



# OPERATIONS MANUAL

AUGUST 2020

CANADIAN LACROSSE ASSOCIATION  
GLADSTONE SPORTS & HEALTH CENTRE  
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## 1 SECTION 1 - ARTICLES OF CONTINUANCE

The Letters Patent incorporating the Canadian Lacrosse Association were registered by the Department of Consumer and Corporate Affairs of the Government of Canada (now Industry Canada) in Ottawa on November 8, 1974. Supplementary Letters Patent were also issued on April 20, 1990 to change the name of the Association to make it bilingual.

The following represent the Articles of Continuance as approved on August 28, 2014 for continuance under the Canada Not-for-Profit Corporations Act

The name of the Association is the: Canadian Lacrosse Association - Association canadienne de crosse.

CORPORATION NUMBER: 904783

THE PROVINCE OR TERRITORY IN CANADA WHERE THE REGISTERED OFFICE IS SITUATED: Ontario

MINIMUM AND MAXIMUM NUMBER OF DIRECTORS (FOR A FIXED NUMBER, INDICATE THE SAME NUMBER IN BOTH BOXES)

Minimum – 12

Maximum – 12

### STATEMENT OF THE PURPOSE OF THE CORPORATION

The Corporation has as its exclusive function the promotion of the sport of lacrosse on a nation-wide basis in Canada. In furtherance of this function, the purposes of the Corporation are to:

- Promote and perpetuate the game of lacrosse as Canada's national summer sport
- Serve as the governing body for the sport of lacrosse in Canada;
- Be an official representative of Canadian lacrosse to other national and international governing bodies;
- Foster growth and development of lacrosse in Canada, and assist member associations in the development of the game within their jurisdictions;
- Foster growth and development of lacrosse internationally;
- Establish standards for, provide sanction of, and oversee competitions over which the Corporation has jurisdiction;
- Establish and publish the rules and regulations of the game of lacrosse;
- Host international lacrosse competitions and events;
- Manage a national team program and select national teams to represent Canada in international competition; and

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- Receive money and other property, by gift, bequest, fees or otherwise, and to apply same in furtherance of these purposes.

The Corporation may carry on related business activities in furtherance of these purposes, such as selling merchandise related to lacrosse and to national teams, and engaging in limited non-partisan political activities.

RESTRICTIONS ON THE ACTIVITIES THAT THE CORPORATION MAY CARRY ON, IF ANY: None

THE CLASSES, OR REGIONAL OR OTHER GROUPS, OF MEMBERS THAT THE CORPORATION IS AUTHORIZED TO ESTABLISH

The Corporation has one class of members, which is lacrosse organizations. Members have a weighted vote based upon the formula specified in the Bylaws, which is as follows: Each member is entitled to receive notice, to attend and to vote at all meetings of the Members of the Corporation.

Registered Players per Sector per Category and Number of Votes

Less than 30 - 0 vote

31 to 250 - 1 vote

251 to 500 - 2 votes

501 to 1000 - 3 votes

Over 1000 - 4 votes

Sectors are: Men's Field, Women's Field and Box

Categories are: Minor, Intermediate/Junior and Senior

Each member is entitled to receive notice, to attend and to vote at all meetings of the Members of the Corporation.

STATEMENT REGARDING THE DISTRIBUTION OF PROPERTY REMAINING ON LIQUIDATION

Any property remaining on liquidation of the Corporation after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of the *Income Tax Act* (Canada), as determined by the Board of Directors.

ADDITIONAL PROVISIONS, IF ANY

The business and affairs of the Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its purposes.

A Special Resolution of the Members is required to make any changes to the Bylaws of the Corporation.

## 2 SECTION 2 – BYLAWS

### GENERAL

1. These Bylaws relate to the general conduct of the affairs of the Canadian Lacrosse Association, a Canadian Corporation.
2. The following terms have these meanings in these Bylaws:
  - a) *Act* – the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c.23, including the Regulations made pursuant to the Act, and any statutes or regulations that may be substituted, as amended from time to time;
  - b) *Articles* – the restated articles of continuance of the Corporation;
  - c) *Auditor* – a Public Accountant, as defined in the Act, appointed by the Members by Ordinary Resolution at the Annual Meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next Annual Meeting;
  - d) *Board* – the Board of Directors of the Corporation;
  - e) *Corporation* – Canadian Lacrosse Association;
  - f) *Days* – total days irrespective of weekends and holidays;
  - g) *Director* – an individual elected to serve on the Board pursuant to these Bylaws;
  - h) *Member* – those organizations meeting the definition of member pursuant to these Bylaws;
  - i) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these Bylaws;
  - j) *Ordinary Resolution* – a resolution passed by the majority of votes cast on that resolution; and
  - k) *Special Resolution* – a resolution passed by a majority of not less than two thirds of the votes cast on that resolution.
3. The business and affairs of the Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its purposes.
4. Except as provided in the Act, the Board will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the purposes of the Corporation as set out in the Articles.
5. Words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.
6. These Bylaws have been drafted in English and the official French text is a translation. In the case of conflicting interpretations, the English version will prevail.

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7. Unless otherwise specified in the Act or these Bylaws, meetings of Members and meetings of Directors will be conducted according to Roberts Rules of Order (current edition).

## **JURISDICTION**

8. The jurisdiction of the Corporation will be limited to Canada, except a team whose members are participants who belong to the Corporation or its Members playing outside Canada will be considered to be within the jurisdiction of the Corporation. The jurisdiction of the Corporation will also cover a league or leagues playing games both in Canada and the United States of America, provided the league or leagues are recognized by the Corporation as being affiliated with a Member.
9. The Corporation will serve as a dispute resolution mechanism for disputes between and among Sectors, Committees and Members. In the event of a dispute between or among Sectors, Committees or Members cannot be resolved by the parties themselves, the Board will have the authority to determine and impose a binding resolution.

## **MEMBERSHIP**

10. The Corporation has one class of Members, which are Lacrosse Organizations, made up of:
  - a) Lacrosse associations recognized by the Corporation as the governing body of lacrosse in a province or territory of Canada;
  - b) One single lacrosse association representing First Nations lacrosse leagues, teams and clubs; and
  - c) Such other lacrosse associations that do not fit within the definition of a) or b) above, that are not a member organization of an association that fits within the definition of a) or b) above, and that are approved as a Member at a meeting of Members.

Provided that all Members will be non-profit entities. Each Member will designate a representative or representatives to exercise the Member's votes at a meeting of Members.

11. Applications for membership in the Corporation must be approved by Ordinary Resolution of the Members. The Members may also grant probationary membership for a period of up to two years, subject to terms and conditions established by the Members. Probationary Members may participate in activities of the Corporation but will not have the right to vote.
12. Each Member agrees to abide by the Corporation's Articles, Bylaws, policies, procedures, rules and regulations.

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13. Membership dues, participant fees, coaching fees and officiating fees will be determined from time to time by the Members by Special Resolution at a meeting of Members.
14. Membership in the Corporation is terminated when:
  - a) The Member no longer meets the definition of Member set out in this Article;
  - b) The Member resigns from the Corporation by giving written notice to the President, in which case the resignation becomes effective on the date specified in the notice;
  - c) The Corporation is liquidated or dissolved under the Act.
15. A Member may be suspended or expelled by a vote of 3/4 of the Members at a meeting of Members provided that any such Member will be granted an opportunity to be heard at such a meeting, upon reasonable notice for such action. Re-admission to membership in the Corporation requires an Ordinary Resolution of the Membership.

### MEETINGS OF MEMBERS

16. Meetings of Members will include annual meetings, semi-annual meetings and special meetings.
17. Meetings of Members may be held at any place within Canada as the Board may determine or outside Canada if all of the Members entitled to vote at such a meeting so agree.
18. The annual meeting will be held within 15 months of the last annual meeting but not later than six months after the end of the Corporation's preceding financial year. The semi-annual meeting will be held at such time as the Board determines.
19. The business at the annual meeting will include those items required by the Act, Articles and Bylaws, such as the Auditor's report, presentation of financial statements, appointment of auditors for the coming year, and elections.
20. A special meeting of the Members may be called at any time by the President or upon the written requisition of Members holding five percent of the total Members' votes. The agenda of special meetings will be limited to the subject matter for which the meeting was duly called.
21. A meeting of Members may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility.
22. Any Member entitled to vote at a meeting of Members may participate in the meeting by means of telephone, or an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the

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Corporation makes available such a communication facility. A person so participating in a meeting is deemed to be present at the meeting.

23. Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member by the following means:
  - a) By mail, courier or personal delivery to each Member entitled to vote at the meeting, at least 30 days before the day on which the meeting is to be held; or
  - b) By telephone, electronic or other communication facility to each Member entitled to vote at the meeting, at least 21 days before the day on which the meeting is to be held.
24. Persons entitled to be present at a meeting of Members are those representatives of Members entitled to vote, the Directors, the Auditor and such other persons who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only at the invitation of the chair of the meeting or by Ordinary Resolution of the Members at the Meeting.
25. Any meetings of Members may be adjourned to any time and place as determined by the Board and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice will be required for any adjourned meeting.
26. Quorum for a Meeting of Members will be a majority of Members as represented by their representative or representative. If quorum is met at the start of the meeting, but thereafter Members depart the meeting such that quorum is not maintained, the meeting is nonetheless a valid meeting and may continue.
27. Bylaws and the Corporation's annual budget may only be amended by a Special Resolution (2/3 majority vote) of the Members at an Annual Meeting or Special Meeting. Except as otherwise provided in the Act, the Articles or these Bylaws, an Ordinary Resolution (50% plus 1 vote) will decide each issue. The chair of the meeting does not vote but may vote in the event of a tie.
28. Each Member that has paid all membership dues or other fees or monies which have been assessed against or are payable by such Member to the Corporation, and which has not been suspended or expelled, will be deemed "in good standing" and will be entitled to vote at meetings of Members.
29. Members will have the following votes at meetings of Members:

Registered Players per Sector per Category and Number of Votes

Less than 30 -	0 vote
31 to 250 -	1 vote

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251 to 500 -	2 votes
501 to 1000 -	3 votes
Over 1000 -	4 votes

Sectors are: Men's Field, Women's Field and Box

Categories are: Minor, Intermediate/Junior and Senior

30. Each Member will provide their registration numbers on the prescribed form to the Corporation's registered office at least 15 days in advance of the meeting of Members. Failure to do will render the Member ineligible to vote at the Meeting.

## **MEMBER COUNCIL**

31. There will be a Member Council composed of one representative appointed by each Member plus one Executive Director of a Member who is appointed by the Member Council. The Member Council is responsible for maintaining effective communication between Members and the Corporation and for advising the Board of Directors and Sectors and Committees of the Corporation on matters of importance to the development of the sport of lacrosse at the local and provincial level. The Member Council is an advisory body and its decisions and recommendations are not binding upon Members or upon the Corporation.
32. Terms of reference governing the full authority of the Member Council, selection of its members, meetings, resources, and reporting will be as determined by the Members.

## **BOARD OF DIRECTORS**

33. The Corporation will have twelve Directors, as follows:
- a) President
  - b) Director Administration
  - c) Director Marketing and Communications
  - d) Director High Performance and International Relations
  - e) Director National Championships
  - f) Director Domestic Development
  - g) Athlete Director
  - h) Indigenous Director
  - i) Four Directors-at-Large
34. The President, Director Administration, Director Marketing and Communications, Director National Championships and Director Domestic Development will be elected by the Members. The Director High Performance and International Relations will be nominated by the National Lacrosse Team Players Association (NLTPA), who shall provide at least three nominees of which one will be elected by the Members. The Athlete Director will be from the alumni of National Teams, or National Team staff, and elected by the Members. The Indigenous Director will be nominated by the First Nations

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Association Member and elected by the Members. The four Directors-at-Large will be nominated by the Member Council and elected by the Members.

35. Any person, who is 18 years of age or older, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, who fulfills the requirements of the *Income Tax Act* related to serving as a director of a registered charity, and who does not have the status of bankrupt, may be nominated for election as a Director. Persons who are employees of Members are not eligible to be elected as Directors.
36. A Director's term of office will be two years, on a staggered basis:
- a) The President, Director Marketing and Communications, Director National Championships, Indigenous Director and two Directors at Large will be elected in odd-numbered years; and
  - b) The Director Administration, Director Domestic Development, Director High Performance and International Relations,
  - c) Director's may not serve more than three consecutive full terms, in the same position.
  - d) No Director will hold their position for more than three consecutive two year elected terms, unless their position is uncontested at the Annual Meeting of the Members.
37. Any nomination of an individual for election must be supported by a Member or the Nominations Committee, must include the written consent of the nominee, and must be submitted to the registered office of the Corporation 30 days prior to the Annual Meeting.
38. Nominations will be circulated to the Members 21 days prior to the Annual Meeting, and elections will take place at the Annual Meeting. In the event there are no nominations for a position for which an election is to occur submitted within the timelines, an individual may be nominated from the floor of the Annual Meeting.
39. A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the request is accepted by the Board.
40. The office of any Director will be vacated automatically if the Director:
- a) Fails to meet the qualifications of a Director set out in Article 35;
  - b) is absent from two or more consecutive meetings of the Board of Directors without Board of Directors approval;
  - c) Is convicted of any criminal offence related to the position; or
  - d) Upon the Director's death.
41. A Director may be removed by Ordinary Resolution of the Members at a meeting of Members, provided the Director has been given notice of and the opportunity to be



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heard at such a meeting. If the Director is removed and holds a position as an Officer, the Director will automatically and simultaneously be removed from the position as an Officer.

42. Where the position of a Director becomes vacant for whatever reason, the Board may appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term.
43. The President or any seven Directors may call a meeting of the Board.
44. Notice of meetings of the Board will be given to all Directors at least seven days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those Directors who are absent consent to the meeting being held in their absence.
45. At any meeting of the Board, quorum will be a majority of Directors holding office.
46. The President does not vote at meetings of the Board but may vote in the event of a tie.
47. A meeting of the Board may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility. The Board must meet a minimum of 6 meetings a year.
48. Except as otherwise provided in the Act or these Bylaws, the Board has the powers of the Corporation and may delegate any of its powers, duties and functions. More specifically, the Board will:
  - a) Approve the vision, mission, values and strategic direction of the Corporation;
  - b) Subject to the authority delegated to any Sector or Committee by its terms of reference, approve policies, procedures, rules and regulations to deliver the programs and services of the Corporation, provided that at any meeting of the Members, the Members may, by Ordinary Resolution, amend such policies, procedures, rules and regulations;
  - c) Provide continuity for the Corporation by ensuring its financial health;
  - d) Engage under employment contract an Executive Director to manage and oversee the operations of the Corporation;
  - e) Ensure positive relationships with stakeholders; and
  - f) Perform any other duties from time to time as may be in the best interests of the Corporation.

### OFFICERS

49. The Officers of the Corporation are the President, Director Administration and Executive Director, who will also serve as Corporate Secretary.

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50. The *President* will be responsible for the general supervision of the affairs of the Corporation, will preside at meetings of Members and at meetings of the Board, will be responsible for the operation of the Board, will be the official spokesperson of the Corporation, and will perform such other duties as may from time to time be established by the Board. The President has the power, on an emergency basis, in the best interests of lacrosse, to discipline any player, coach, manager, trainer, lacrosse team or official for any conduct which is in breach of the Articles, Bylaws, Regulations or Rules of the Corporation, subject to the right of appeal to Appeals Committee.
51. The *Director Administration* will be responsible for overseeing the finances of the Corporation, strategic and operational planning, office administration and operations, and Corporation governance. He/she will ensure the care and custody of all the funds and securities of the Corporation in such banks or other financial institutions as the Board of Directors may direct, and will perform such other duties as may from time to time be established by the Board. The Director Administration will act for the President if the President is unable to act.
52. The *Executive Director* will be charged with the duties of the Corporate Secretary and will perform such duties as are required by the Act, other government agencies, and the Corporation through its Governance Policies. If required, third party consultants and legal counsel may be contracted by the Corporation to aid the Executive Director if the Director Administration so approves. The Executive Director will be responsible for the management and supervision of the operations of the Corporation.
53. In an emergency situation where action must be taken by the Corporation in the best interests of lacrosse and it is not reasonably possible to convene a meeting of the Board, the Officers may take action that the Board or Sector or Committee may take except in relation to an expenditure of funds over \$10,000. In such case, the Officers will take reasonable steps to consult with as many Board Members and Sector or Committee Chairpersons, as the case may be, as is reasonably possible for their opinion prior to making the decision

### COMMITTEES AND SECTORS

54. The Board may appoint such Committees as it deems necessary for managing the affairs of the Corporation and may appoint members of Committees, may prescribe the duties of Committees, and may delegate to any Committee any of its powers, duties, and functions except where prohibited by the Act, the Articles or these Bylaws.
55. The Members of the Corporation may establish discipline Sectors having technical authority over the activities and development of the disciplines, in accordance with the Corporation's mission, strategic direction, priorities and policy framework, as outlined in the Sectors' respective term of reference.

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56. The Board will establish the terms of reference for all Committees and Sectors. All terms of reference with the exception of Committees must be approved by a Special Resolution of the Members. Further, all terms of reference, as well as Directors at Large, Athlete Director and Indigenous Director criteria will be inserted into the Bylaws as Appendices and referenced in each relevant area.
57. Unless the terms of reference state otherwise, the Board may appoint a qualified individual to fill any vacancy on a Committee, and the Board may remove any member of any Committee.
58. The President will be an ex-officio and non-voting member of all Committees and Sectors of the Corporation.

