial championships. However, younger players may be affiliated with a team as long as they are placed on the roster prior to the deadline indicated in 5.01.4 and meet the condition of 5.01.5 b) i).

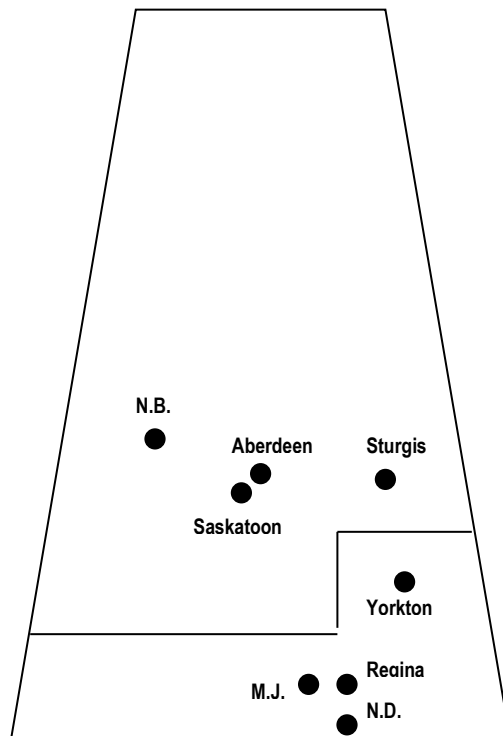
- e. Clubs with fifty-five (55) players or less in a single division will have the option to combine players to make one team to represent the club at Provincials to a maximum of eighteen (18) runners and two (2) goalies.

#### 1.9.19 Men's Field Competition Format

- 1.9.19.1 An eight-team format will be used for all provincials. If less than eight (8) teams enter, then the V.P. Operations will solicit an application for another team preferably from the host region or else the format will reflect the number of teams entered.
- 1.9.19.2 To determine the eight (8) participating teams, each association will be given one (1) spot in the tournament, up to a maximum of eight (8) associations.
- 1.9.19.3 In the events that eight (8) associations are not participating in provincials, the host team will be given the next available spot.
- 1.9.19.4 The remaining spots are filled through a draw of those associations with multiple teams, excluding the host association until the third round of selections. Rite of refusal is given to associations drawn on whether or not they wish to fill that spot.
- 1.9.19.5 If more than eight (8) teams enter, then berths will be awarded and provincial playoffs will be required to determine the provincial championship participants.
- 1.9.19.6 The original playoff game sheet must be forwarded by mail to the SLA Executive Director.
- 1.9.19.7 Penalties to be advised by telephone are: Expulsion Penalties or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon the day following a game to the SLA office.
- 1.9.19.8 Each playoff series shall consist of one game playoff with overtime played as per the rulebook.
- 1.9.19.9 Play downs are established (date and location) by the Executive Director, Men's Field Sector Chair and V.P. Operations.
- 1.9.19.10 At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the SLA office.
- 1.9.19.11 SLA playoffs shall have preference over league or tournament play.
- 1.9.19.12 The SLA shall pay the referee game fees and expenses. All other expenses associated with the game shall be the responsibility of the host team. The visiting team is required to pay their expenses.

1.9.19.3 Provincial Berths – shall be determined using the following process:

- a. They shall be selected from teams that apply as per policy 5.01.3.
- b. Each association in membership may enter a maximum of two (2) teams in a provincial championship.
- c. The tournament host and top three (3) associations from the previous year shall each be given a berth. If the host association was in the top three (3) in the previous year then the fourth place association is given a berth.
- d. A regional play down shall be held to select the remaining four (4) teams as per the map below. The southern part of the province shall include but is not limited to Moose Jaw, Regina, Yorkton, and Notre Dame College. The northern part of the province shall include, but is not limited to, Sturgis, Saskatoon, Aberdeen, and North Battleford.
- e. If sufficient teams apply for each region then there shall be two (2) representatives from the north region and two (2) from the south region. If more or less than two (3) have applied from a region then the play down scenario may occur as determined in 5.01.7 a).
- f. map:



### 1.9.20 Box Lacrosse Competition Format

1.9.20.1 An eight (8) team format will be used for all provincials.

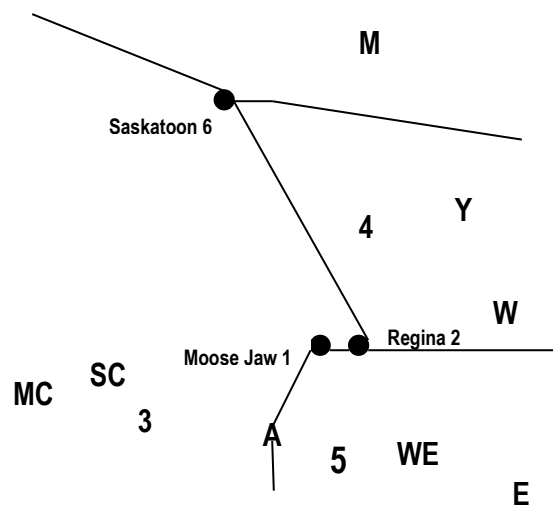
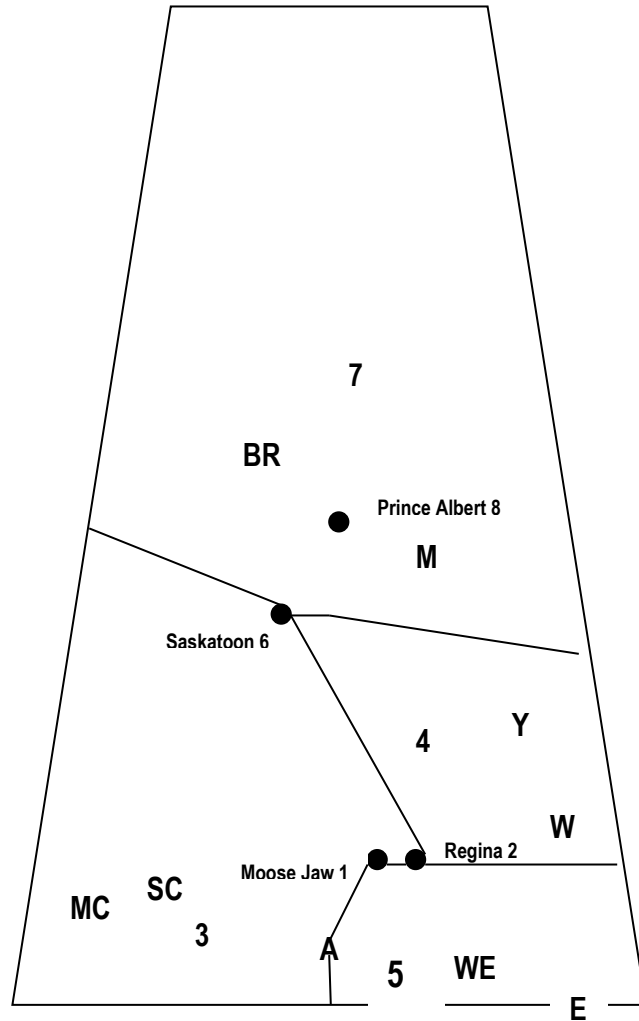
1.9.20.2 Each of the eight (8) zones will initially be allocated one (1) team in a provincial championship.

1.9.20.3 The provincial championship host club will automatically receive a berth in provincials. The other clubs in that zone will have to play down against another zone. Zones 3 and 5 and Zones 4 and 7 will play down against each other if required.

1.9.20.4 Zone(s) without teams in the particular age division will have their spot allocated to another zone. The allocation process will assign the first opening to the host zone then to clubs not already allocated a berth then to the zone with the largest enrollment in the particular age division. Subsequent openings will be assigned to the zone with the next largest enrollment in the particular age division, etc.

1.9.20.5 Zones are defined in the Box Sector Zone Map and are designated as follows:

- a. Zone 1 Moose Jaw
- b. Zone 2 Regina
- c. Zone 3 Southwest part of the province with a northern boundary of highway number 16 to highway number 11, eastern boundary of highway number 11 to highway number 2 south of Chamberlain, not including the city of Moose Jaw and the community of Assiniboia.
- d. Zone 4 East part of the province with a northern boundary of highway number 5, a southern boundary of highway number 1 including the community of Whitewood, and a western boundary of highway number 11 not including the cities of Regina and Saskatoon.
- e. Zone 5 Southeast part of the province with a northern boundary of highway number 1 not including the cities of Regina and Moose Jaw and the community of Whitewood, and a western boundary of highway number 2 including the town of Assiniboia.
- f. Zone 6 Saskatoon
- g. Zone 7 Northern part of the province, with a southern boundary of highway number 5 including Humboldt to Saskatoon then a southern boundary of highway number 16 including the Battlefords and Lloydminster
- h. Zone 8 Prince Albert



- 1.9.20.6 If there is more than one (1) team in Zones 3, 4, 5, 7, provincial qualifying playoffs will be required to determine the provincial championship participants. Format to be as follows:
  - 1.9.20.7 Each playoff, total score format with overtime played in the second game, if necessary, as per the CLA Rule Book.
  - 1.9.20.8 Playoff series will be schedules in consultation with the SLA Office, the Referee in Chief, Box Sector Chair and the V.P. Operations.
  - 1.9.20.9 The original playoff game sheets must be forwarded, by mail, to the SLA Executive Director within 48 hours of the completion of the playoff series.
  - 1.9.20.10 Penalties to be advised by telephone are: gross misconduct, match penalties, major penalties for checking from behind or fighting or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon, the day following a game, to the SLA Office.
  - 1.9.20.11 At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the SLA Office.
  - 1.9.20.12 SLA playoffs shall have preference over league or tournament play.
- 1.9.21 Provincial Trophies:
- 1.9.21.1 A club/association must be responsible for the care and safekeeping of any trophy won by it or any of its teams and players. If any trophy is lost or damaged while in the care of any team or any of its players the cost of repair/replacement will be charged to that club.
  - 1.9.21.2 All trophies shall be returned to the SLA Office by the club s responsible for them on or before May 1<sup>st</sup> in the current year. Such delivery in good condition shall relieve the team of any further responsibility for the care and safekeeping of the trophy so delivered. Failure by any club/association to deliver any trophy or trophies in its care before May 1<sup>st</sup> shall make that club/association liable to a fine of \$25 /per month to a maximum of twice the replacement cost.

### **1.10.0 Inter-Club Transfer Policy**

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- 1.10.1 Only three (3) players may be transferred to any one team from another club/ association within the playing season.
- 1.10.2 The following rules and regulations regarding transfers will be followed:
  - 1.10.2.1 A player who has signed a registration form of a specific sector club/association and has been duly registered with this club/association to the provincial association shall not be allowed to transfer his/her services to any other club/association that plays the same sector of lacrosse in his/her age group unless he/she have first given his/her club seven (7) days notice in writing of

his/her intention to transfer, and then only being granted permission to transfer by the responsible officers or representatives of the club/association which he/she is already registered. Such permission shall be in writing, duly signed by the club authority and then forwarded to the SLA Head Office before the player to be transferred to any affiliate club is authorized to play.

1.10.2.2 A player is entitled to his/her transfer as hereinafter provided between the dates set by the Provincial Association or this Association, but a player registered on the Official Registration Form shall not be allowed to transfer his/her services during his/her team's playing season without the consent of the club for which he/she is registered, unless specified otherwise in the regulations of the Provincial Association.

1.10.2.3 An amateur player who has registered with an amateur team and who has been refused a transfer by that club shall be allowed to appeal, without fee, to the Provincial Association.

### **1.11.0 Officiating Sector Fees, Certification, and Registration**

1.11.1 Certified Official's fees per game for all Saskatchewan Lacrosse Association certified officials at Provincial events shall be as follows:

#### 1.11.2 Men's Field Lacrosse

a.	Intermediate	\$ 40.00
b.	Junior	\$ 40.00
c.	Senior	\$ 40.00
d.	Seven's Men's Field	\$ 25.00

#### 1.11.3 Box Lacrosse

a.	Tyke – Novice	\$ 15.00
b.	Pee wee	\$ 25.00
c.	Bantam	\$ 30.00
d.	Midget – Intermediate	\$ 45.00
e.	Junior/Senior	\$ 75.00
f.	3 <sup>rd</sup> Official, if certified, will be paid half the rate per game for the division they are involved in.	

#### 1.11.4 Women's Field Lacrosse

a.	Junior	\$ 20.00
b.	Senior	\$ 20.00

#### 1.11.5 Inter-Crosse (Competitive)

a.	Minor (16 and under)	\$ 10.00
b.	Senior (17 and over)	\$ 10.00

### 1.11.6 Provincial Championship Expenses

1.11.6.1 Meal Per Diem – A per die allowance will be provided to all out of town referees based upon the current SLA meal allowance as indicated in 9.01. The SLA Office in consultation with the SLA Referee in Chief reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

1.11.6.2 Accommodations – Out of town referees will be provided with accommodation. Referees will be expected to share a room with another referee. If a referee is not willing to share a room then the SLA office in consultation with the SLA Referee in Chief reserves the right to not pick-up the hotel expense.