### **CONFLICT OF INTEREST**

59. In accordance with the Act, a Director, Officer, or member of a Committee or Sector who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will comply with the Act and the Corporation's Conflict of Interest and Governance Policies and will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

### **FINANCE**

60. The fiscal year of the Corporation will be July 1 to June 30, or such other period as the Board may from time to time determine.
61. The banking business of the Corporation will be conducted at such financial institution as the Board may designate.
62. The Corporation will send to the Members a copy of the annual financial statements at least 21 days before the annual meeting.
63. The Board of Directors will ensure that all necessary books and records of the Corporation required by these Bylaws or by applicable law are regularly and properly kept. Minutes from meetings of the Board will be available to the Board, each of whom will receive a copy of such minutes. All other books and records will be available for viewing at the registered office of the Corporation in accordance with the Act.
64. The Executive Director and any Officer will have authority to sign for and on behalf of the Corporation all instruments and contracts. The Board may establish different signing

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authorities for cheques and other banking documents as it deems appropriate. From time to time the Board may, by resolution, appoint a Director or Officer to sign a specific instrument or contract on behalf of the Corporation. Any instruments or contracts so signed will be binding upon the Corporation without any further authorization or formality.

65. The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.
66. The Corporation may invest and may borrow funds upon such terms and conditions as the Board may determine.
67. All Directors, Officers who are not employed by the Corporation, and members of Sectors and Committees will serve as such without remuneration and will not directly or indirectly receive any profit from their positions as such; provided that Directors, Officers or members of Sectors and Committees may be paid reasonable expenses incurred by them in the performance of their duties.

### **AMENDMENT OF BYLAWS**

68. These Bylaws may only be amended by a Special Resolution of the Members at an Annual Meeting or a Special Meeting.
  - a) Notice of any proposed addition to, repeal of, or amendment to these Bylaws must be submitted in writing and received by the CLA Head Office at least forty-five (45) days prior to a Meeting of the Members. The Association shall have circulated to all Directors and Members the proposed changes at least thirty (30) days prior to the meeting.
  - b) Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to these Bylaws may be accepted for consideration from the floor at the Meeting of the Members, provided a two-thirds (2/3) majority vote to consider the proposed change or changes.

### **FUNDAMENTAL CHANGES**

69. In accordance with the Act, a Special Resolution of the Members is required to make the following fundamental changes to the Articles or Bylaws of the Corporation:
  - a) Change the Corporation's name;
  - b) Change the province in which the Corporation's registered office is situated;
  - c) Add, change or remove any restriction on the activities that the Corporation may carry on;
  - d) Create a new class or group of Members;
  - e) Change a condition required for being a Member;

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- f) Change the designation of any class or group of Members or add, change or remove any rights and conditions of any such class or group;
- g) Divide any class or group of Members into two or more classes or groups and fix the rights and conditions of each class or group;
- h) Add, change or remove a provision respecting the transfer of a membership;
- i) Increase or decrease the number of — or the minimum or maximum number of directors;
- j) Change the statement of the purpose of the Corporation;
- k) Change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation;
- l) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- m) Change the method of voting by Members not in attendance at a meeting of Members; or
- n) Add, change or remove any other provision that is permitted by this Act to be set out in the Articles.

### NOTICE

70. In these Bylaws, written notice will mean notice which is provided by mail, courier, personal delivery, telephone, electronic or other communication facility to the address of record of the Director or Member, as the case may be.
71. Date of notice will be the date on which notice is given by personal delivery, one day after the date on which the notice is delivered by telephone, electronic or other communication facility, two days after the date that notice is couriered, or five days after the date that notice is mailed.
72. The accidental omission to give any notice to any Member, Director, Officer, member of a Sector or Committee or the Auditor, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the Bylaws, or any error in any notice not affecting its substance will not invalidate any action taken at any meeting to which the notice pertained.

### INDEMNIFICATION

73. The Corporation will indemnify and hold harmless out of the funds of the Corporation each Director and Officer, her heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
74. The Corporation will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.

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## **ADOPTION OF THESE BYLAWS**

75. These Bylaws were ratified by a Special Resolution of the Members of the Corporation at a meeting of Members duly called and held on May 31<sup>st</sup>, 2014.
76. In ratifying these Bylaws, the Members of the Corporation repeal all prior Bylaws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.

## **BOARD DECISIONS – FINAL AND BINDING**

77. All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, shall accept as final and binding the decisions of the Board of Directors, including, without limiting the generality of the foregoing, the Board's interpretation or construction of the Articles, Bylaws and Regulations.

## **COURT ACTIONS**

78. All Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, by virtue and because of their status as such, agree that any recourse to any court of law of any jurisdiction prior to all rights and available remedies as provided by these regulations, have been exhausted, is prohibited. Further all Members, Lacrosse Teams, Players, Coaches, Managers, Trainers and Officials, agree and consent, by virtue of the privileges that attach to each respective position to have any such action stricken if the available remedies have not been exhausted. Further, any such recourse to the law courts as aforesaid shall be deemed by the CLA to be unsportsmanlike conduct enabling the President to suspend the said persons.

## **SECTION 3 – GENERAL**

### **3.1 MISSION AND AUTHORITY**

- 3.1.1 The mission of the Canadian Lacrosse Association is to promote, develop and preserve the sport of Lacrosse and its heritage as Canada's National Summer Sport, working with our partners, to ensure that opportunities exist for individuals to participate and achieve excellence.
- 3.1.2 The affairs of the Association are conducted on a day-to-day basis, guided by the Articles of Continuance, Bylaws and Regulations in this Manual.
- 3.1.3 It is the responsibility of all Members, the Directors and the Staff, to follow this manual.
- 3.1.4 Should conflict arise between the Regulations and either the Articles of Continuance or the Bylaws of the Association, the Articles of Continuance and Bylaws shall govern.

### **3.2 ACCESS TO COMPETITIONS**

- 3.2.1 A card shall be issued to the Lester B. Pearson award recipients, Canadian Lacrosse Hall of Fame Members (individuals only), Directors and the Sector Chairpersons which allows access to all Member and National events. It shall be accepted throughout Canada.

### **3.3 OFFICIAL LANGUAGES**

- 3.3.1 The Association is committed to providing all services and programs in both official languages.

### **3.4 EQUITY AND ACCESS POLICY**

- 3.4.1 The Association is committed to promoting equal access and opportunities to every individual to reach his or her maximum potential in fitness and excellence in the sport of lacrosse.
- 3.4.2 The Association defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, disability, age, marital status, indigenous status or family status.

### **3.5 PRIVACY POLICY**

- 3.5.1 The Association's Executive Director will hold the position of privacy officer for the Association.
- 3.5.2 All personal information collected by the Association is for the sole purpose of providing our services and will only be given to third party agents responsible for administering our programs.
- 3.5.3 Personal information is securely stored and is restricted to authorized personnel only.

- 3.5.4 Personal information will not be provided to any third party without the written consent of the individual.
- 3.5.5 The Board of Directors contact information will appear on the Association website for information purpose for our members. As a minimum, their name, city, province/territory and email address will appear. Individual Directors may choose at their own discretion, to add further contact information. This information will be removed upon request of the Director if they so choose.

### 3.6 HARASSMENT

- 3.6.1 The CLA 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 CLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, language or an offence for which a pardon has been granted.
- 3.6.2 Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the CLA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 3.6.3 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 3.6.4 The following types of harassment are intolerable, whether or not individuals complain:
  - 3.6.4.1 **Sexual Harassment** - unwelcomed sexual behaviour such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.
  - 3.6.4.2 **Racial Harassment** - racial slurs, jokes or name calling based upon race, ancestry, place of origin, colour, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
  - 3.6.4.3 **Abuse of Authority** - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or



influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

- 3.6.5 It is the overall objective of the CLA 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.
  - 3.6.5.1 Harassment which is unintentional may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviours continue, the individual should file a complaint in the manner described in the CLA Complaint Review Procedure.
  - 3.6.5.2 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 CLA Complaint Review Procedure.
  - 3.6.5.3 The CLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 3.6.6 The CLA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
  - 3.6.6.1 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 CLA Discipline Policy.

### 3.7 CONFLICT OF INTEREST

#### 3.7.1 *Policy Statement*

- 3.7.1.1 The Canadian Lacrosse Association ('CLA') is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

#### 3.7.2 *Purpose*

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

#### 3.7.3 *Definition of Conflict of Interest*

- 3.7.3.1 A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the CLA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in the CLA not being able to achieve a result which would be in the best interest of the CLA.

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3.7.3.2 Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

### 3.7.4 *Application*

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

### 3.7.5 *Statutory Obligations*

3.7.5.1 At the time of the adoption of this policy, the CLA is incorporated under the Canada Corporations Act (the “Act”) and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.

3.7.5.2 Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of the CLA must at all times be resolved in favour of the CLA.

### 3.7.6 *Additional Obligations*

3.7.6.1 In addition to fulfilling all requirements of the Act or its successor, the CLA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the CLA shall not:

- 3.7.6.1.1 Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the CLA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 3.7.6.1.2 Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- 3.7.6.1.3 In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- 3.7.6.1.4 Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with

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the CLA, where such information is confidential or is not generally available to the public.