1.11.6.3 Travel Expenses – Out of town referees will be provided with a mileage expense based on .40 cents/per km. However, referees will be expected to car pool if possible. The SLA office in consultation with the SLA Referee in Chief reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

#### 1.11.6.4 SLA Tournament Referee in Chief

- a. Policies 7.01.2 should apply with the exception of C. The SLA Tournament RIC as a representative of the SLA shall receive mileage according to policy 9.01 h).
- b. The SLA Tournament RIC shall receive a \$5 per game assignor fee.
- c. The SLA Tournament RIC shall receive a \$10 per game evaluation fee upon submission of the SLA approved written evaluations.

#### 1.11.6.5 Box Sector Provincials – 3<sup>rd</sup> Official

- a. The 3<sup>rd</sup> official is to operate the 30-second shot clock during all provincial championship games.

### 1.11.7 Provincial Registration

1.11.7.1 All officials that are officiating games for member association/leagues must register with Saskatchewan Lacrosse Association either at an official's clinic or before their first game.

### 1.11.8 Officiating Course Conductors

1.11.8.1 All officiating course conductors will be paid at a rate of \$20 /per hour.

## **1.12.0 Coaching Sector Fees and Certifications**

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1.12.1 All coach course conductors will be paid at the rate of \$20 /per hour.

1.12.2 All player clinic instructors will be paid at the rate of \$10 /per hour.

1.12.3 Coach evaluator will be paid at a rate of \$5 /per coach evaluated upon submission of proper documentation.



1.12.4 Coaching Certification – the Saskatchewan Lacrosse Association must abide by the Canadian Lacrosse Association’s minimum coaching standards.

1.12.4.1 The following table is the minimum coaching certification requirements to be able to be a coach/assistant coach on a box lacrosse team registered with the Canadian Lacrosse Association and the Saskatchewan Lacrosse Association.

#### Box Lacrosse Minimum Coaching Standards

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

#### NOTES

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

- Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

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

A second year coach may be 'Trained'

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

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

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

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

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

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

#### Men's Field Lacrosse Minimum Coaching Standards

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
Rec/House League	Community Development Trained	N/A	N/A
Mini-Tyke	Community Development Trained	N/A	N/A
Tyke	Community Development Trained	N/A	N/A
Novice	Community Development Trained	N/A	N/A
Pee Wee	Community Development Trained	N/A	N/A
Bantam	Community Development Trained	N/A	N/A
Midget	Community Development Trained	Competitive Introduction Certified	N/A
U-19	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
Category	Community Initiation	Community Development	Competitive Introduction/Development
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

**NOTES**

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

-

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

-

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

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

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

The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2013

**In 2013, the following will apply to LFs requiring Competitive Development:**

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

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

### 1.12.5 Respect in Sport Coaching Certification

1.12.5.1 The SLA is committed to creating a sports environment in which all individuals are treated with Respect and Dignity. All coaching staff have a responsibility to create a sporting environment that is free of Harassment, Abuse Bullying and Neglect. The SLA requires all coaching staff participating in Lacrosse have completed the online Respect in Sport Certification as required by Sask Sport Inc. by June 1<sup>st</sup> of the current Lacrosse year.

### 1.12.6 Scope and Application

1.12.6.1 This policy applies to all coaching staff registered with/or named on an official sport roster under the jurisdiction of the SLA.

1.12.6.2 Any SLA coaching staff not having completed the RIS certification in the time frame that has been established by the SLA may be removed from that coaching staff until that time that the course is completed.

1.12.6.3 The SLA Board of Directors is responsible for sending out the communication and timing of course completion

### 1.12.7 Enforcement

1.12.7.1 Any SLA coaching staff not in compliance with this policy may result in further discipline as determined by the SLA Board of Directors or in accordance with SLA policy.

## **1.13.0 Team Trainer Qualifications**

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1.13.1 Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:

- a. Any St. John Ambulance Emergency First Aid course of eight (8) hours (or more).
- b. Canadian Red Cross Standard First Aid and Basic Rescuer CPR course.
- c. Canadian Red Cross Sport First Aid Course.
- d. Any CAHA Hockey Trainer's Certification Program.
- e. A professional designation (e.g. MD, RN, Physiotherapist, Policeman, Fireman).
- f. From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.
- g. The CLA recognizes only one trainer per team to address those specific activities (activities which would not include coaching athletes).
- h. A photocopy of a trainer certification card (provided by the above groups) should be attached to the MA's Bench Personnel form.

1.13.2 Minor Nationals and Provincials:

- a. Bench Personnel Eligibility
- b. All Bench Personnel must be certified and meet CLA guidelines.

- c. Trainers must hold valid: St. John's, Red Cross, or Sport Training Certificate MA recognized. (Medical Doctors, Registered Nurses, Fire Fighters and Paramedics).
- d. Bench Personnel must be registered and approved by the MA.
- e. A minimum of two (2) a maximum of five (5) Bench Personnel on the game sheet and on the bench during games, one (1) of whom must be a certified trainer.

#### **1.14.0 Travel Claim Regulations**

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1.14.1 The following regulations will apply to all individuals and contingencies whose travel expenses are funded by the Saskatchewan Lacrosse.

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

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

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

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

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

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

1.14.1.7 Meal allowance shall be provided at the rates given below for Board and Committee members on Saskatchewan Lacrosse business, e.g. Board Meetings, Annual and Semi-Annual General Meetings, Sask. Sport Meetings. All allowances shall be approved prior to the trip by the Executive Director. Special allowances may be made in situations where members who are not on the Board are travelling as Saskatchewan Lacrosse delegates on Saskatchewan Lacrosse business. Such allowances shall be made subject to prior approval by the Executive Director.

- a. The meal allowance for events within Saskatchewan shall be \$50 /per full day or portion thereof:
  - \$10 for Breakfast
  - \$15 for Lunch
  - \$25 for Dinner

1.14.1.8 In instances where a private auto is used, an allowance of the following:

- a. Administrative Functions - \$0.40 /km will be paid but is not to exceed the

airfare for the same distance. The SLA will monitor the price of fuel and work with a sliding price scale (still in development) to ensure that the rate /per km is suffice.

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

1.14.1.9 Travel claims must be filed in proper form with the Saskatchewan Lacrosse Provincial Office within thirty (30) days of the claimant’s return home.

1.14.1.10 Where so designated by the Board, a “Report of the Event”, must be filed with the travel expense claim.

1.14.1.11 The Saskatchewan Lacrosse Provincial Office reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

## **1.15.0 Staff Expenses**

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### 1.15.1 Meals

1.15.1.1 Meals within or outside of Saskatchewan shall be claimed on a per diem basis of \$50 /per day or portion thereof:

\$10. for Breakfast

\$15 for Lunch

\$25 for Dinner

### 1.15.2 Mileage

1.15.2.1 All staff will receive \$0.40 /per km.

### 1.15.3 Other Expenses

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

### 1.15.4 Parking

1.15.4.1 Saskatchewan Lacrosse shall pay for one parking space.

1.15.4.2 For Executive Director Saskatchewan Lacrosse shall pay .....

1.15.4.3 For Technical Staff – Parking allowance of \$25 /month

### 1.15.5 Honorariums (staff and volunteers)

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

## **1.16.0 Event Sanctioning (Tournaments, Clinics, and Camps)**

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1.16.1 The following rules and regulations apply for sanctions of all inter-association and interprovincial tournaments, clinics, camps, festivals and series of games other than SLA Provincial Championships. A tournament is defined as a contest involving a number of competitors who vie against each other in a series of games or trials in which a tournament champion is declared. A Clinic or Camp is defined as the training or Try Lacrosse session involving players, new or old, to work on their Lacrosse skills or learn about Lacrosse taught by certified instructors. In addition, all non-competitive tournaments, festivals and series of games require SLA sanctioning prior to taking place in the province.

1.16.1.1 The V.P. of Operations will use the following format to determine the date, location and priority of all sanctioned events:

- a. National Championships
- b. Provincial Championships and PGLL Finals
- c. Association's League Play
- d. Cross-Border Leagues
- e. Association or Club Tournaments
- f. Inter-Provincial Tournaments
- g. International Tournaments
- h. Association or Club Clinics and Camps

1.16.1.2 Any request for sanctioning of events on obstructed time slots will be dealt with by the V.P. of Operations and the Executive Director on a first come, first serve basis.

- a. Clubs/Teams affiliated with the Saskatchewan Lacrosse Association desiring to sponsor a tournament must first receive approval from the League in which they are members.
- b. Upon approval by the League, the sponsoring club/team shall then submit the Saskatchewan Lacrosse Association Tournament Application Form requesting permission to host a Lacrosse event. A tournament application must be filed at the SLA AGM, along with a tournament sanction fee as stated in the current SLA policies. If a late application is received after the AGM, approval will depend on the availability left in the season. A Clinic/Camp application must be filed at least twenty (20) days prior to the start of a Clinic/Camp along with the Clinic/Camp entry fee as stated in the current SLA policies. The approved application will then be sent to the applicant; league in membership; and the Saskatchewan Lacrosse Association's Referee in Chief.
- c. A list outlining the members of the Organizing and Discipline Committee must be provided twenty (20) days prior to the tournament to remain sanctioned.

- 1.16.1.3 Entry into approved tournament(s) shall be limited to teams, which are properly affiliated with this Association and/or other Provincial/State Associations.
- 1.16.1.4 Only properly registered players, in good standing, shall be permitted to participate.
- 1.16.1.5 Teams participating in an approved tournament, desiring to use the service of a player registered with another club, must first obtain written permission from the club for which the player is registered.
- 1.15.1.6 Participating teams shall be allowed a maximum of three (3) guest players.
- 1.15.1.7 Only those referees Saskatchewan Lacrosse Association or Canadian Lacrosse Association certified shall be appointed to officiate. Names of those referees on the Official List are available through the Head Office of the Saskatchewan Lacrosse Association.
- 1.15.1.8 Associations of the sponsoring team(s) shall be responsible for deciding disciplinary matters, which may arise. Discipline procedures must be in accordance with the SLA Disciplinary Guide.
- a. The SLA shall not be held responsible for any emergency medical or injury expenses incurred by an athlete, sponsor, executive, volunteer or representative of any participating club as a result of activities sanctioned herein.
  - b. The SLA must be notified of the intention to include the hosting and/or servicing of alcoholic beverages at all social venues.
- 1.15.1.9 The SLA shall not be held responsible for any financial losses incurred by the sponsoring league, club, team or individual.
- 1.15.1.10 The applicant hereby acknowledges the jurisdiction of the Canadian Lacrosse Association during the time period authorized by this Hosting Permit.
- 1.15.1.11 Sanctioning Fees shall be set at:
- a. Tournament Application received BEFORE the SLA AGM \$ 0
  - b. Clinic/Camp Applications \$ 0
  - c. Tournament Applications received AFTER the SLA AGM \$50
- 1.16.2 Camp Sanctioning – The SLA is dedicated to player development. Non-member Lacrosse Camp Organizers by promotion and sanctioning of Camps aligns with the Strategic Directive of player development.
- 1.16.2.1 All camps sanctioned by the SLA must be open to all SLA players.
- 1.16.2.2 All camps sanctioned by the SLA must have all instructors/coaches adequately trained as per CLA Minimum Coaching Standards. List of instructor/coaches MUST be supplied.
- 1.16.2.3 Camps operating more than three (3) days must register players who were not registered with the SLA the previous regular season on document supplied by the SLA.

- 1.16.2.4 Entities must be registered as a Body Corporate.
- 1.16.2.5 Entities wishing to partner with the SLA for camp sanctioning must apply by November 1<sup>st</sup> the year prior to camps being sanctioned.
- 1.16.2.6 The SLA Office will sanction partners based on requests received for the January 1 to December 31.
- 1.16.2.7 The camp sanction fee for the year will be \$100 per camp to a maximum of \$1,000 in a calendar year.
- 1.16.2.8 The SLA and it's Member Associations will only communicate, advertise, or promote SLA sanctioned events. This includes all forms of print, electronic, and social media communications, advertisements or promotions.**
- 1.16.2.9 All instructors must submit a current criminal record book.
- 1.16.2.10 Camp must have a minimum \$5 million dollar liability insurance.