- 3.7.6.1.5 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 CLA, or in which they have an advantage or appear to have an advantage on the basis of their association with the CLA;
- 3.7.6.1.6 Use the CLA's property, equipment, supplies or services for activities not associated with the performance of official duties with the CLA;
- 3.7.6.1.7 Place themselves in positions where they could, by virtue of being a Representative of the CLA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- 3.7.6.1.8 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 a Representative of the CLA.

### 3.7.7 *Disclosure of Conflict of Interest*

- 3.7.7.1 On an annual basis (by February 1 in advance of the SAM) all directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any real or perceived conflicts that they might have. Appendix 25-39 "Conflict of Interest Declaration Form."
- 3.7.7.2 At any time that a Representative of the CLA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the Director Administration or Executive Director of the CLA, as appropriate.
- 3.7.7.3 Any person who is of the view that a Representative of the CLA may be in a position of conflict of interest may report this matter to the VP Administration or Executive Director for the CLA, as appropriate.

### 3.7.8 *Resolving Conflicts in Decision-making*

- 3.7.8.1 Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of the CLA shall be considered and decided upon by the Committee or Board of the CLA to which the question relates, provided that:
  - 3.7.8.1.1 The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;

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- 3.7.8.1.2 The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- 3.7.8.1.3 The Representative abstains from voting on the proposed decision or transaction;
- 3.7.8.1.4 The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- 3.7.8.1.5 The decision or transaction is in the best interests of the CLA.

### 3.7.9 *Enforcement*

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

## 3.8 RISK MANAGEMENT

### 3.8.1 *Preamble*

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

### 3.8.2 *Purpose*

- 3.8.2.1 The aim of this policy is to provide a guiding statement on how risk management is to be performed within the CLA. In general, we view risk management as a comprehensive approach to improving organizational performance. This policy has other purposes as well, namely:
  - 3.8.2.1.1 Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses;
  - 3.8.2.1.2 Performing an educational function for staff, volunteers, sectors and members;
  - 3.8.2.1.3 Over the longer term, contributing to enhancing a 'risk management culture' within the CLA.
- 3.8.2.2 Ultimately, successful risk management has the following benefits for the CLA:
  - 3.8.2.2.1 Prevents or limits injury or losses to participants, volunteers and staff;

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- 3.8.2.2.2 Helps to protect the CLA and its sectors and members against litigation;
- 3.8.2.2.3 Ensures that the CLA is compliant with all applicable laws, regulations and standards;
- 3.8.2.2.4 Improves the quality and relevance of the programs and services that the CLA provides to its members, participants, partners and sponsors;
- 3.8.2.2.5 Promotes improved business management and human resource management practices;
- 3.8.2.2.6 Enhances CLA's brand, reputation and image in the community;
- 3.8.2.2.7 Overall, enhances the CLA's ability to achieve its strategic objectives.

### 3.8.3 *Scope and Authority*

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

### 3.8.4 *Policy*

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

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## 3.8.5 *The Risk Management Process*

- 3.8.5.1 Managing risks involves three steps: 1) identify potential risks, 2) assessing the significance of a risk by considering its likelihood and consequences, and 3) developing and implementing measures to address those risks deemed significant by reducing the likelihood, consequences or both.
- 3.8.5.2 Risks arise from a number of categories of the CLA's operations. In the sport domain, facilities, equipment, people and programs all give rise to potential risks. The CLA has determined that the following strategic directions as contained in the CLA's Strategic Plan will be used when identifying risks:
  - 3.8.5.2.1 Direction #1 To continue to develop the sport by expanding participation in the game in all regions and all disciplines so as to position our sport for future participation in the Canada Games
  - 3.8.5.2.2 Direction #2 To continue to implement our National Team Strategy, and ensure consistent delivery and quality of national championships
  - 3.8.5.2.3 Direction #3 To raise the profile of our brand in Canada and abroad, and improve the image of our sport
  - 3.8.5.2.4 Direction #4 To support all our strategic priorities by building a more effective governance structure for the CLA
- 3.8.5.3 All risks faced by the CLA can be addressed by one or more of the following four general strategies:
  - 3.8.5.3.1 Retain the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
  - 3.8.5.3.2 Reduce the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring or education.
  - 3.8.5.3.3 Transfer the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
  - 3.8.5.3.4 Avoid the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.
- 3.8.5.4 The above general strategies translate into a variety of risk control measures, which for the CLA may include (but are not limited to):
  - 3.8.5.4.1 Development of policies, procedures, standards and rules

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- 3.8.5.4.2 Effective communication
- 3.8.5.4.3 Education, instruction, professional development and specialized training
- 3.8.5.4.4 Ensuring a core set of organizational values have been identified, defined and communicated throughout the CLA
- 3.8.5.4.5 Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- 3.8.5.4.6 Use of robust and legally sound contracts (codes of conduct, athlete and coach agreements, employment agreements, contractor agreements, partnership agreements)
- 3.8.5.4.7 Improving role clarity through use of written position descriptions and committee terms of reference
- 3.8.5.4.8 Supervision and monitoring of staff, volunteers, participants and activities
- 3.8.5.4.9 Establishing and communicating procedures to handle concerns, complaints and disputes
- 3.8.5.4.10 Implement schedules for regular review, maintenance, repair and replacement of equipment
- 3.8.5.4.11 Preparing procedures and protocols for emergency response and crisis management
- 3.8.5.4.12 Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- 3.8.5.4.13 Regularly review appropriate insurance coverage

### 3.8.6 *Reporting and Communication*

- 3.8.6.1 To ensure that risk management remains a high priority within the CLA, and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda annually, and on an as needed basis, at board meetings, so that the Executive Director can provide updates as required.
- 3.8.6.2 The CLA recognizes that communication is an essential part of risk management. This Policy and our Risk Management Program will be communicated to our staff, committees, sectors and members, and we will encourage all members to communicate to the CLA their risk management issues and concerns.

### 3.8.7 *Insurance*

- 3.8.7.1 The CLA maintains a comprehensive insurance program that provides General Liability, Sports Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the CLA. Upon annual renewal

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of this policy, the CLA consults with the insurance provider to determine if there are any emerging gaps, issues or deficiencies to be addressed through insurance renewal.

- 3.8.7.2 Not all risks are insurable. However, as part of its commitment to risk management, the CLA will take all reasonable steps to ensure that insurance coverage is available for those activities essential to the mission of the CLA and that pose significant risks.

## 3.8.8 *Approval*

- 3.8.8.1 This Policy was approved by the Board of Directors on November 17, 2012.

## 3.9 **AMENDMENTS TO THE REGULATIONS**

### 3.9.1 *Amendments to the Regulations*

- 3.9.1.1 Notice of any proposed addition to, repeal of, or amendment to the Regulations must be submitted in writing on a policy change form to, and be received by the CLA Head Office the Association at least forty-five (45) days prior to the Board of Directors meeting at either the Semi-Annual Meeting (SAM) or the Annual Meeting ("AM"). The Association shall circulate to all Directors and Members the proposed changes at least thirty (30) days prior to the meeting.
- 3.9.1.2 Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Regulations may be accepted for consideration from the floor of a Board of Directors Meeting provided a two-thirds (2/3) majority vote to consider the proposed change or changes.
- 3.9.1.3 At the discretion of the President, in the period of time between the Board of Director Meetings, any additions to, deletions or amendments to the Regulations, excluding changes to rules of play, shall be resolved in the following manner:
  - 3.9.1.3.1 The President will prepare a Board E-mail Ballot proposal to be circulated to the Board of Directors with all supporting documentation.
  - 3.9.1.3.2 The Board E-mail Ballot Process will consist of the following:
    - 3.9.1.3.2.1 First Reading: The ballot is to be circulated electronically to Directors as per the contact information provided to the CLA Office. Any questions, comments or concerns regarding the proposal are to be submitted to the office within 10 days.
    - 3.9.1.3.2.2 Second Reading: All questions, comments or concerns received (if any) are to be circulated with the appropriate answers or responses to the Board of Directors. Any suggested improvements to the proposal are to be incorporated at the discretion of the President.



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Responses to the second reading are due to the CLA office within 7 days after the day the notice is sent out.

3.9.1.3.2.3 Final Reading/Vote: At the end of the Second Reading period, the final proposal is circulated to the Board of Directors including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due in the CLA Office within 5 days. A two-thirds (2/3) majority would constitute approval

3.9.1.3.3 E-mail votes/responses will be accepted. However, only votes received from the appropriate Board Member's e-mail address as per what is on file with the CLA will be accepted. Otherwise, a faxed vote must be sent.

3.9.1.3.4 Non-Responses to the final vote will be recorded as approved.

3.9.1.3.5 Changes made to the Regulations will take immediate effect, unless otherwise stated, with the exception of changes to rules of play; however they will be reported to the Members.

3.9.1.3.6 To ensure the accuracy and effectiveness of the Bylaws or Regulations, it is the responsibility of the CLA Director Administration to review the bylaws and policies with the CLA Executive Director in advance of the AM and SAM and bring forward recommendations to the Board of Directors and the Members as the case may be.