### **1.17.0 Team Travel Permits**

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- 1.17.1 All travel permits will be reviewed and approved by the travel permit committee, which consists of the V.P. of Operations, Executive Director and the appropriate sector chair.
- 1.17.1.1 Should a conflict of interest emerge committee members will be appointed by the SLA President.
- 1.17.2 A team wishing to compete in games or a tournament in another provincial association and/or National Associations must first submit the Travel Permit to its local Association and then to the SLA.
- 1.17.2.1 The Permit must be received by Saskatchewan Lacrosse within the following time limits:
- |    |                             |          |
|----|-----------------------------|----------|
| a. | Inter-Provincial Tournament | March 30 |
| b. | United States               | March 30 |
| c. | International               | March 30 |
- 1.17.2.2 If the SLA calendar has an open week/weekend a team may submit a travel permit. Travel permits will be reviewed on the first come basis. The following will apply:
- |    |                             |                          |
|----|-----------------------------|--------------------------|
| a. | Inter-Provincial Tournament | 7 days before the event  |
| b. | United States               | 14 days before the event |
| c. | International               | 30 days before the event |
- 1.17.3 All teams granted a travel permit must fill out a Travel Roster Form. A Roster Form must be filled out and signed off by appropriate team staff and MA personnel then be submitted to the SLA 14 days prior to the team attending the event.
- 1.17.4 Only teams made up of players and coaches duly registered with the SLA can obtain a Travel



- Permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
- 1.17.5 All Provincial teams are required to fill out a travel permit as well.
- 1.17.6 Travelling teams may only compete against opponents or in tournament matches approved in this permit. Games must be sanctioned by a recognized lacrosse governing body in order for accident/liability insurance to be valid.
- 1.17.7 Are you required to supply referees? If so, list referees and their registration level on the attached sheet. (\* suggestion: If you are required to supply referees – list the referees and their registration level on the attached sheet.)
- 1.17.8 Travelling teams must adhere to the Rules of the Competition in which it is participating.
- 1.17.9 Teams participating in any tournament and/or exhibition series shall abide by the Host's rules in regard to any minor and major suspensions, which may be more or less severe than SLA minimum suspensions. However, any gross or match penalties must be served and reported in accordance with SLA minimum suspension policies.
- 1.17.10 Teams must ensure any suspensions in force from their local association/SLA are served during the games/tournaments covered by this Permit. Any new suspensions obtained at the games/tournaments covered by this Permit shall be carried over and served during subsequent local association/SLA games.
- 1.17.11 Submit a copy of all game sheets to your local association President within three (3) days of returning from the tournament. Failure to do so may result in disciplinary action/suspension of the coach(s) and/or forfeiture of any deposit levied with this application.
- 1.17.12 Travelling teams shall remain subject to the Operating Policies and Codes of Conduct in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the Provincial association; therefore, the conduct of the team must be indicative of this responsibility.
- 1.17.13 Failure by coaches and managers to abide by these rules, use ineligible coaches, players or travel without a properly filled out permit will result in an automatic five (5) game suspension from all team activities. The club and/or M.A. will also receive a \$1,000 fine and a one-year travel ban and be placed on probation.
- 1.17.14 Cross Border League Play
- 1.17.14.1 Saskatchewan teams playing in a league based outside the province of Saskatchewan, must be filed with the SLA office before the competitive season starts, the team(s) must have approval from their local associations.
- 1.17.14.2 These permits will be reviewed on an annual basis.

## 1.18.0 Privacy Policy

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### 1.18.1 Our Privacy Commitment

1.18.1.1 The SLR is committed to keeping personal information accurate, confidential, secure and private.

1.18.1.2 Based on the Personal Information Protection and Electronic Documents Act (PIPEDA), this Policy describes how the SLR adheres to the ten (10) principles of privacy set out in PIPEDA which are summarized in the attached Schedule "A". The Privacy Policy will outline the types of personal information we may collect from members, athletes and, where applicable, donors and customers, and explains how we may use it and disclose it to others. It will also outline the safeguards we implement to protect personal information and provide to members and donors the opportunity to access and correct personal information we have about them.

1.18.1.3 A copy of PIPEDA is available at the Federal Privacy Officer's website at [www.privcom.gc.ca](http://www.privcom.gc.ca)

### 1.18.2 Information we gather and use – Collecting Your Personal Information Policy.

1.18.2.1 This Policy only applies to your personal information that we collect or use in relation to a commercial activity of the SLA.

1.18.2.2 At the SLA, we ask for your permission when we collect, use or disclose your personal information in the course of a commercial activity. Personal information is that which refers to you specifically and is collected in person, over the telephone or by corresponding with you via mail, facsimile, or over the internet.

1.18.2.3 When you request a service or membership from us, or participate in an athletic event sanctioned by us, we, our affiliates, subsidiaries or related organizations, may, with your consent, collect personal information from you, which may include the following:

- a. name
- b. mailing address
- c. email address
- d. telephone number
- e. contact number
- f. social insurance number, and
- g. date of birth
- h. for competitions, personal height and weight, and past competition results
- i. in certain instances, pertinent health information regarding athletes

1.18.2.4 The following activities are examples of when the SLA may require the collection or use of your personal information:

- a. collection of membership, registration or competition fees
- b. organization of club activities

- c. communicating with you about SLA or related association or organization activities
- d. compiling member statistics
- e. compiling member, athlete or registration lists
- f. providing member, athlete or registration lists or member discipline or suspension reports or histories to other sports organizations
- g. mailing out member newsletters
- h. selling programs for competition, promotional, fundraising or other purposes
- i. selling, bartering or leasing of member, donor or fundraising lists to third parties
- j. participating in a dispute resolution process
- k. participating in a fundraising or planned in giving programs
- l. communicating with members and athletes
- m. using membership or donor lists for commercial activities of the SLA or its related associations or organization; and
- n. selling advertising in publications of the SLA that contain personal information about the member, donor or athletes (e.g. athlete statistics)

1.18.2.5 During the application process - to become a SLA member, or to renew your membership, or as a non-member, donor or athlete associated with the SLA, you may have provided us with written consent respecting the collection, use, and disclosure of your personal information. This Privacy Policy is intended to supplement, and does not replace or modify any such written consent previously provided.

1.18.2.6 You have a choice - whether to provide us with the personal information requested. In our operations, however, your decision to withhold particular details may limit the services, association or membership we are able to provide you. In some cases we may not be able to enter into a relationship with you.

1.18.2.7 The SLA maintains a contact history for each member - which is used primarily for service, collection and payment purposes. This information, however, is limited to internal use and restricted to our employees, agents and volunteers.

1.18.2.8 The information - we ask you to provide varies with the circumstances of your activity or the service you request such as:

1.18.2.9 General Inquiry – for general inquiries on our organization, you may need to provide limited information such as your name, contact address, or contact number. This will allow us to contact you with regard to your interest in the SLA.

1.18.2.10 SLA Service – You may need to call the SLA to make an inquiry as to your standing as a member of your activities within the organization. In such instances, we will ask you to provide, at minimum, your name and residence.

1.18.2.11 Athlete Participation – We may be required to provide certain personal and statistical information regarding athletes for the purpose of competitions or rankings.

- 1.18.2.12 We may use the personal information you provide us to:
- a. communicate with you
  - b. provide you with the information you have requested
  - c. provide statistical information and results for competitions and events
  - d. advertising or promotional activities

1.18.2.13 With your consent, we may also send you information about other activities in which we believe you would be interested. We want to assure you that we only use your personal information for the purpose that we have disclosed to you.

1.18.2.14 Most of the information we retain about you consists of your membership and competition record. We use transactional information to keep track of and report back to you in these areas, if requested.

### 1.18.3 With Whom We May Share Your Information

1.18.3.1 Related Associations and Organizations – The SLA and its employees and volunteers are all governed by our Policies and Procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other SLA affiliates or related organizations that perform services on our behalf or provide services to you.

1.18.3.2 Employees and Volunteers – In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees or volunteers who have legitimate purpose and reason for access it. For e.g. when you call or email us, our designated employees will access your information to verify that you are the member and to process your requests. As a condition of their employment or volunteer activities, all our employees and volunteers are required to abide by the privacy standards we have established. Educate our employees, agents and volunteers about the responsibilities of handling personal information. Unauthorized access to and/or disclosure of member information by an employee or volunteer of the SLA is strictly prohibited. All employees and volunteers are expected to maintain the confidentiality of personal information at all times and failing to do so could result in appropriate disciplinary measures, which may include dismissal or termination of volunteer activities.

1.18.3.3 Outside Service Suppliers – We sometimes contract outside organizations to perform specialized services, such as processing data, applying payments or facilitating mail-outs. Our service suppliers may at times process or handle some of the information we receive from you.

When we contract with our suppliers to provide specialized services, they are given only the information necessary to perform those services. Additionally, they are prohibited from storing, analyzing or using that information for purposes other than to carry out the service contracted with us to provide. Our suppliers are bound by contractual obligations designed to protect the privacy and security of your information. As part of our contract agreements, our suppliers and their employees are required to protect your information in a manner consistent with the privacy policies and practices that we have established.

1.18.3.4 Other – We do share personal information of our members in the following circumstances:

- a. When required by law – There are some types of information that we are legally required to disclose. We may also be required to disclose information in connection with a legal proceeding or court order to authorities. Only the information specifically requested by legitimate authorities will be disclosed.
- b. When permitted by law – In certain other situations we may be required to disclose personal information, such as when returning a cheque due to insufficient funds or when dealing with a legal matter that concerns your membership or activities within the SLA.
- c. When disclosure is clearly in your best interests, as determined in the sole discretion of the SLA, and consent cannot be obtained in a timely manner.
- d. Where the information is considered to be in the public domain.
- e. To collect a debt owed to the SLA
- f. In cases of emergency

1.18.3.5 The SLA may disclose the following kind of personal information about you:

- a. Information we receive from you on your application and other forms you submit to us or communications between us, including by writing, by telephone, by fax or by electronic format. This information includes: e.g. your name, your address, and your telephone number.
- b. Information about your dealings and relationship with us and our related associations and organizations: e.g. your membership status and athletic activities.

1.18.3.6 We may also disclose the same kind of personal information described above with respect to our former members.

1.18.4 How We Safeguard Your Personal Information:

1.18.4.1 At the SLA, we do our best to protect the privacy of our members.

1.18.4.2 We will ensure that the security of information held in our possession will be at a level that complies with PIPEDA.

1.18.5. Internet Websites – We do not monitor individual use of our website

<http://www.sasklacrosse.net>. We do however monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently store for future use.

1.18.5.1 At SLA decisions that directly impact you are made based on the information we have about you. Therefore, it is important that your personal information is accurate and complete.

1.18.5.2 As a member, athlete, donor or customer, you have the right to access, verify and amend your personal information held by us.

- 1.18.6 Accessing Your Personal Information – The SLA will provide a procedure for its members, athletes and non-member customers to view information held by the SLA and to report and quickly remedy inaccurate information. There are certain situations where the SLA may not provide an individual access to their personal information, including those instances where:
- 1.18.6.1 the information is prohibitively costly to provide
  - 1.18.6.2 the information contains references to other individuals, including members, donors, or or non-member customers
  - 1.18.6.3 the information cannot be disclosed for legal, security or commercial propriety reasons
  - 1.18.6.4 the information is subject to solicitor-client or litigation privilege
- 1.18.7 Withdrawing Consent – Upon becoming a member of the SLA, participating in activities arranged or sanctioned by us, you consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to us registered mail to the address listed below. If your consent is withdrawn, this may restrict our ability to assist you or to extend membership privileges and we may not be able to provide you with all of our benefits, product and services.
- 1.18.8 In Summary – We take our responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about our commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please write to:

Saskatchewan Lacrosse Association  
2205 Victoria Avenue  
Regina, Saskatchewan  
S4P 0S4

Attention: Privacy Officer

You can also email us at [ed@sasklacrosse.net](mailto:ed@sasklacrosse.net) or fax us at: (306) 525-4009.