### 3.9.2 *Amendments to Sector Regulations*

3.9.2.1 Change to Sector Regulations must first be discussed and subject to a weighted vote at the Sector Level.

3.9.2.2 The votes are based on the number of votes the MA holds for the sector in question as determined by the voting grid established at the CLA Annual Meeting prior to the meeting of the sector.

3.9.2.3 Notice of any proposed addition to, repeal of, or amendment to any Sector regulation must be submitted in writing on a policy change form to and be received by the CLA Head Office at least forty-five (45) days prior to the Semi-Annual Meeting (SAM). The Association shall circulate to all Directors and Member Associations the proposed changes at least thirty (30) days prior to the meeting.

3.9.2.4 Notwithstanding the above, any motion to make any addition to, repeal of, or amendment to the Sector regulations may be accepted for consideration from the floor at a Sector meeting provided a two-thirds (2/3) majority vote to consider the proposed change or changes. Changes shall be adopted, repealed or amended by a motion support by a majority of votes at a meeting.

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- 3.9.2.5 At the discretion of the Sector Chairperson, between full meetings of the Sector, any action requiring a vote, excluding changes to rules of play, shall be resolved in the following manner:
- 3.9.2.5.1 The Sector Chair will prepare a Sector Email Ballot proposal to be circulated to each Sector representative representing their respective MA.
  - 3.9.2.5.2 The Sector E-mail Ballot Process will consist of the following:
    - 3.9.2.5.2.1 First Reading: The ballot is to be circulated electronically to all sector representatives representing their respect MA as pe the contact information provided to the CLA office. Any questions, comments or concerns regarding the proposal are to be submitted to the CLA office within 20 days.
    - 3.9.2.5.2.2 Second Reading: All questions, comment or concerns received (if any) are to be circulated with the appropriate answers or responses to the Sector representatives representing their respective MA. Any suggest improvements to the proposal are to be incorporated at the discretion of the Sector Chair. Responses to the second reading are due to the CLA Office within 14 days after the day the notice is sent out.
    - 3.9.2.5.2.3 Final Reading/Vote: The proposal is circulated to the Sector representatives representing their respective MA including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due into the CLA Office within 10 days. A simple majority will constitute approval.
  - 3.9.2.5.3 Only the responses from the Sector representatives will be accepted unless a proxy has been assigned by informing the office in writing by mail, e-mail or fax. The Sector representative can choose to proportion the number of votes they carry as they see fit. For example, a member holding 5 votes can choose to vote all 5 for a motion, or can vote 3 for and 2 against if they so choose.
  - 3.9.2.5.4 E-mail votes/responses will be accepted. However, only votes received from the appropriate Sector representative e-mail address as per what is on file with the CLA will be accepted. Otherwise, a faxed vote must be sent. If a proxy is used, only the e-mail that is submitted in writing will be accepted.
  - 3.9.2.5.5 Non-responses to the final vote will be recorded as approved.
  - 3.9.2.5.6 E-mail ballots must be completed and final votes recorded at least (45) days prior to the sector meeting.

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- 3.9.2.5.7 Changes to the Sector regulations which receive a majority of the votes at the Sector meeting will come forward as a motion to accept the change to the Board of Directors. The changes shall be adopted, repealed or amended by a motion support by a two-thirds (2/3) majority of votes at a meeting of the Board of Directors. Any changes which have been through the email ballot process may, at the discretion of the President, come forward as a motion to the Board of Directors by the email ballot process as sent out in Section 3.9.1.
- 3.9.2.6 If the change is approved by the Board of Directors, it will take immediate effect. If the change is defeated, it cannot be brought forward again for a minimum of one (1) year.
- 3.9.3 *Amendments to Regulations Related to Rules of Play*
- 3.9.3.1 Regulations relating to Rules of play may only be changed in even numbered years through a process of review which is directed by the appropriate Sector Chair and which includes the input of the Coaching Committee and Officiating Committee. Regulations relating to rules of play may also be changed in odd numbered years when necessary in the interest of participant safety or the integrity or image of the game.
- 3.9.3.2 Proposals for rule changes must be received by the CLA Head Office by February 15. Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Committee Chairpersons by March 1. Rule changes will only be accepted from the Board of Directors, National Officials Certification Program, National Coaches Certification Program, Members Council and Member Associations.
- 3.9.3.3 The Coaching and Officiating Committee Chairpersons will submit their evaluations to the CLA Head Office by April 15. The Head Office will forward the evaluations to the appropriate Sector Chairperson.
- 3.9.3.4 All proposals for rule changes must be considered at the Sector Meeting, at which time a vote of the representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt, unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.
- 3.9.3.5 Rule changes not rejected by the Directors of the Association will be incorporated into the playing rules for the following playing season of

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the Sector unless immediate implementation is necessary in the interest of safety or integrity or image of the game.

### 3.9.4 *Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by WorldLacrosse.*

- 3.9.4.1 Regulations passed by World Lacrosse relating to Men's or Women's Field Lacrosse Rules of play may be changed at the next Board of Directors meeting. All such rule changes must be discussed and approved at the Sector level before coming to the Board. If a Sector meeting is not scheduled to occur before the next Board of Directors meeting, the proposed rule changes must be addressed by the appropriate Sector through a Sector email/fax ballot.
- 3.9.4.2 All proposals for rule changes must be considered at the Sector Meeting, at which time a vote of the representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.
- 3.9.4.3 Rule changes not rejected by the Directors of the Association will be incorporated into the playing rules for the following playing season of the Sector unless immediate implementation is necessary in the interest of safety or integrity or image of the game.

### 3.10 **TRANSGENDER PARTICIPANT POLICY**

#### 3.10.1 *Definitions*

The following terms have these meaning in this Policy:

- 3.10.1.1 “Trans or *Transgender*” – Is a term that refers to a person whose gender identify, or affirmed sex, is different from the sex they were assigned or assumed to be at birth. Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans.
- 3.10.1.2 “*Canadian Lacrosse Association (CLA) team or event*” – includes any member, team, tournament, training opportunity or other sanctioned event organized or managed by Canadian Lacrosse Association or any member association/club/team.
- 3.10.1.3 “*Participant*” – any player, parent, guardian, manager, trainer, coach, official, volunteer, organizer or other individual involved in the administration, support or conduct of a Canadian Lacrosse Association and/or member team or event.

### 3.10.2 *The CLA supports Inclusion of Transgender Participants*

- 3.10.2.1 The CLA is an inclusive organization and welcomes participation of all individuals in our programs and activities, irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental disability.
- 3.10.2.2 The CLA supports inclusion of transgender participants in all aspects of Lacrosse.
- 3.10.2.3 The CLA will assign a Support Contact person and provide contact information on the CLA website to assist in issues relating to this policy.

### 3.10.3 *Participation in the Gender Group with which the Player Identifies*

- 3.10.3.1 For the purpose of registration on gender-based CLA member teams or events, a player may register under the gender with which the player identifies.

### 3.10.4 *Disclosure*

- 3.10.4.1 Disclosure of an athlete's transgender identity is that athlete's choice.
- 3.10.4.2 While the CLA is entirely supportive of transgender athletes' participation and welcomes disclosure of same where an individual prefers, disclosure of one's transgender identity is not a requirement of participation. Such disclosure should not be sought of any Participant by any Participant.
- 3.10.4.3 *Exception*

A transgender athlete must inform the CLA Support Contact and may need to disclose their transgender status more generally where the athlete wishes to participate in a team or event that could be subject to doping control (see Doping Control), or when participating in an extra-jurisdictional event which requires said disclosure (see Extra-jurisdictional Participation).

### 3.10.5 *Doping control*

- 3.10.5.1 All athletes must be aware of and have a responsibility for meeting eligibility requirements based on doping control.
- 3.10.5.2 Transgender athletes are encouraged to contact the CLA Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in establishing eligibility at relevant events and what process, if any, may be required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment, if necessary.

### 3.10.6 *Extra-Jurisdictional Participation*

- 3.10.6.1 All athletes must be aware of and have a responsibility for meeting eligibility requirements based on the rules and regulations of extra-jurisdictional events within which they wish to participate.

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3.10.6.2 Some events occur in conjunction with other organizations or occur outside of the CLA territory. These extra-jurisdictional events may be subject to rules or requirements for transgender athletes' participation that are different from this policy. Transgender athletes are encouraged to contact the CLA Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in determining eligibility at relevant events in advance of competition.

### 3.10.7 Confidentiality

3.10.7.1 Any communication to the CLA regarding participation or transgender policies between a transgender athlete and the CLA will remain confidential to the extent requested by the athlete and/or their family, except as necessary for the purposes of implementing this Policy.

#### Application

3.10.7.2 All individuals participating with the teams or events under the jurisdiction of the CLA are expected to observe and follow this policy.

3.10.7.3 Any CLA Participant who becomes aware of conduct that violates this policy should report the conduct to the CLA.