# **SECTION 2**

# **PROGRAM POLICIES**

## 2.0. Membership Assistance Program Grant (MAP)

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- 2.0.1 Purpose – The Membership Assistance Program (MAP) grant is provided to the SLA by the Saskatchewan Lotteries Trust Fund for distribution directly to membership of the SLA. The purpose of the MAP grant is to provide direct funding to our member clubs to assist in the development of lacrosse at the community level.
- 2.0.2 Eligibility – In order to receive MAP funds from the SLA you must:
- 2.0.2.1 Register your association/club with the SLA
  - 2.0.2.2 Be a member in good standing with the SLA
  - 2.0.2.3 Have a “club/league” bank account for financial activities
- 2.0.3 Eligible Funds
- 2.0.3.1 The amount of each club will be eligible to apply for will be based on the registrations received from that club the SLA in the year previous. This amount will be shared with each club by March 1<sup>st</sup> annually. Approved projects and grant support will be within SLA’s fiscal year (September 1 to August 31), for which the grant funds were approved.
  - 2.0.3.2 The SLA Board of Directors will use the following criteria to determine how much MAP funding each member club/league will receive:
    - a. Membership – 60% of the MAP funding will be allocated on a pro rate basis to qualifying members based on the numbers of registered players within their Clubs/Associations.
    - b. Trained and Certified Coaches – 20% of the MAP funding will be allocated on a pro rate basis to qualify members based on the numbers of trained and certified coaches within their Clubs/Associations. These coaches must be listed on the Form 100-B’s that are to be submitted to the SLA. No exceptions will be made.
    - c. Certified Officials – 20% of the MAP funding will be allocated on a pro rate basis to qualifying members based on the numbers of certified officials within their clubs/associations. These officials must have either attended or conducted an officials clinic in the year previous and be listed on a course registration sheet. No exceptions will be made.
- 2.0.4 Application and Approval
- 2.0.4.1 Member clubs/leagues must fill out and submit the MAP Spending Plan form to the SLA by February 15<sup>th</sup> annually. Late applications will not be accepted.
  - 2.0.4.2 The SLA Board of Directors will review the submitted spending plans, and those deemed eligible and approved based proposed projects and expenditures provided in their MAP



spending plan, will be sent written or electronic notification indicating the amount of MAP funding they were approved to receive.

2.0.4.3 Those not deemed eligible will be asked to resubmit. The resubmission of the MAP spending plan must be in to SLA thirty (30) days after being notified that the original spending plan was not approved. If applications are not resubmitted any unused portion of MAP funding will be evenly disbursed to clubs with approved application at the time of the follow-up payment.

## 2.0.5 Payment

2.0.5.1 Clubs/Associations with approved spending plans will receive 50% of the MAP funding once their application is approved. The remainder 50% will be paid out once the MAP Follow-Up Form and receipts are received and the Clubs/Associations have submitted their previous year's financials to the SLA Office as required by SLA Policy.

## 2.0.6 Follow-Up Process

2.0.6.1 Clubs/Leagues that receive a MAP grant must submit Follow-Up Report Form and receipts to the SLA upon the completion of projects/expenditures outlined in their approved MAP Spending Plan. In all cases, MAP Follow-Up Report Forms and copies of projects are due by June 15<sup>th</sup> every year.

2.0.6.2 MAP Follow-Up Reports must include copies of all receipts and/or other documentation to verify expenditures incurred.

2.0.6.3 Receipts and/or other documentation to verify expenditures can take various forms but should at minimum:

- a. Indicate name of recipient (person in business) of the funds.
- b. Describe goods and/or services provided for payment.
- c. Disclose the amount of the payment.
- d. Include the date that the goods/services were purchased (must be between April 1<sup>st</sup> – November 30<sup>th</sup>) and
- e. Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back.

2.0.6.4 Once the SLA has determined that all documentation was filled in correctly and copies of all receipts and/or other documentation were included, the SLA will then disperse the remaining 50% of allocated funds to eligible member Clubs/Associations.

2.0.6.5 If Clubs/Leagues fail to send in the MAP Follow-Up Form and/or copies of receipts and/or other documentation to verify expenditures by August 15<sup>th</sup>, they will not receive the remaining 50% of the funding they were approved for. Additionally incomplete or missing Follow-Up Reports will require the Club/League to return all or a portion of the

previous 50% of funding they had received within that grant period. If MAP grant funds are not returned to SLA, as required, the Club/League will be ineligible to receive any future MAP funding and be considered to be “not in good standing” with SLA.

## 2.0.7 Eligible Projects

### 2.0.7.1 Projects within the following areas are eligible for support:

- a. **Player Development Camps or Clinics** – members hosting a Saskatchewan Lacrosse sanctioned player clinic can apply for a MAP grant to help lower the cost of the camp.
- b. **Coaching and Officials Clinics** – members hosting Saskatchewan Lacrosse sanctioned coaching and officials clinics can apply for a MAP grant to help cover the cost of a clinic.
- c. **Establishing New Team(s)** – communities and leagues that experience an increase in the number of registered players and/or teams can apply for MAP funds to help offset the cost of purchasing new equipment and playing more games.
- d. **Winter Lacrosse Programs** – communities wanting to rent an indoor facility during the winter and needing to purchase proper indoor equipment can apply for MAP.
- e. **Target Group Initiatives** – communities initiating lacrosse programs that encourage and provide lacrosse opportunities for more females, First Nation and Indigenous athletes, Northern communities, and economically disadvantaged will be eligible for MAP funding.
- f. **Provincial Playoff Team Registrations** – members can apply for MAP to help cover the cost of the provincial registration fee for a team to enter the provincial championships.
- g. **League and Team Operating Costs** – a league may apply on behalf of all its teams for annual operating costs. Insurance, equipment, provincial playoff fees, official’s costs (for SLA registered officials) are some of the eligible expenses, but will be considered as a low priority.

## 2.0.8 Eligible Expenditures

### 2.0.8.1 The following expenses are considered eligible expenditures when communities apply for MAP funds to help provide or expand lacrosse programs:

- a. Facility or Field rental costs.
- b. Official’s costs.
- c. Lacrosse Equipment – sticks, balls, goalie equipment, nets helmets, pads, instructional aids
- d. Publicity and Promotional costs for Lacrosse events.
- e. Honorarium for instructors.
- f. Team uniforms.

### 2.0.9.1 Expenditures within the following areas are ineligible for support:

- a. Any construction, upgrading, maintenance or operating costs of facilities.
- b. Expenditures for which other grant dollars have been used. Two different

grants cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting Agency.

- c. Cash prizes.
- d. Social events (barbeques, lunches, etc.)
- e. Alcoholic beverages.
- f. Research projects or feasibility studies.
- g. Out-of-province travel.
- h. Provincial or University CIS team expenses.

## **2.1.0 Athlete Assistance**

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2.1.0.1 That a minimum percentage of Saskatchewan First Funding be budgeted towards athlete assistance as per Sask Sport Inc. Guidelines. (Currently 20%).

### **2.1.1 Athlete Assistance Guidelines**

2.1.1.1 Athlete Assistance be provided to athletes and provincial teams as per the following guidelines:

- a. That  $\frac{3}{4}$  of the budgeted athlete assistance funds be allocated to provincial teams as per provincial team eligibility policy, for attending CLA sanctioned national championships.
- b. That  $\frac{1}{4}$  of the budget athlete assistance funds be allocated to athletes attending a national team tryout, or competing on a national team. If there are no eligible athletes in the current fiscal year then these funds are allocated to the provincial teams.

## **2.2.0 Provincial Team Eligibility**

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2.2.1 A Provincial team shall be defined as a team conceived from a talent identification process.

### **2.2.2 Player Eligibility**

2.2.2.1 Provincial team players must be permanent residents of the Province of Saskatchewan.

2.2.2.2 Saskatchewan athletes residing outside of the province for educational purposes are eligible while enrolled full-time at a post-secondary institution. Proof of registration at a post-secondary institution is required to gain exemption under the residency clause. The member shall provide a copy of current enrollment at a post-secondary institution.

2.2.2.3 Proof of permanent residency in the Province of Saskatchewan will be required in the form of a valid Saskatchewan Health Card number.

2.2.2.4 A member is responsible to initiate and pursue the timely out of province transfer registration if necessary.

2.2.2.5 The V.P. Operations shall have the final decision regarding the eligibility of individual players for all Provincial teams.

### **2.2.3 Coaching**

- 2.2.3.1 As per CLA requirements the Head Coach of SLA Provincial Teams needs to be CPI Certified.
- 2.2.3.2 Assistant Coaches will follow the CLA Coach requirement.
- 2.2.4 Provincial Team Selection
  - 2.2.4.1 The Head Coach shall determine final team roster.
  - 2.2.4.2 All Provincial Teams are required to hold at least two (2) open talent identification camps. One (1) camp must be held in the north and the other in the south as deemed acceptable by the V.P. Operations.
  - 2.2.4.3 The SLA Office will communicate all Provincial Team tryout camps at least two (2) weeks before the camp to all eligible players, as deemed eligible by the V.P. Operations.
  - 2.2.4.4 All Provincial Team rosters must include sufficient representation from clubs throughout the province to maintain their provincial team status. Sufficient representation shall be considered:
    - a. That a minimum of four (4) clubs are represented on the team.
    - b. That no more than ½ of the roster is comprised of players from any one club.
  - 2.2.4.5 If a Team roster does not meet these minimum guidelines then the coaching staff must present a report to the V.P. of Operations for approval – explain the lack of representation from throughout the province if they wish to be recognized as a Provincial Team.
- 2.2.5 Provincial Team Size
  - 2.2.5.1 Provincial Team Size shall be determined by the Head Coach.
  - 2.2.5.2 Number of dressed players shall abide by CLA Rules and additional players shall be notified of their role prior to departing.
- 2.2.6 Provincial Team Code of Behavior
  - 2.2.6.1 Athletes chosen to compete out of province are representatives of Saskatchewan Lacrosse and should conduct themselves in a responsible manner.
  - 2.2.6.2 The drinking of alcohol by minors is illegal and will not be permitted on any Saskatchewan Lacrosse sponsored tours.
  - 2.2.6.3 The athletes are responsible for being on time for all departures, meetings, curfews, etc. and to notify the coaches in advance, in the event of a change of plans.

- 2.2.6.4 Team members travel out of province for the express purpose of competition and nothing should interfere with the athlete's performance.
  - 2.2.6.5 The use of illicit drugs is not permitted.
  - 2.2.6.6 Team members shall adhere to all rules set out by the provincial team coaches or Saskatchewan Lacrosse. Out of province travel is a privilege not a right and the SLA may ban from future competition any person who the Executive feels has violated this code of behavior.
  - 2.2.6.7 If a player commits an act in serious offence of this code of conduct, the coaching staff may immediately expel the player from the team. Furthermore, if this behavior warrants them being sent home from the competition then it will be at the player's expense, not at the expense of the SLA.
- 2.2.7 Responsibilities of Saskatchewan Representatives on Trips:
- 2.2.7.1 Professional Staff
    - a. Should act as advisors to the coaching staff except when named to the staff.
    - b. Should act as a resource and communication medium for the team
  - 2.2.7.2 Head Coach
    - a. Is responsible for curfew and team rules, infractions, appeals, protests and team selection.
    - b. Is in charge of training sessions and technical aspects of the competition.
    - c. Is to pass out technical information to the rest of the staff.
    - d. Should discuss strategy and performance with fellow coaches.
    - e. Is in charge of submitting a written report on individual and team results.
  - 2.2.7.3 Assistant Coach
    - a. Should assist the Head Coach in any way possible.
    - b. Assist in team selection.
    - c. Help as a liaison between Head Coach and players.
  - 2.2.7.4 Manager
    - a. Responsible for overall operations or non-technical matters and administrative duties during the trip and competition.
    - b. Should collect all athlete fees before the group leaves.
    - c. Responsible for payment of all bills, equipment, issues and return receipts, entry fees and media coverage.
    - d. Assist with medical problems.
    - e. Plan itinerary for trips.
    - f. Responsible for obtaining the First Aid supplies.

### 2.2.7.5 Trainer

- a. To be coordinated with the coaching staff. Written resource material for the following duties are found in the CMD Box Coach Manual:
  - I Module 3 – page 116 (3-26) to page 145 (3-55).
  - II Module 6 – page 233 (6-1) to page 245 (6-23).
  - III Appendixes D, E, F, G, H, page 155 (3-65) to page 166 (3-76).
- b. Implement a risk management program with your team.
- c. Identify and minimize risk during lacrosse related activities.
- d. Promote the importance of the Code of Ethics and Fair Play.
- e. Encourage appropriate warm-up/cool-down and conditioning techniques.
- f. Maintain confidential medical history files of all players/coaches on the team.
- g. Implement an Emergency Action Plan for the home arena/field and other venues while traveling.
- h. Recognize and manage major/minor injuries.
- i. Identify injuries that require removing a player from action, and know when return to play is permitted through the player's physician and/or therapist.
- j. Recognize when the athlete should be referred to a medical professional.
- k. Educate all lacrosse participants in the importance of hygiene, nutrition, hydration, and drug/alcohol abuse.
- l. Ensure participants understand what banned substances are and the negative side effect associated with their use.
- m. Liaise with athletes, parents, coaches, medical personal, therapists, and other volunteers within your team on the above items.
- n. The Trainer is to focus on the responsibilities laid out above and refrain from coaching the players during the course of the game.

### 2.2.8 Coordinating/Coaching/Managing Provincial Teams:

#### 2.2.8.1 Selection of Provincial Team Coordinator(s) for Provincial Teams is as follows:

- a. Notification for applications for the Provincial Team Coordinator Position must be made to all members before **August 1<sup>st</sup>** of each year.
- b. The submission deadline shall be **October 15<sup>th</sup>** of each year.
- c. If a Provincial Coordinator is not voted in at the AGM then the SLA Office and Board will accept applications until **December 1<sup>st</sup>**.