3.10.7.4 Any CLA Participant in violation of this policy may be subject to sanction, including exclusion from teams or events under the jurisdiction of the CLA.

3.10.7.5 The CLA will endeavour to apply this policy in a reasonable and flexible manner, respecting the importance of fostering fair and equitable participation and competition at all levels of play, maintaining and promoting the CLA as an inclusive organization for transgender participants, and the privacy interests of those participants.

### 3.10.8 Facility Use – Washrooms and Change rooms

3.10.8.1 Participants may use washroom and change room facilities consistent with the gender with which they identify. The CLA recommends provision of gender neutral facilities where available

### 3.10.9 Ongoing Monitoring

3.10.9.1 This policy is informed by the recommendations of the Canadian Centre for Ethics in Sport, as detailed in "Creating Inclusive Environments for Trans Participants in Canadian Sport"– May 2016

3.10.9.2 The CLA commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available, and at a minimum every 3 years.

## 3.11 WORLD LACROSSE NOMINATIONS POLICY

3.11.1 All nominations for World Lacrosse Committees or Board positions must be sent to the CLA office for submission to World Lacrosse. All nominations

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must be sent to the CLA office two (2) weeks prior to the World Lacrosse deadline.

- 3.11.1.1 For Committee positions the respective CLA Sector Chair/Committee Chair to review the nomination to ensure the individual is a member in good standing, the individual is a member of the CLA, and the individual represents the values of the CLA. If the Sector/Committee Chair has concerns with the nomination he/she will forward the nomination to the CLA Board of Directors for review and approval.
- 3.11.1.2 For World Lacrosse Board nominations, the nomination will be sent to the Board of Directors for review and approval. The Board will ensure the individual is a member in good standing, the individual is a member of the CLA, and the individual represents the values of the CLA.
- 3.11.1.3 For World Lacrosse positions, at International events hosted in Canada, nominations must be sent to the CLA Board of Directors for review and approval. The Board will ensure the individual is a member in good standing, the individual is a member of the CLA, and the individual represents the values of the CLA.

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## 4 SECTION 4: MEMBERSHIP

4.1 Membership is described as per section 10-15 of the CLA Bylaws.

### 4.2 FEES

#### 4.2.1 *Annual Base Membership Fee*

4.2.1.1 Annual base membership fees of MAs payable to the CLA shall be set by resolution and shall be paid to CLA Head Office at least fifteen days prior to the Annual Meeting in each year.

4.2.1.2 The Annual Base Membership Fees are:

4.2.1.2.1 for MAs with less than 650 registered players, \$700.00 per annum.

4.2.1.2.2 for MAs with 650 and more but less than 1,000 registered players, \$1,400.00 per annum.

4.2.1.2.3 for MAs with 1,000 or more registered players, \$2,100.00 per annum.

#### 4.2.2 *Annual Registered Participant Fee*

4.2.2.1 Registered Participant: A "Registered Participant" means any person, including but not limited to: a player, coach, official and volunteer such as a manager, trainer, club/team executive member or league or MA administrator or any other person directly associated with the activity, who participates in organized lacrosse activities under the control of the Member Association or the CLA. These activities include but are not limited to athlete development programs, recreational and competitive leagues, club teams, national teams, coaching programs, officiating programs, and events. This includes all those persons who the Members report to their Provincial or Territorial Governments in applications to receive funding.

4.2.2.2 Registered Participant Fees: Registered Participants shall pay a fee by category, to be determined by the Members, to the CLA in order to access and support services, privileges and programming developed and to be developed by the CLA for the sport of lacrosse in Canada.

4.2.2.3 The MAs shall file with the CLA Head Office by October 1<sup>st</sup> of each year, the registered participants within their jurisdictions in each of the Sectors. This report shall provide the number of registered participants in all categories.

4.2.2.3.1 Failure to file the registered participants to the CLA Head Office by the deadline will result in a fine not to exceed \$1000.

4.2.2.4 The annual fee per registered participant shall be set at \$4.00. This fee shall be paid to the CLA Head Office by the deadline set in February by the office and forwarded to the MAs.

## 4.2.3 *Operating Levy*

- 4.2.3.1 The Operating Levy will be equal to the amount needed to maintain the CLA's basic business operations, if necessary, due to financial hardship.
- 4.2.3.2 Each MA shall pay a portion of the Operating Levy based upon their percentage of the sum of the sector votes for which each MA is eligible according to participant registration numbers for the previous year. The amount of the Operating Levy is calculated as follows:
  - 4.2.3.2.1 MAs total sector votes divided by the total of all sector votes for all MAs times the amount of the Operating Levy.
- 4.2.3.3 The amount of the per vote levy will be approved, when a levy is deemed necessary by the members at the AM and shall be payable by March 31 of the following year.

4.2.4 MAs must have all invoices and debts to the CLA fully paid or have made payment arrangements with the Head Office to be considered in good standing and eligible to vote at any general meeting of the CLA.

## 4.3 **REQUIREMENTS**

- 4.3.1 To become a Member Association, applications must include the following:
  - 4.3.1.1 names and addresses of all board members;
  - 4.3.1.2 designation of the official mailing address and contact name for the association;
  - 4.3.1.3 the MA's constitution and/or bylaws;
  - 4.3.1.4 the jurisdictional area of the member if other than provincial boundary;
  - 4.3.1.5 the number of registered players residing in the jurisdictional area broken down by sector and category;
- 4.3.2 All requirements must be met before the membership may be accepted.
- 4.3.3 Once accepted as an MA, the following requirements must be met in order to remain a member in good standing:
  - 4.3.3.1 comply with the Articles, Bylaws, and Regulations of the CLA;
  - 4.3.3.2 submit a copy of the amendments to the MA's Bylaws and/or constitution as such amendments are made;
  - 4.3.3.3 Each MA shall send a copy of the minutes of its Annual General Meeting, including the names of its elected officers for that year, to the CLA Executive Director not later than the first day of March in each year.

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- 4.3.3.4 notify the CLA in writing within fourteen (14) days of any change in name and/or address of a contact and send an updated list of their Board of Directors as made available;
  - 4.3.3.5 submit a list of tournaments and other events as soon as possible;
  - 4.3.3.6 submit a listing of all active coaches and officials on an annual basis who participate under the jurisdiction of the member;
  - 4.3.3.7 pay debts to the CLA as per the due date, or the negotiated payment schedule.
- 4.3.4 Each MA must have a permanent bond on deposit with the CLA to act as a guarantee of performance and compliance with the Bylaws and Regulations of the CLA.
- 4.3.4.1 The current bonds are:
    - 4.3.4.1.1 for MAs with less than 650 registered players, \$1000.00;
    - 4.3.4.1.2 for MAs with 650 and more registered players, \$2,000.00;
  - 4.3.4.2 The Permanent Bond may be deemed to be the Performance Bond required by the Sectors for each team attending a national championship.
  - 4.3.4.3 In order to remain in Good Standing, an MA must maintain its Permanent Bond at its full value. If it has been depleted by the CLA for cause, the bond must be replenished to the required amount no later than thirty (30) days after notice of a deduction.
  - 4.3.4.4 The Permanent Bond may be depleted for the following causes:
    - 4.3.4.4.1 fines levied by the CLA against an MA that are unpaid after sixty (60) days from the written notice of the fine.
    - 4.3.4.4.2 fines levied by the CLA against a club, team, or individual representing an MA at a national championship that are unpaid after sixty (60) days from written notice of the fine.

### 4.4 PRIVILEGES OF MEMBERSHIP

- 4.4.1 MAs shall be entitled to:
  - 4.4.1.1 one copy of the Letters Patent, Bylaws, and Regulations of the CLA;
  - 4.4.1.2 one copy of the minutes of the meeting of the Members, Board of Directors meetings, Member Council meetings and Committee meetings;
  - 4.4.1.3 the right to apply for hosting of national championships or tournaments and WL international events;
  - 4.4.1.4 the opportunity to take part in national programs;
  - 4.4.1.5 the opportunity to enter teams into national championships or tournaments;

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- 4.4.1.6 one free rule book at time of publication;
- 4.4.1.7 copies of each edition of the CLA bulletin;
- 4.4.1.8 attend meetings of the Members of the CLA;
- 4.4.1.9 regular mailings by post or email;
- 4.4.1.10 register players with the CLA, subject to all fees and assessments;
- 4.4.1.11 other privileges as determined by the Directors from time to time.