#### 2.2.8.2 Selection of Managers for Individual Minor Box Provincial Teams (Peewee, Bantam, Midget)

- a. Notification for applications for the individual Team Manager Positions must be made to all members before **January 15<sup>th</sup>** of each year.
- b. The submission deadline shall be **January 30<sup>th</sup>** of each year.
- c. The sector committees have fourteen (14) days after **January 30<sup>th</sup>** to select the Provincial Team Coordinator.

#### 2.2.8.3 Selection of Coaching Staff

- a. Individuals interested in coaching a provincial team must submit their application along with their coaching resume to the SLA Office prior to the application deadline.

- b. Once an application has been received by the SLA office the applicant and their local association will receive notice within two (2) weeks that it has been received.
- c. On the application deadline date once the SLA office has received all applications the ED will send the applications to the Coaching Sector Chairperson to ensure coaches have the proper coaching certification.
- d. Coaching Sector Chairperson will then sign the applications of coaches certified and send them back to the SLA office. The ED will then sign applications and send them to the appropriate Sector Chairperson for consideration.
- e. Once it is sent the Sector chairperson they will bring forth their recommendations to the SLA Board for their approval.
- f. Only successful applicants will be notified.
- g. Box Lacrosse
  - I Notification for applications for provincial team coaching staff must be made to all eligible coaches before **January 15<sup>th</sup>** of each year.
  - II The submission deadline shall be **January 31<sup>st</sup>** of each year.
  - III The sector committees have fourteen (14) days after **January 31<sup>st</sup>** to recommend the various provincial teams coaching staff to the Executive for final approval.
  - IV The executive then has fourteen (14) days to select the provincial teams coaching staff for all SLA provincial teams.
  - V Coaching staff must attend a planning/coordinating meeting before **March 31<sup>st</sup>** to schedule provincial team camps and training sessions.
- h. Men's Field Lacrosse – Coaching/Managing Provincial Teams.
  - I The submission deadline for coaching and management staff shall be **January 31<sup>st</sup>** of each year.
  - II The Sector Committee have fourteen (14) days after **January 31<sup>st</sup>** to select the provincial team coaching and management staff.
  - III Notification for application for provincial team coach position must be made to all eligible coaches before **November 25<sup>th</sup>** of each year.
  - IV The submission of “interest to coach” deadline shall be **December 15<sup>th</sup>** of each year.
  - V Coaching and management staff must attend a SLA facilitated inter-sector planning/co-coordinating meeting before **March 31<sup>st</sup>** to schedule provincial team caps and training sessions.

#### 2.2.9 Vacant Provincial Team Coaching/Management

- 2.2.9.1 If there are not suitable applications for caching/management staff, and/or the sector committees are unable to select coaching/management staff for a provincial team then the Executive may select the coaching/management staff.
- 2.2.9.2 A provincial team that does not have any coaching/management staff in place two (2) months prior to the sanctioned tournament will not be sanctioned for that year.

### 2.2.10 Saskatchewan Lacrosse Trip Report

2.2.10.1 To be completed by all members of the Provincial teams staff.

2.2.10.2 To be submitted 30 days post tournament to the SLA Office.

2.2.10.3 All submissions will be reviewed by the V.P. of Operations and the appropriate Sector Chairperson – any concerns/business arising from these formal reports will be submitted to the SLA Board and the Team Management group within thirty (30) days of receiving the reports.

2.2.10.4 Should a conflict arise with a serving SLA Board Member and a position with the team staff then the formal review process will be conducted by the SLA President and any other Sector Chairperson.

### 2.3.0 Awards Program

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2.3.1 An Awards Committee will be formed each year in October by the Executive Director for the purpose of choosing from the nominations that have been sent in by the members.

2.3.2 Only nominations that have been received three (3) weeks prior to the Annual General Meeting will be accepted.

2.3.3 The Awards Committee will decide a winner of the following Annual Awards:

2.3.3.1 Coach of the Year Award

2.3.3.2 Media Award

2.3.3.3 Volunteer of the Year Award

2.3.3.4 Sponsor of the Year Award

2.3.3.5 Russell Slobodian Memorial (Athlete of the Year Award)

2.3.4 All annual awards, as stated in [4.01.3](#), will be given at the Annual General Meeting Banquet.

2.3.5 Russell Slobodian Memorial – Athlete of the Year Award

2.3.5.1 Saskatchewan Lacrosse will honour Russell Slobodian by presenting a Player Award in his name.

2.3.5.2 Presented to the player aged 21 and under who best exemplifies the true spirit of Lacrosse.

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



### 2.3.6 Coach of the Year Award

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

### 2.3.7 Official of the Year Award

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

### 2.3.8 Media Award

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

### 2.3.9 Volunteer of the Year Award

2.3.9.2 Candidates are selected from the Executive Ranks of Associations, Clubs, Leagues and SLA. Candidates will be judged on their accomplishments towards fostering and promoting the game, improving the image and stature of Lacrosse, both at their level of function as well as provincially.

### 2.3.10 Sponsor of the Year Award

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

### 2.3.11 Promotion and Development Award

2.3.11.1 This award is presented at the SLA AGM annually to the Lacrosse Club/Association selected by the SLA President as having done the most to promote and develop Lacrosse in their Saskatchewan community.

2.3.11.2 The following criteria will be used in selecting the award recipient:

- a. Lacrosse promotion and development activities/initiatives executed in the community.
- b. Partnership building in the community (media, parks and recreation, service clubs).
- c. Increase sponsorship dollars year-over-year.
- d. Increase in total player registration year-over-year.
- e. Increase in volunteer base year-over-year increased in media exposure for Lacrosse in community year-over-year.

### 2.3.12 SLA Female Athlete of the Year Award

2.3.12.1 Saskatchewan Lacrosse will honor one Female Player of the Year Award.

2.3.12.2 One (1) female player aged 21 and under who best exemplifies the true spirit of Lacrosse.

2.3.12.3 This award will be given at the SLA AGM.

### 2.3.13 Team of the Year Award

2.3.13.1 Presented to the most outstanding Lacrosse team. The team must show the following attributes:

- a. Must be a registered team in good standing with the SLA.
- b. Exemplify the true spirit of Lacrosse.
- c. Display sportsmanship and be considerate of fellow teams, athletes, coaches, officials.

### 2.3.14 Team Sask Awards

2.3.14 The SLA will have three awards for each team under the Team Sask program. The Head Coach and Assistant Coaches will decide the recipient of these awards and provide the names of each winner, along with a 150-word synopsis of why the individual was selected to the SLA office by September 15<sup>th</sup>. Should an issue arise where Coaches cannot decide together, the final decision will lie with the Head Coach. The three awards handed out to each team will be:

- a. **Most Valuable Player (MVP)**
- b. **Most Improved Player (MIP)**
- c. **Most Dedicated Player (MDP)**

### 2.4.0 Scholarship Program

#### 2.4.1 SLA Lacrosse Education Assistance

2.4.1.1 The SLA shall award a Lacrosse Education Assistance Grant(s) each Lacrosse season. The minimum amount of Education Assistance to be awarded is \$500 while the maximum is \$2,000. The Education Grant shall not exceed \$5,000 annually.

2.4.1.2 Each applicant must meet the following criteria:

- a. Must have been registered with the SLA for three (3) years.
- b. Must be a registrant in good standing in the SLA.
- c. Must be graduating Grade 12 student during the year of application.
- d. Must be going to attend a based University Affiliate College, or Saskatchewan Polytechnic.
- e. Must attend an institution within two (2) years of graduation to take advantage of the Grant.
- f. Recipients may only be eligible to receive the Grant once.

2.4.1.3 Each applicant will be required to fill out and return an application form on or before July 31<sup>st</sup> of the Lacrosse season.

- 2.4.1.4 The Grant will be paid upon Proof of Enrolment. The Proof of Enrolment will be in the form of receipts from the educational institution the recipient is attending. The payment which is to be applied to tuition and purchase of textbooks, will be made directly to the applicant.
- 2.4.1.5 A committee of three (3) Executive Committee members of the SLA will determine the recipients of the Grant. The President of the SLA appoints this Committee. The recipient will be announced by August 15<sup>th</sup> of the Lacrosse season.
- 2.4.1.6 Application Forms can be downloaded below or may be obtained from the SLA Office.

# **SECTION 3**

# **SECTOR COMMITTEES**

### 3.0. Men's Field Sector Committee

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#### 3.0.1 Men's Field Chairperson

3.0.1.1 The Chairperson will coordinate the whole Men's Field Sector. He/She will make the final recommendations to the Board/Executive in any matters that require resolving.

#### 3.0.2 Director – Senior Men's Field

3.0.2.1 The Director of Senior Men's Field will be in charge of any issues relating to players twenty (20) years of age and older. This individual should communicate regularly with the Men's Field Chairperson.

#### 3.0.3 Director – Minor Men's Field

3.0.3.1 The Director of Minor Men's Field will be in charge of any issues relating to players (nineteen) 19 years of age and younger. This individual should communicate regularly with the Men's Field and Chairperson.

#### 3.0.4 Association Representatives

3.0.4.1 Each participating Men's Field Lacrosse Association is entitled to have one (1) individual on the Committee.

#### 3.0.5 Jurisdiction of Committee

3.0.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:

- a. Men's High-Performance Teams/Programs.
- b. Make recommendations to the Board in the following area:
  - I In the area of defining age groups/categories where none are set.
  - II In the area of Provincial tournament locations and dates.
  - III In the area of Provincial tournament formats.
  - IV In the area of approval of venues for Provincial tournaments.
  - V In the area of development of grassroots developmental programs for the Men's Sector.
  - VI In the area of coaching at the grassroots level e.g. coaching clinics.
  - VII In the area of officiating at the grassroots level e.g. officials clinics.
  - VII In the area special provincial rule changes that will affect the province of Saskatchewan only.
  - VIII Set goals and objectives for the Men's Field Sector
  - IX Evaluate programs and make recommendations regarding future operations.

3.0.5.2 The Committee will act as a networking medium between different groups, which participate in this Sector in Saskatchewan and Canada. The Committee will make

decisions and give the Chairperson a mandate to take to the Operations Committee or the Executive.

### 3.1.0 Box Lacrosse Committee

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#### 3.1.1 The Chairperson Box Lacrosse

3.1.1.1 The Chairperson will coordinate the whole Box Lacrosse Sector. He/She will make the final recommendations to the Board/Executive in any matters that require resolving.

#### 3.1.2 Director – Major

3.1.2.1 The Director of Major Box Lacrosse will be the Commissioner of the Prairie Gold Lacrosse League. This individual should communicate regularly with the Box Lacrosse Chairperson.

#### 3.1.3 Director – Minor

3.1.3.1 The Director of Minor Box Lacrosse will be in charge of any issues relating to players not participating in the Prairie Gold Lacrosse League. This individual should communicate regularly with the Box Lacrosse Chairperson.

#### 3.1.4 Association representatives

3.1.4.1 Each participating Box Lacrosse Association is entitled to have one (1) individual on the Committee.

#### 3.1.5 Jurisdiction

3.1.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:

- a. Box High Performance Teams/Programs.
- b. Make recommendations to the Board in the following areas:
  - I In the area of defining age groups/categories where none are set.
  - II In the area of provincial tournament locations and dates.
  - III In the area of provincial tournament formats.
  - IV In the area of approval of venues for provincial tournaments.
  - V In the area of development of grassroots developmental programs for the Box Sector.
  - VI In the area of coaching at the grassroots level e.g. coaching clinics.
  - VII In the area of officiating at the grassroots level e.g. officials clinics.
  - VIII In the area of special provincial rule changes that will affect the province of Saskatchewan only.
  - IX Set goals and objectives for the Box Sector.
  - X Evaluate programs and make recommendations regarding future operations.

- 3.1.5.2 The Committee will act as a networking medium between different groups, which participate in this Sector in Saskatchewan and Canada. The Committee will make decisions and give the Chairperson a mandate to take to the Operations Committee or Executive.

### **3.2.0 Women's Sector Committee**

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#### 3.2.1 Chairperson Women's Lacrosse

- 3.2.1.1 The Chairperson will coordinate the whole Women Lacrosse Sector. He/She will make the final recommendations to the Board/Executive in any matters that require resolving.

#### 3.2.2 Director – Women's Field Lacrosse

- 3.2.2.1 The Director of Women's Field Lacrosse will coordinate the development of the game of Women's Field Lacrosse.

#### 3.2.3 Director – Women's Box Lacrosse

- 3.2.3.1 The Director of Women's Field Lacrosse will coordinate the development of the game of Box Lacrosse for Women.

#### 3.2.4 Director – Women's (Men's Field Lacrosse)

- 3.2.4.1 The Director of Women's/Men's Field Lacrosse will coordinate the development of the game of Men's Field Lacrosse for Women.

#### 3.2.5 Director – Inter-Crosse

- 3.2.5.1 The Director of Inter-Crosse will coordinate the development of the game of Inter-Crosse for women.

#### 3.2.6 Association Representatives

- 3.2.6.1 Each Club/Association is entitled to have one (1) individual on the Committee.

#### 3.2.7 Jurisdiction

- 3.2.7.1 Make recommendations to the SLA Board in the following areas:

- a. Women's High Performance Teams/Programs
- b. Make recommendations in the following areas:
  - I In the area of defining age groups/categories where none are set.
  - II In the area of Provincial tournament locations and dates.
  - III In the area of Provincial tournament formats.
  - IV In the area of approval of venues for Provincial tournaments.
  - V In the area of development of grassroots developmental programs for the Women's Sector.

- VI In the area of coaching at the grassroots level e.g. coaching clinics.
- VII In the area of officiating at the grassroots level e.g. officials clinics.
- VIII In the area special provincial rule changes that will affect the province of Saskatchewan only.
- IX Set goals and objectives for the Women’s Field Sector
- X Evaluate programs and make recommendations regarding future operations.

3.2.7.2 The Committee will act as a networking medium between different groups, which participate in this Sector in Saskatchewan and Canada. The Committee will make decisions and give the Chairperson mandate to take to the Operations Committee or the SLA Board.

### 3.3.0 Inter-Crosse Sector Committee

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#### 3.3.1 Chairperson – Inter-Crosse

3.3.1.1 The Chairperson will coordinate the whole Box Lacrosse Sector. He/She will make the final recommendations to the Board/Executive in any matters that require resolving.

#### 3.3.2 Director – Schools

3.3.2.1 This position will deal with promotion and development of Inter-Crosse in the school system.

#### 3.3.3 Director – Competitive

3.3.3.1 This position will deal with promotion and development out of school and develop programs for evening and weekends. They will also work together with the Coaching and Official Sector.

#### 3.3.4 Zone Coordinator x 8

3.3.4.1 The Committee should have one (1) Zone Coordinator in each Zone.

#### 3.3.5 Jurisdiction

3.3.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:

- a. Inter-Crosse High Performance Teams/Programs.
- b. Make recommendations to the Board in the following areas:
  - I In the area of defining age groups/categories where none are set.
  - II In the area of Provincial tournament locations and dates.
  - III In the area of Provincial tournament formats.
  - IV In the area of approval of venues for Provincial tournaments.
  - V In the area of development of grassroots developmental programs for the Inter-Crosse Sector.
  - VI In the area of coaching at the grassroots level e.g. coaching clinics.



- VII In the area of officiating at the grassroots level e.g. official's clinics.
- VIII In the area special provincial rule changes that will affect the province of Saskatchewan only.
- IX Set goals and objectives for the Inter-Cross Sector
- X Evaluate programs and make recommendations regarding future operations.

3.3.5.2 The Committee will act as a networking medium between different groups, which participate in this Sector in Saskatchewan and Canada. The Committee will make decisions and give the Chairperson a mandate to take to the Operation Committee or the Executive.

### 3.4.0 Coaching Sector Committee

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#### 3.4.1 Coaching Chairperson

##### 3.4.1.1 Duties:

- a. Attend all Technical/High Performance Committee Meetings.
- b. Attend all Operations, Planning and Development, and the Annual General Meetings.
- c. Form a committee so as to received input on Sector matters from those interested (around the province where possible).
- d. Attend or send a representative to the Canadian Lacrosse Association Sector meetings where possible.
- e. Call committee meetings when necessary.
- f. Chair committee meetings.
- g. Represent the members of their Committees at all other meetings.
- h. Chair a coaching sector meeting with LF's and Coaching Coordinators to relay further LTAD and Coach Certification information at the SLA/PGLL AGM.

#### 3.4.2 Director – Men's Field

3.4.2.1 This position will deal with the development of coaching and any problems in this sector only. He/She will work closely with the Men's Field Sector Committee and the Coaching Chairperson.

#### 3.4.3 Director – Box Lacrosse

3.4.3.1 This position will deal with the development of coaching and any problems in this sector only. He/She will work closely with the Box Sector Committee and the Coaching Chairperson.

#### 3.4.4 Director – Women's Field

3.4.4.1 This position will deal with the development of coaching and any problems in this sector only. He/She will work closely with the Women's Field Sector Committee and the Coaching Chairperson.

### 3.4.5 Director – Inter-Crosse

- 3.4.5.1 This position will deal with the development of coaching and any problems in this sector only. He/She will work closely with the Inter-Crosse Sector Committee and the Coaching Chairperson.

### 3.4.6 Zone Coordinator x 8

- 3.4.6.1 The Committee should also have one (1) zone coordinator in each zone that participates in Lacrosse in Saskatchewan.

### 3.4.7 Jurisdiction

- 3.4.7.1 Make recommendation to the Technical/High Performance Committee in the following areas:
- a. Coaching Staff/I.D. and Training Camp.
  - b. Make recommendations to the Board in the following area:
    - I Organized N.C.C.P courses.
    - II Other clinics that will help promote the game and bring more members to the Association.

### 3.4.7.2 Planning

- a. The Coaching Chairperson shall take a proactive role in increasing the number of coaches at the grassroots level and developing high performance coaches in Saskatchewan.
- b. He/She shall understand the needs and wants of each sector for the development of coaches by communicating with the Sector Coaching Director or the Sector Chairperson, if no Director is in place.
- c. The Coaching Chairperson shall assist in the development of the budget for the coaching area in the Sport for All and Sask First Blocks. He/She may also provide recommendations to the Executive on the overall development of coaching with Lacrosse.
- d. The Coaching Chairperson in coordination with the Sectors shall take a lead role in determining some long term goals and projections for certified coaches in each of the sectors.

### 3.4.7.3 Monitoring

- a. The Coaching Chairperson shall act as a delegate or appoint a delegate to attend the Canadian Lacrosse Association's Coaching Conference.
- b. He/She shall monitor the activities of the SLA's progress in meeting plans and goals that were set out in the Coaching Sector budget plan.

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## 3.5.0 Officiating Committee

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### 3.5.1 Sector Chairperson/Referee in Chief

#### 3.5.1.1 Duties:

- a. Attend all Technical/High Performance Committee Meetings.

- b. Attend the Operations, Planning and Development, and the AGM meetings.
- c. Form a committee so as to receive input on Sector matters from those interested (around the province where possible).
- d. Attend or send a representative to the Canadian Lacrosse Association Sector meetings where possible.
- e. Call committee meetings when necessary.
- f. Chair committee meetings.
- g. Represent the members of their Committees at all other meetings.

### 3.5.2 Director – Men’s Field

- 3.5.2.1 This position will deal with the development of officials and any problems in this sector only. He/She will work closely with the Men’s Field Sector Committee and the Referee in Chief. This individual may be asked by the Referee in Chief to act as the Official Assignor of Referees for a Men’s Field Provincial Championship.

### 3.5.3 Director – Box Lacrosse

- 3.5.3.1 This position will deal with the development of officials and in any problems in this sector only. He/She will work closely with the Box Sector Committee and the Referee in Chief. This individual may be asked by the Referee in Chief to act as the official assignor of referees for a Box Lacrosse Provincial Championship.

### 3.5.4 Director – Women’s Field

- 3.5.3.1 This position will deal with the development of officials and any problems in this sector only. He/She will work closely with the Women’s Field Sector Committee and the Referee in Chief. This individual may be asked by the Referee in Chief to act as the official assignor of referees for a Women’s Field Provincial Championship.

### 3.5.5 Director – Inter-Crosse

- 3.5.5.1 This position will deal with the development of officials and any problems in this sector only. He/She will work closely with the Inter-Crosse Sector Committee and the Referee in Chief. This individual may be asked by the Referee in Chief to act as the official assignor of referees for an Inter-Crosse Provincial Championship.

### 3.5.6 Zone Coordinators

- 3.5.6.1 The Committee should also have one Zone Coordinator in each zone that participates in Lacrosse in Saskatchewan.

### 3.5.7 Jurisdiction

- 3.5.7.1 Make recommendations to the Board in the following areas:
  - a. How to develop and maintain officials in the province.
  - b. Find ways of giving all officials in the province a chance to improve.
  - c. Do enough clinics in all aspects of the game and have trained clinicians for each sector.

# **SECTION 4**

# **CODE OF CONDUCTS AND DISCIPLINE POLICIES**

- 4.0 **Code of Conduct** - As per the SLA Code of Conduct Handbook found in **Appendix A** as mandated by Sask Sport.
- 4.1 **Discipline & Complaint Policy** - As per the SLA Discipline & Complaint Handbook found in **Appendix B** as mandated by Sask Sport.
- 4.2 **Appeal Procedure Policy** - As per the SLA Appeal Procedure found in **Appendix C** as mandated by Sask Sport.
- 4.3 **Alternate Dispute Resolution Policy** – As per the SLA Alternate Dispute Resolution handbook found in **Appendix D** as mandated by Sask Sport.
- 4.4 **Conflict of Interest Policy** - As per the SLA Conflict of Interest Handbook found in **Appendix E** as mandated by Sask Sport.
- 4.5. **Harassment Policy**
- 4.5.1 The Saskatchewan Lacrosse Association 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 SLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offense for which a pardon has been granted.
- 4.5.2 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the SLA that is offensive to any person or group of people and which the individual knew or ought to know would be unwelcomed.
- 4.5.3 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offense, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 4.5.4 The following types of harassment are intolerable, whether or not individuals complain:
- 4.5.4.1 **Sexual Harassment** – includes, but is not limited to, unwelcomed sexual behavior such as inappropriate sexual comments about a person’s body or appearance, use of derogatory sexual terms, inquiries 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 behavior.
- 4.5.4.2 **Racial Harassment** – includes, but is not limited to, racial slurs, jokes or name

calling based upon race, ancestry, place or origin, colour, ethnic origin, and creed(or religion), use of terminology which reinforces stereotypes, derogatory nicknames.

4.5.4.3 Abuse of Authority – includes, but is not limited to, improper use of power and authority inherent in a person 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.

4.5.5 Objective:

4.6.5.1 It is the overall objective of the SLA 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.

4.6.5.2 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behavior is offensive. If the behavior continues, the individual should file a Complaint Review Procedure.

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

4.6.5.4 The SLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

4.6.5.5 The SLA believes that harassment is a serious offense. It is also a serious offense to falsely accuse someone of harassment.

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

4.5.6 Disciplinary Action

4.5.6.1 The SLA has ZERO TOLERANCE for any form of Harassment Employees, members or registrants of the SLA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal, termination of membership or registration, or a lifetime suspension from all SLA activities.

4.5.6.2 Any individual(s) accused of Harassment will be suspended immediately until the SLA Discipline Committee can investigate the allegations.

#### 4.5.6.3 Minimum suspensions Racial / Harassment

- a. First Offense – Automatic 3 games and/or additional \$300 team fine.
- b. Second Offense – Automatic 5 games and/or additional \$500 team fine.
- c. Third Offense – Automatic 1 year suspension up to a lifetime suspension and/or additional \$1,000 team fine.

## 4.6 Fair Play Conducts/Policies

### 4.6.1 Fair Play Philosophy:

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

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

### 4.6.2 Fair Play Issues:

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

4.6.2.2 **Violence** – Any physical aggression outside the rules of a sport is violence.

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

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

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

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

4.6.3 Fair Play – An Athlete's Role:

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

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

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

4.6.3.3 Fair Play Codes for Athletes:

- a. I will participate because I want to, not just because my parents or coaches want me to.



- b. I will play by the rules, and in the spirit of the game.
- c. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
- d. I will respect my opponents.
- e. I will do my best to be a true team player.
- f. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- g. I will acknowledge all good players / performances – those of my team and of my opponents.
- h. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

#### 4.6.4 Fair Play – A Coach's Role:

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

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

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

#### 4.6.4.3 Fair Play Codes for Coaches:

- a. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- b. I will teach my athletes to play fairly and to respect the rules, officials, and opponents.
- c. I will ensure that all athletes get instruction and support.
- d. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that athletes play to have fun and must be encouraged to have fun and must be encouraged to have confidence in themselves.

- e. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- f. I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
- g. I will obtain proper training and continue to upgrade my coaching skills.

#### 4.6.5 Fair Play – An Official's Role:

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

4.6.5.2 As an Official, you act as the conscience, reinforcing the Fair Play Principals. You can:

- a. Be consistent and objective in calling infractions, regardless of your personal feelings toward a team or individual player.
- b. Prevent any players or team staff from intimidating other participants, either by word or by action. Similarly, do not tolerate unacceptable conduct toward yourself, other officials, players or spectators.
- c. Remain open to constructive criticism and try to consider different points of view.
- d. Respect the athletes, their coaches and parents, and everyone involved in your sport. Remember that you have many shared interest and common sport goals.