## **5 SECTION 5: PARTICIPANT ELIGIBILITY**

### **5.1 REGISTRATION WITH MA**

- 5.1.1 All players, coaches, managers, trainers, other team personnel, and officials are required to be registered with the MA which has jurisdiction for their area of residence. Participants may be registered with only one (1) MA per Sector at any time, in accordance with Sector policy. A participant may transfer between MAs during the year, subject to the regulations on registration deadlines in the Sector and the regulations on inter-member transfers.
- 5.1.2 Within Canada, no registered participant may play or participate outside the boundaries of their MA without first obtaining the permission of their MA or a transfer through the CLA.
- 5.1.3 No team or official may play or participate outside of Canada (except within the First Nations) without first obtaining the permission of their MA. At least 7 days prior to travel, the MA shall inform the CLA, in writing, in the form (Appendix 25-22 and 25-23) required by the CLA, by providing a list of all participants, including but not limited to players and bench personnel and confirm that all coaches traveling with the team meet the current CLA standards for coaching.
- 5.1.4 Teams not under the jurisdiction of the CLA shall not be permitted to play or participate in a league or event under the jurisdiction of the CLA or MA unless permission is given by the governing body of such team, the CLA and the MA under whose jurisdiction the league or event is being operated.
- 5.1.5 No provincial teams traveling outside or within Canada shall refer to themselves as Team Canada. Team Canada refers to only sanctioned and officially recognized Canadian National Teams operated under the jurisdiction of the CLA.
- 5.1.6 Failure to comply with this policy shall constitute an offence and any alleged violation shall be referred to Discipline.
- 5.1.7 Deadlines for registration to be eligible for provincial play are set by the governing MA.
- 5.1.8 Deadlines for registration to be eligible for national competitions are set by the governing Sector of the CLA.

### **5.2 INTER-MEMBER AGREEMENTS**

- 5.2.1 A club or local association may have membership in one (1) MA only, as determined by the political borders of Canada or MA boundaries approved by the CLA. Notwithstanding this policy, the CLA under its mandate recognizes the responsibility to support initiatives for regional development. In order to have a viable playing arrangement, a club or association may have to play outside its MA's borders. The CLA accepts the existence of bi-partisan agreements which, in order to promote or support regional development, establishes inter-member arrangements.

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- 5.2.2 It is under the jurisdiction of the MAs to negotiate the terms of such an agreement. Any and all such agreements must be filed in writing with the CLA prior to the development of playing schedules. Where such agreements involve competition at a level which has implications for national championships, the agreement must be approved by the Directors of the CLA prior to implementation.
- 5.2.3 These agreements are negotiated between the clubs and their governing MAs. The CLA recognizes MA's authority to negotiate in these matters and therefore there is no right of appeal to the CLA. Disputes must be resolved with the appeal process of the MAs.

## 6 SECTION 6: CODE OF CONDUCT AND DISCIPLINE

### 6.1 CODE OF CONDUCT

- 6.1.1 The CLA is committed to:
  - 6.1.1.1 providing a safe and fun environment for athletes, coaches, officials, CLA staff, parents and volunteers;
  - 6.1.1.2 providing a sport environment that promotes equal opportunity and prohibits discriminatory practices.
- 6.1.2 To ensure this atmosphere of safety, respect, equity and fun, the CLA has created a Code of Conduct that sets out overall expectations for participants in our game.
- 6.1.3 This Code of Conduct applies to all matters and conduct directly related to the CLA and events conducted under the exclusive jurisdiction of the CLA, to international events or meetings where the CLA is a participant such as but not limited to:
  - 6.1.3.1 All CLA sanctioned National Championships;
  - 6.1.3.2 All CLA meetings;
  - 6.1.3.3 All CLA recognized International Events and meetings.
- 6.1.4 Where there is a dispute over whether a matter or conduct or an event falls under this Code of Conduct, the matter shall be decided by the President of the CLA (or his/her designate).
- 6.1.5 This Code of Conduct applies to all MAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players hereinafter referred to in this Section as individuals, volunteers and parents and/or guardians of CLA players.
- 6.1.6 This policy does not apply to athletes and coaches of other nations and federations.
- 6.1.7 Violations of the CLA Code of Conduct will be handled according to the discipline procedures outlined in this Manual.
- 6.1.8 Where a violation of the Code of Conduct is investigated and determined to be proven on a balance of probabilities, the possible implications range from verbal warnings to expulsion. In the case of CLA staff, implications range from a verbal warning to dismissal.
- 6.1.9 In order to participate in CLA High Performance events all athletes, coaches, officials, CLA staff and volunteers involved in the event must sign a CLA Liability Waiver and acceptance of the Code of Conduct statement.

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- 6.1.10 Coaches and Team Officials may add additional rules or strengthen existing rules in the Code of Conduct as appropriate for the age and composition of the team.
- 6.1.11 All individuals affiliated with the CLA shall:
- 6.1.11.1 Attempt at all times to work toward the goals and objectives of the CLA and the game of lacrosse, and towards the betterment of its members;
  - 6.1.11.2 Strive to heighten the image and dignity of the CLA and the sport of lacrosse as a whole, and to refrain from behaviour which may discredit or embarrass the CLA or the game;
  - 6.1.11.3 Always be courteous and objective in dealings with other members;
  - 6.1.11.4 Except when made through proper channels, refrain from unfavourable criticism of other members or representatives of the CLA;
  - 6.1.11.5 Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug-free Sport;
  - 6.1.11.6 Show respect for the cultural, social and political values of all participants in the sport from other nations;
  - 6.1.11.7 As a guest in a foreign country, abide by the laws of the host country and adhere to any social customs concerning conduct.
- 6.1.12 An individual's conduct shall be in question when they:
- 6.1.12.1 Use their position within the CLA for personal and/or material gains;
  - 6.1.12.2 Willfully circulate false, malicious statements, derogatory to any other member of the CLA;
  - 6.1.12.3 Willfully ignore or break the bylaws and/or rules and regulations of the CLA;
  - 6.1.12.4 Counsel others to ignore or break the bylaws, rules and/or regulations of the CLA;
  - 6.1.12.5 Act in such a manner as to dishonour, embarrass or disgrace the CLA or any of its members or participants.

## 6.2 DISCIPLINE

### 6.2.1 *General Policy*

- 6.2.1.1 All individuals affiliated with the CLA shall comply with the Letters Patent, Bylaws, Regulations, Sector Specific Regulations and Official Rules of Lacrosse



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- 6.2.1.2 The CLA has jurisdiction over matters where Member obligations have been breached and/or when individuals have violated the Articles of Continuance, Bylaws, Regulations, Sector Specific Regulations or Official Rules of Lacrosse at the national (including inter-member competitions) or international levels.
  - 6.2.1.3 The CLA requires its MAs to establish the appropriate regulations and procedures for discipline for matters within their jurisdiction.
  - 6.2.1.4 MAs agree to honour and enforce disciplinary action taken by the CLA.
  - 6.2.1.5 The CLA and its MAs agree to honour and enforce disciplinary action taken by another MA unless otherwise stated within a different section of the CLA Operations Manual.
  - 6.2.1.6 The CLA endorses the principles of natural justice.
- 6.2.2 *Discipline Review Procedures*
- 6.2.2.1 Any report alleging the action(s) of an individual(s) which constitutes a breach of the Articles, Bylaws, Regulations or Rules of Play shall be submitted in writing to the CLA Head Office within fifteen (15) days of the event or occurrence. The deadline for making a complaint may be extended by the President if the allegation of misconduct has been brought to the attention of the subject of the complaint and an extra-disciplinary resolution has been attempted but failed.
  - 6.2.2.2 Upon receiving a report, the CLA Executive Director shall immediately notify the President who shall within five (5) business days determine whether there may be a breach or violation. If the President or the President's designate decides that there is not a breach, the complainant shall be notified of that decision, with reasons, and the complaint shall stand dismissed. In the event that the President determines he/she cannot act for any reason, including the presence of a reasonable apprehension of bias, the President shall designate the Director of Administration to make the determination and to fulfill his/her function under this section of Policy. Similarly, if the Director of Administration cannot act, then the President shall designate another Director to act. If another Director cannot act then the President shall designate a Sector Chair or a person who has a significant lacrosse background and has served on the Board of Directors or Committees of the CLA or MAs (excluding the Chair of the CLA Appeals Committee).
  - 6.2.2.3 If the President determines that there may be a breach or violation, the President shall within fifteen (15) days of receiving the report, appoint a Discipline Committee composed of, at the discretion of the President, one or three members.
    - 6.2.2.3.1 Members of the Discipline Committee will be drawn from the Board of Directors or Sector Chairs (excluding the Chair of the

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Appeals Committee) or those persons who have a significant lacrosse background and have served on the Board of Directors or Committees of the MAs.