4.6.5.3 Fair Play Codes for Officials:

- a. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- b. I will avoid or put an end to any situation that threatens the safety of the athletes.
- c. I will maintain a healthy atmosphere and environment for competition.
- d. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
- e. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- f. I will handle all conflicts firmly but with dignity.
- g. I accept my role as a teacher and role model for fair play, especially with young participants.
- h. I will be open to discussion and contact with the athletes before and after the game.

- i. I will remain open to constructive criticism and show respect and consideration for different points of view.
- j. I will obtain proper training and continue to upgrade my officiating skills.

#### 4.6.6 Fair Play – A Parent’s Role:

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

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

- a. Avoid forcing your child to participate in a sport, and remember that your child is playing for his / her enjoyment, not yours.
- b. Discuss Fair Play issues openly with your child. Encourage him / her to play by the rules and resolve conflicts without resorting to violence. Help them understand that violence is unacceptable in professional sport. Teach your child that although it is fun to win, trying hard and doing one’s best is really the name of the game. Never ridicule or get angry at your child for making a mistake or losing a competition. Offer constructive advice and assurance that continued effort will make for improved performance the next time out.
- c. Remember that children learn best by example. Be a supportive and fair spectator. Applaud good plays by members of both teams.

4.6.6.3 Fair Play Codes for Parents:

- a. I will not force my child to participate in sports.
- b. I will remember that my child plays by the rules and to resolve conflicts without resorting to hostility and violence.
- c. I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of the game / event.
- d. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- e. I will never ridicule or yell at my child for making a mistake or losing a competition.
- f. I will remember that children learn best by example. I will applaud good players/performances by both my child’s team and their opponents.
- g. I will never question the officials’ judgment or honesty in public.
- h. I will support all efforts to remove verbal and physical abuse from

children's sporting activities.

- i. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

4.6.5.4 Saskatchewan Lacrosse Association and its member Associations reserve the right to ban any individual, who breaks the above code of conduct, from attending sanctioned Lacrosse games.

#### 4.6.7 Fair Play – An Administrator's Role:

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

4.6.7.2 As a Sport Administrator, League or Club Official, you set the tone for fair and ethical competition. You can:

- a. Make sure that coaches and officials are capable of promoting fair play as well as the development of sound judgment and good technical skills. Encourage them to become certified.
- b. Do your best to ensure that all children are given the same chance to participate, regardless of age, gender, ability, ethnic background or race.
- c. Work toward ensuring that Recreation Department staff, parents, coaches and participants understand their role and their responsibility for promoting fair play in sports.
- d. Distribute Fair Play Codes to spectators, coaches, players, officials, parents and news media.

4.6.7.3 Fair Play Codes for Administrators:

- a. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- b. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- d. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
- e. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- g. I will make sure that coaches and officials are capable of promoting fair

play as well as the development of good technical skills, and I will encourage them to become certified.

#### 4.6.8 Fair Play – A Spectator’s Role:

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

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

#### 4.6.8.3 Fair Play Codes for Spectators:

- a. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- b. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- c. I will respect the Officials’ decisions and I will encourage participants to do the same.
- d. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- e. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- f. I will show respect for my teams’ opponents, because without them, there would be no game.
- g. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

4.6.8.4 Saskatchewan Lacrosse Association and its member Associations reserve the right to ban any individual, who breaks the above code of conduct, from

attending sanctioned Lacrosse games.

#### 4.7 Police Check Policy:

##### 4.7.1 Purpose:

4.7.1.1 Screening of personnel is an important part of providing a safe environment and has become common practice among organizations in the social profit sector that provide programs and services to youth, including sport organizations.

4.7.1.2 The SLA is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs. SLA takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

4.7.1.3 This Policy on Police Checks is one of several policy tools that SLA uses to fulfill this legal responsibility to provide a safe environment and to protect its members and participants from harm.

4.7.2 Not all personnel affiliated with SLA will be required to undergo screening through a Police Check, as not all positions pose a risk of harm to SLA or its members. SLA will determine, as a matter of policy, which “designated positions” will be subject to screening through a Police Check.

4.7.3 For the purposes of this policy, persons who will be subject to screening through a Police Check are those who work closely with minor athletes and who occupy positions of trust and authority within SLA programs. Such “designated positions” include, but are not limited to:

4.8.3.1 Lacrosse team staff appointed by SLA – including Provincial Team coaches, managers & trainers.

4.8.3.2 Lacrosse instructors retained or contracted by SLA to teach in youth programs

4.8.3.3 Summer staff hired by SLA to lead summer camps and youth clinics.

4.8.3.4 Officers of SLA having signing authority for financial transactions (eg: President, Vice-President, Secretary, V.P. of Finance & Executive Director).

4.8.4 It is SLA’s Policy that:

4.8.4.1 Police Checks will be mandatory for all persons in “designated positions”. There will be no exceptions.

4.8.4.2 Failure to participate in the Police Checks process as outlined in this Policy

will result in ineligibility for the “designated position”.

- 4.8.4.3 SLA will not knowingly fill a “designated position” with a person who has a conviction for a “relevant offence” as defined in this policy.
- 4.8.4.4 Police Checks will be received and reviewed by an individual (the “Screening Official”), appointed by the Board of Directors for this purpose, who will Operate independently of the Board of Directors and staff of SLA.
- 4.8.4.5 Each person subject to this policy will apply for and obtain a Police Check from the local Police Detachment. If there is a charge to obtain the Police Check, SLA will reimburse the person for such expense.
- 4.8.4.6 Each person subject to this policy will be sent an envelope addressed to the Signing Official (postage paid) to submit the original copy of their Police Check. The individual must submit the envelope to the Screening Official within seven (7) days of receiving the Police Check.
- 4.8.4.7 The Screening Official will review all Police Checks received and will determine whether the Police Check reveals a relevant offence.
- 4.8.4.8 If a person’s Police Check does not contain a relevant offence, the Screening Official will return the original Police Check by mail to the person who supplied it.
- 4.8.4.9 If a person’s Police Check does contain a relevant offence, the Screening Official will notify the person and SLA that the person is not eligible for the “designated position”. No specific details will be provided to the SLA. The Screening Official will return the original copy of the Police Check to the person who supplied it.
- 4.8.4.10 Police Checks are valid for a period of two (2) years. The Screening Official will notify individuals when a new Police Check is required. Should an individual commit an act outlined in the relevant offenses below within this two (2) year period, it must be reported immediately to the SLA and their role in the “designated position’ will be reviewed and possibly terminated.

#### 4.8.5 Relevant Offences:

- 4.8.5.1 For the purposes of this policy, a “relevant offence” is any of the following offences for which pardons have not been granted:
  - a. If imposed in the last five (5) years: any criminal offence involving the

use of a motor vehicle, including but not limited to impaired driving.

- b. If imposed in the last ten (10) years: any crime of violence including but not limited to all forms of assault: or any criminal offence involving theft or fraud.
- c. If imposed at any time: any offence of physical or psychological violence involving a minor or minors; any criminal offence involving possession, distribution, or sale of any child related pornography; or any sexual offence involving a minor or minors.
- d. If imposed at any time: any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.

#### 4.8.6 Records:

- 4.8.6.1 The Screening Official will retain no copies of Police Checks but may retain written records of its communications with the persons submitting the Police Check and with SLA. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in a legal, quasi-legal or disciplinary proceeding.

## 4.9 Logo Usage

- 4.9.1 **The SLA and Team Sask Logo are both copyrighted material and not to be used with out approval of the SLA Office. Anyone who uses the SLA logo of Team Sask logo or parts of the logo in any way, on any item or medium, without written approval from the SLA Office will be subjected to fines and/or suspensions as deemed appropriate by the SLA discipline committee.**



# **APPENDIXES**

Saskatchewan Lacrosse Association

# Code of Conduct



APPENDIX A

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## Saskatchewan Lacrosse Association Code of Conduct

### Definitions

1. The following terms have these meanings in this Code:
  - a) “*Association*” – **Saskatchewan Lacrosse Association**
  - b) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - c) “*Harassment*” – Behaviour that constitutes harassment is defined in Section 7(b)
  - d) “*Workplace Harassment or Workplace Violence*” – Behaviour that constitutes workplace harassment and workplace violence is defined in Section 7(c)
  - e) “*Sexual harassment*” – Behaviour that constitutes sexual harassment and workplace violence is defined in Section 7(d)

### Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

### Application of this Code

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Association’s activities, the Association’s office environment, and any meetings.
4. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*.
6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association’s Human Resources Policy, as well as the employee’s Employment Agreement, as applicable. Violations could result in a warning, reprimand, access restrictions, suspension and other disciplinary actions up to and including termination of employment/contract.

### Responsibilities

7. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory

- v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
- a. Written or verbal abuse, threats, or outbursts
  - b. The display of visual material which is offensive or which one ought to know is offensive
  - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - d. Leering or other suggestive or obscene gestures
  - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - g. Any form of hazing
  - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - i. Unwelcome sexual flirtations, advances, requests, or invitations
  - j. Physical or sexual assault
  - k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - l. Retaliation or threats of retaliation against an individual who reports harassment
- c) Refrain from any behaviour that constitutes **Workplace Harassment or Workplace Violence**, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

*Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

*Workplace Violence*

- ix. Verbal threats to attack a worker
  - x. Sending to or leaving threatening notes or emails
  - xi. Making threatening physical gestures
  - xii. Wielding a weapon
  - xiii. Hitting, pinching or unwanted touching which is not accidental
  - xiv. Blocking normal movement or physical interference, with or without the use of equipment
  - xv. Sexual violence
  - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **Sexual Harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Association programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events
- i) Respect the property of others and not wilfully cause damage
- j) Adhere to all federal, provincial, municipal and host country laws**
- k) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) When driving a vehicle with an Individual:
- i. Not have his or her license suspended
  - ii. Not be under the influence of alcohol, illegal drugs or substances
  - iii. Have valid car insurance

- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

### **Board/Committee Members**

- 8. In addition to section 7 (above), Association's Directors and Committee Members will have additional responsibilities to:
  - a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
  - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position
  - g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Respect the decisions of the majority and resign if unable to do so
  - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - l) Have a thorough knowledge and understanding of all Association governance documents
  - m) Conform to the bylaws and policies approved by Association

### **Coaches**

- 9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
  - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
  - d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
  - e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - g) Act in the best interest of the athlete's development as a whole person
  - h) Comply with the Association's *Screening Policy, if applicable.*

- i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Dress professionally, neatly, and inoffensively
- m) Use inoffensive language, taking into account the audience being addressed
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to Individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

#### Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:
  - a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
  - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
  - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - d) Adhere to the Association's rules and requirements regarding clothing and equipment
  - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
  - f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
  - g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

#### Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:
  - a) Maintain and update their knowledge of the rules and rules changes
  - b) Work within the boundaries of their position's description while supporting the work of other officials
  - c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
  - d) Take ownership of actions and decisions made while officiating
  - e) Respect the rights, dignity, and worth of all individuals

- f) Not publicly criticize other officials or any club or the Association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach
- f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or staffs' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators



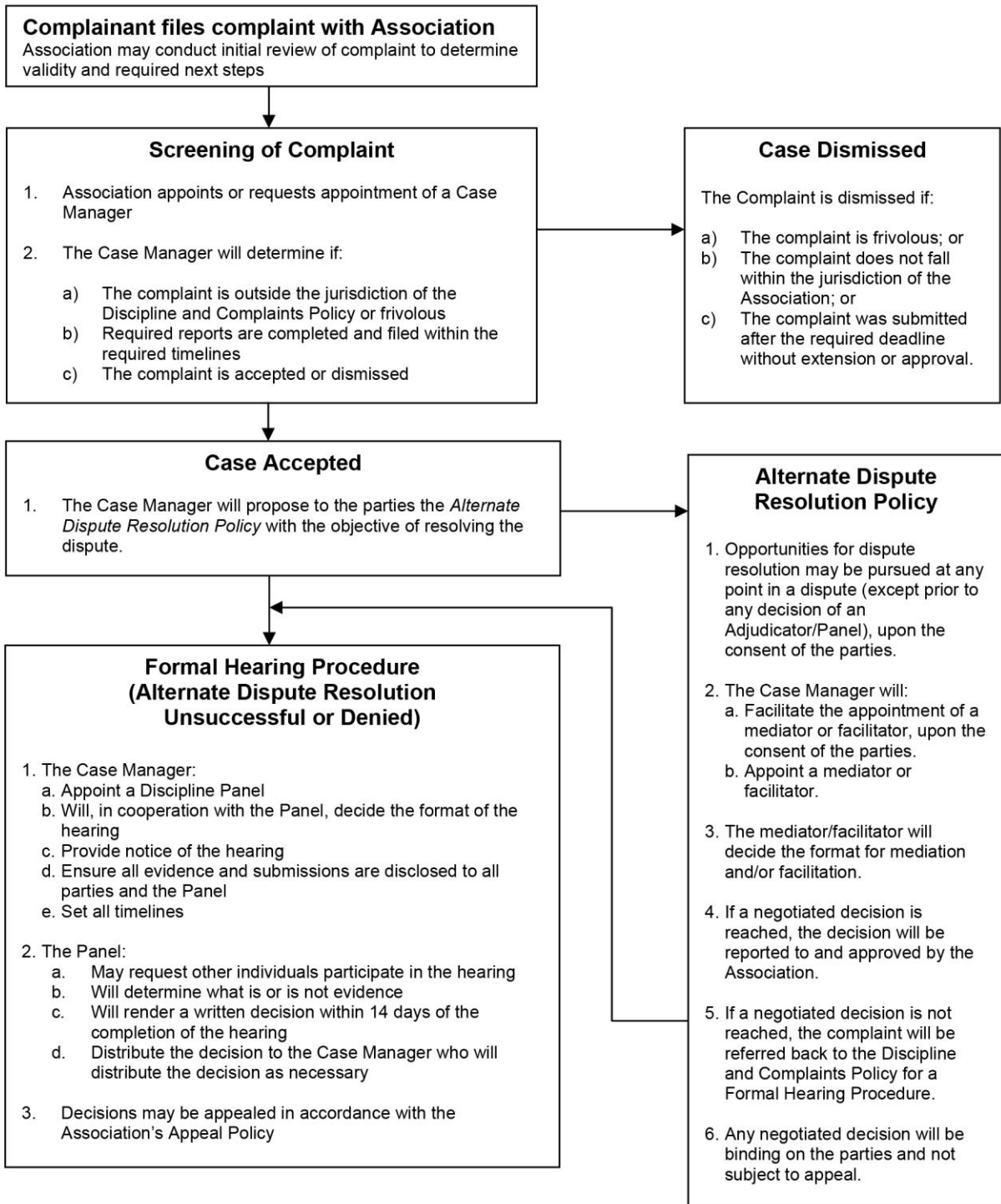
APPENDIX B

Saskatchewan Lacrosse Association

# Discipline and Complaints Policy



# Discipline and Complaints Policy Flowchart



## Saskatchewan Lacrosse Association Discipline and Complaints Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Association*” – **Saskatchewan Lacrosse Association**
  - b) “*Case Manager*” – The VP of Operations or someone they delegate will be the Case Manager. The Case Manager will comply with the position description described in the Case Manager description
  - c) “*Complainant*” – The Party alleging an infraction
  - d) “*Days*” – Days including weekend and holidays
  - e) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, including clubs, teams, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - f) “*In writing*” – A letter, fax or email sent directly to the Association.
  - g) “*Respondent*” – The alleged infracting Party

### Purpose

2. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

### Application of this Policy

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.
4. This Policies also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.
5. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.
6. An employee of the Association found to have to be a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association’s *Human Resources Policy*, as well as the employee’s Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

### Reporting a Complaint

7. Any Individual may report any complaint to the Association. A complaint must be In Writing and must be filed within 21 days of the alleged incident. Complaints should be submitted to:

Executive Director  
Saskatchewan Lacrosse Association  
2205 Victoria Avenue, Regina SK S4P 0S4  
ed@sasklacrosse.net

8. A Complainant wishing to file a complaint outside of the 21 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the 21 days will be at the sole discretion of the Case Manager. This decision may not be appealed.
9. At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.
10. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.
11. Upon receiving a complaint, the Association will review the complaint to determine validity and required next steps.

### Case Manager

12. Upon the receipt and review of a complaint, the Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is the VP of Operations or someone they delegate and is not appealable unless there is a conflict of interest. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution should a conflict arise.
13. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is within the jurisdiction of this Policy or frivolous
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Discipline Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

### Procedures

14. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.
15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

17. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's Alternate *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Alternate Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
  - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
21. If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.
22. In fulfilling its duties, the Panel may obtain independent advice.

### **Decision**

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

### **Sanctions**

24. The Panel may apply the following disciplinary sanctions, singularly or in combination:
  - a) Verbal or written reprimand
  - b) Verbal or written apology
  - c) Service or other contribution to the Association

- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Association activities for a designated period of time
- g) Withholding of prize money or awards
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the Association or from other sources
- j) Expulsion from the Association
- k) Any other sanction considered appropriate for the offense

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.

26. Infractions that result in discipline will be recorded and records will be maintained by the Association.

### **Suspension Pending a Hearing**

27. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

### **Criminal Convictions**

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

29. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

31. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

### **Appeals Procedure**

32. The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

## CASE MANAGER POSITION DESCRIPTION

### Purpose

1. The Case Manager for Discipline and Complaints is the VP of Operations or someone they delegate. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

### Policies

2. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints – VP of Operations
  - b) Appeal - President
  - c) Alternate Dispute Resolution Policy

### Identity

3. The Case Manager, whether or not appointed by the VP of Operations or the Association at its sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
4. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

### Discretion - Complaints

5. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### Discretion - Appeals

6. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - e) Appoint the Panel, if necessary
  - f) Coordinate all administrative aspects and set timelines
  - g) Provide administrative assistance and logistical support to the Panel as required
  - h) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
7. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

**Discretion – Alternate Dispute Resolution**

8. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

**Hearing Format - Discretion**

9. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, but are not limited to:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call plus written submissions
10. In determining the format of the hearing the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

**Panel Appointment**

11. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
12. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

**Communication**

13. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
14. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.



**Suggested Procedure**

15. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

APPENDIX C

Saskatchewan Lacrosse Association

# Appeal Policy



## Saskatchewan Lacrosse Association Appeal Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Appellant*” – The Party appealing a decision
  - b) “*Appeals Panel*” – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal.
  - c) “*Association*” – Saskatchewan Lacrosse Association
  - d) “*Case Manager*” – The SLA President or someone delegated by the SLA President to administer this Appeal Policy. The Case Manager will comply with the position description described in Case Manager Description.
  - e) “*Days*” – Days including weekend and holidays
  - f) “*In writing*” – A letter, fax or email sent directly to the Association.
  - g) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, including clubs, teams as well as, all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - h) “*Respondent*” – The body whose decision is being appealed

### Purpose

2. The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association.

### Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
4. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Budgeting and budget implementation
  - e) Operational structure and committee appointments
  - f) Volunteer appointments and the withdrawal or termination of those appointments
  - g) Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
  - h) Commercial matters
  - i) Decisions made under this Policy

**Timing and Conditions of Appeal**

5. Individuals who wish to appeal a decision have twenty (20) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:
  - a) Notice of the intention to appeal
  - b) Contact information and status of the Appellant
  - c) Name of the Respondent and any affected parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports the appeal
  - i) Requested remedy or remedies
  - j) An appeal fee of one hundred dollars (\$100) which will be refunded if the appeal is successful, or forfeited if the appeal is denied. The fee can be paid via cash, cheque, or e-transfer.
6. An Individual who wishes to initiate an appeal beyond the twenty (20) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the twenty (20) day period will be at the sole discretion of the Case Manager and may not be appealed.
7. Appeals should be submitted to:

EXECUTIVE DIRECTOR  
SASKATCHEWAN LACROSSE ASSOCIATION  
2205 VICTORIA AVENUE, REGINA SK, S4P 0S4

**Case Manager**

8. Upon the receipt of an appeal, the Association's Case Manager is the President, or someone the President delegates, to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable.

**Grounds for Appeal**

9. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
  - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
  - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - d) Made a decision that was grossly unreasonable
10. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

**Alternate Dispute Resolution**

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Appeal Panel may suggest, and the Parties may consent, the appeal to be heard under the Association's *Alternate Dispute Resolution Policy*.
12. Appeals resolved by mediation under the Association's *Alternate Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

**Screening of Appeal**

13. Should the appeal not be resolved by using the *Alternate Dispute Resolution Policy*, the Case Manager will have the following responsibilities:
  - a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal
14. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Association will be notified, in writing, by the Panel of the reasons for this decision. This decision may not be appealed.
15. If there are sufficient grounds for an appeal, the Case Manager will appoint an Appeal Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint three Panel members and designate one of the appointees to serve as the Chair.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

**Procedure for Appeal Hearing**

17. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.
18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
  - a) The hearing will be held within a timeline determined by the Case Manager or the Panel
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at the hearing
  - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
  - h) The decision to uphold or reject the appeal will be by a majority vote of the Panel

19. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
20. In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

21. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
  - a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal and vary the decision
22. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

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

### **Final and Binding**

24. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.
25. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

## CASE MANAGER POSITION DESCRIPTION

### Purpose

1. The Case Manager for Appeals is the SLA President or someone they delegate. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

### Policies

1. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints – VP of Operations
  - b) Appeal - President
  - c) Alternate Dispute Resolution Policy

### Identity

2. Upon the receipt and review of an appeal, the Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is the SLA President or someone they delegate and is not appealable unless there is a conflict of interest. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution should a conflict arise.
3. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.

### Discretion - Complaints

4. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### Discretion - Appeals

5. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - g) Appoint the Panel, if necessary
  - h) Coordinate all administrative aspects and set timelines
  - i) Provide administrative assistance and logistical support to the Panel as required
  - j) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

6. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

#### **Discretion – Alternate Dispute Resolution**

7. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

#### **Hearing Format - Discretion**

8. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call + written submissions
9. In determining the format of the hearing the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

#### **Panel Appointment**

10. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
11. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

#### **Communication**

12. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.



13. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure**

14. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

APPENDIX D

Saskatchewan Lacrosse Association

# Alternate Dispute Resolution Policy



## Saskatchewan Lacrosse Association Alternate Dispute Resolution Policy

### Definitions

2. The following terms have these meanings in this Policy:
  - i) “*Association*” – **Saskatchewan Lacrosse Association**
  - j) “*In writing*”- A letter, fax or email sent directly to the Association.

### Purpose

15. The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
16. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

### Application of this Policy

17. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

### Facilitation and Mediation

18. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association and/or the Case Manager to mediate or facilitate the dispute.
19. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
20. The final decision will be communicated by the mediator or facilitator to the parties and the Association.
21. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.
22. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association’s *Discipline and Complaints Policy* or *Appeal Policy*.
23. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon the Association’s sole discretion.

### Final and Binding

24. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
25. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.

**APPENDIX E**

Saskatchewan Lacrosse Association

# Conflict of Interest Policy



## Saskatchewan Lacrosse Association Conflict of Interest Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Association*” – Saskatchewan Lacrosse Association
  - b) “*Conflict of Interest*” – Any situation in which an Individual’s decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.
  - c) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - d) “*In writing*”- A letter, fax or email sent directly to the Association.
  - e) “*Pecuniary Interest*” - 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.
  - f) “*Non-Pecuniary Interest*” - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

### Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own “pecuniary” or “non-pecuniary” interests. That would be a conflict of interest situation.

### Purpose

3. The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Individuals will conduct themselves in matters relating to conflict of interest, and will clarify how Individuals shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Individuals.

### Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual’s personal interest and the interests of the Association, shall always be resolved in favour of the Association.
6. Individuals will not:
  - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Association, unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.
  - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
  - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.

- d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Association, if such information is confidential or not generally available to the public.
- e) 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 the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.
- f) Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.
- g) Place themselves in positions where they could, by virtue of being an Association Individual, influence decisions or contracts from which they could derive any direct or indirect benefit.
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Association Individual.

#### **Disclosure of Conflict of Interest**

- 7. On an annual basis, all the Association's Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Association.
- 8. Individuals shall disclose real or perceived conflicts of interest to the Association's Board immediately upon becoming aware that a conflict of interest may exist.
- 9. Individuals shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

#### **Minimizing Conflicts of Interest in Decision-Making**

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:
  - a) The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
  - b) The Individual does not participate in discussion on the matter.
  - c) The Individual abstains from voting on the decision.
  - d) For board-level decisions, the Individual does not count toward quorum.
  - e) The decision is confirmed to be in the best interests of the Association.
- 11. For potential conflicts of interest involving employees, the Association's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

#### **Conflict of Interest Complaints**

- 12. Any person who believes that an Individual may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Association's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.

13. The Association's Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:
  - a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict of interest situation
  - b) The Individual who may be in a conflict of interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
  - c) The decision will be by a majority vote of the Association's Board
14. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.

#### **Decision**

15. After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

#### **Sanctions**

16. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision-making authority.
  - b) Removal or temporary suspension from a designated position.
  - c) Removal or temporary suspension from certain teams, events and/or activities.
  - d) Expulsion from the Association.
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest.
17. Any person who believes that an Individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Association to be addressed under the Association's *Discipline and Complaints Policy*.
18. Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.
19. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

#### **Enforcement**

20. **Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*.**