- 6.2.2.4 A hearing shall be scheduled to take place within thirty (30) business days.
- 6.2.2.5 All known interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Discipline Committee at their own expense.
- 6.2.2.6 The Discipline Committee may call witnesses, and demand any pertinent information which it deems necessary to arrive at a decision.
- 6.2.2.7 At the discretion of the Chairperson of the Discipline Committee, the hearing may be held by conference call.
- 6.2.2.8 The decision of the Discipline Committee, with reasons will be announced within fifteen (15) days of the hearing and all known interested parties will be provided with a copy of the decision and reasons. The decision will be posted on the CLA website as well.
- 6.2.2.9 At the discretion of the President, the deadlines in the Code of Conduct and Discipline sections may each be extended, prior to the expiry of the respective deadlines, where circumstances require, to a maximum of sixty (60) days with the exception of the deadline to submit a complaint.
- 6.2.2.10 Where the subject of the proceeding involves the suspension of the right to play or coach, and the proceeding is occurring during the playing season, the President shall have the discretion, upon application, to stay any active suspension pending the conclusion of the discipline process
- 6.2.2.11 The deadlines in this section are stayed during any period of time in which the parties agree, to attempt or submit to any form of alternative dispute resolution; or by agreement of the parties.
- 6.2.2.12 The presumptive consequence of a breach of the deadlines contained in this section is the termination of the discipline process and the quashing of the complaint unless both of the following are shown:
  - a) there is no prejudice to the parties, and
  - b) There has been substantial consistency with the intent of the time rules having regard to the reason for the delay, the responsibility for the delay, any waiver, any unusual

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complexity in the case, and whether the complaint can be or was resolved in a reasonably timely manner.

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

### 6.2.3 *Fines*

- 6.2.3.1 Individuals may be fined for an infraction of the Articles, Bylaws, Regulations or Rules of Play as defined in this Manual.

- 6.2.3.2 Fines are payable by the MA the individual is representing within thirty days of written notification. Failure to pay within the time period may result in further penalties being levied.

- 6.2.4 Individuals may appeal the disciplinary action or the levying of the fine by the CLA by submitting a written notice of appeal as per the Appeals section of this manual

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## 7 SECTION 7 – APPEALS

### 7.1 GENERAL POLICY

- 7.1.1 The Directors of the CLA shall appoint on an annual basis at the first meeting of the Board of Directors after the Annual Meeting, a Chairperson of the Appeals Committee who must be a past or present member of the Board of Directors or a past or present member of the Board of Directors or its equivalent, of an MA.
- 7.1.2 Upon receiving a notice of appeal from the CLA Head Office, two additional members for the Appeal Committee will be selected by the Chairperson from a pool of past or present members of the Board of Directors, past or present members of the Board of Directors or its equivalent of an MA and Sector Chairpersons. The members of the Appeal Committee shall have had no involvement with the decision being appealed and shall be free from actual or perceived bias or conflict. Only two of the three members may be members of the present CLA Board of Directors. This group of three will be the Appeal Committee to hear the appeal.
- 7.1.2.1 In the event that the Chairperson cannot exercise his or her duties, by reason of bias or conflict of interest or absence or otherwise, then the Chairperson, or in his or her absence the President, shall appoint a past or present member of the Board of Directors or its equivalent of an MA to serve as Chairperson in the interim.
- 7.1.3 Anyone who made a complaint or referral for discipline under Section 6 and any MA, Team, Player, Coach, Trainer, other Team Personnel, Official, volunteer of MAs, and volunteer of the CLA, affected by a decision may appeal to the Appeals Committee:
- 7.1.3.1 decisions for which the CLA's Bylaws or Regulations provide for a right of appeal;
- 7.1.3.2 any disciplinary decisions made by a CLA Director, Committee, or Official relating to a matter dealt with at the CLA level;
- 7.1.3.3 decisions of a Member where the Chairperson of the Appeals Committee grants leave to appeal.
- 7.1.4 No appeal under clause 7.1.3.3 may be brought unless all appeal avenues within the MA have been exhausted. Notwithstanding the foregoing, all matters relating to residency and registrations within the MA may not be appealed to the CLA except those on procedure wherein any decision shall be restricted to either dismissal of the appeal or referral back to the MA.
- 7.1.5 This policy shall not apply to matters relating to the Rules of the Game.
- 7.1.6 The Appeals Committee is the final authority on actions or recommendations being appealed, including all substantive and procedural decisions required to be made by the Appeals Committee in the course of an appeal.
- 7.1.7 The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention by any court as per bylaw 79 –

Court Actions, with the exception of a further appeal to the alternate dispute resolution services of the Sport Dispute Resolution Centre of Canada for any decisions regarding the implementation and delivery of National Team programs; or the selection of athletes to a team representing Canada at International events. All costs associated with using the Sport Dispute Resolution Centre of Canada shall be borne by the appellant.

### 7.2 PROCEDURE FOR APPEALS

- 7.2.1 Anyone who wishes to appeal a decision shall have fifteen (15) days from the date on which they received written notice of the decision with reasons, to submit a written notice of appeal along with a \$500 fee to the CLA Head Office. Should the original decision be upheld, the \$500 fee will be forfeited unless otherwise determined by the Appeals Committee. Each notice of appeal must include the following information:
- 7.2.1.1 the person, committee or body whose decision is being appealed;
  - 7.2.1.2 the capacity in which that person was acting when he or she made the decision, or the title of the Committee or Body making the decision;
  - 7.2.1.3 the date the decision was made, and;
  - 7.2.1.4 the particulars of his/her grounds for appeal, including a summary of the submissions and arguments in support of the appeal.
- 7.2.2 An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the following:
- 7.2.2.1 making a decision for which there was no authority or jurisdiction as set out in governing documents;
  - 7.2.2.2 failing to follow procedures as laid out in the bylaws or approved regulations of the CLA;
  - 7.2.2.3 making a decision which was influenced by bias;
  - 7.2.2.4 failing to consider relevant information or taking into account irrelevant information in making the decision;
  - 7.2.2.5 exercising its discretion for an improper purpose; and/or
  - 7.2.2.6 making a decision that was unreasonable.
- 7.2.3 Within three (3) business days of receiving notice of an appeal, the CLA Executive Director will forward the notice of appeal to the Chairperson of the Appeals Committee.
- 7.2.4 The Chairperson of the Appeals Committee shall review the information submitted under clause 7.2.1 and 7.2.2 within three (3) business days of receipt and, if in his or her preliminary view, the appeal appears to have no grounds, shall notify the appellant of that opinion, giving the appellant a reasonable opportunity to make further submissions before making a final decision. The final decision shall be made by the Chairperson of the Appeals

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Committee within three (3) business days of receipt of the further submissions. If the final decision is that the appeal has no grounds, the appellant shall be notified of that decision, in writing, with reasons, and the appeal shall be dismissed.

- 7.2.5 If the Appeals Committee conducts a hearing, it shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:
- 7.2.5.1 the Hearing shall be held within twenty-one (21) days of the Appeal Committee's appointment;
  - 7.2.5.2 the appellant and respondent shall be given 10 business days written notice of the day, time and place of the hearing;
  - 7.2.5.3 a quorum shall be all three Tribunal members;
  - 7.2.5.4 decisions shall be by majority vote;
  - 7.2.5.5 copies of any written documents and information which either the appellant or respondent wish to have the Appeals Committee consider shall be provided to all parties at least five (5) business days in advance of the hearing;
  - 7.2.5.6 both the appellant and respondent may be accompanied by a representative or adviser, including legal counsel;
  - 7.2.5.7 the Appeals Committee may request that any other individual participate and give evidence at the hearing.
- 7.2.6 In order to keep costs to a reasonable level, the Appeals Committee may conduct the hearing by means of a conference call.
- 7.2.7 Within five (5) business days of concluding the hearing, the Tribunal shall issue its written decision, with reasons. The Appeals Committee may decide to:
- 7.2.7.1 void, vary or confirm the decision being appealed;
  - 7.2.7.2 make any decision it feels should have made;
  - 7.2.7.3 award costs to the appellant or respondent against the other, if the Appeals Committee is of the opinion that the conduct of either party was grossly unreasonable or in bad faith, but in such case, no award of costs may be made without giving the parties an opportunity to be heard on the issue of costs.
- 7.2.8 A copy of the decision shall be provided to the appellant, the respondent, the CLA President and the CLA Executive Director. The decision will be posted on the CLA website as well.
- 7.2.9 Where just cause is shown, the Chairperson of the Appeals Committee may extend any time deadlines, after giving all interested parties an opportunity to make submissions.
- 7.2.10 If the parties agree, they shall have the right to decline a hearing in favour of a documentary review. Should this be the case, the Appeals Committee shall

request both the appellant and the respondent to provide written submissions (if not already provided), upon which the Appeals Committee shall make its decision. The Appeals Committee may direct such timelines, as it deems appropriate in the circumstances in order to conclude the appeal in a timely manner.

7.2.11 An appeal does not operate as a stay but the Chair of the Appeals Committee may, upon application of the appellant, after giving the respondent an opportunity to respond, stay the decision being appealed if:

7.2.11.1 the appeal grounds are strong;

7.2.11.2 irreparable harm will be occasioned to the Appellant should the decision not be stayed and the Appeal is ultimately successful;

7.2.11.3 irreparable harm will not be occasioned to the Respondent or other interested parties;

7.2.11.4 the balance of convenience in weighing the above favours a stay

### **7.3 PROCEDURE FOR THE HEARING**

7.3.1 Information about the procedure for the hearing shall be available to the parties from the CLA office.



## **8 SECTION 8: MEETINGS OF MEMBERS AND SEMI-ANNUAL MEETING**

### **8.1 GENERAL**

8.1.1 All travel costs to the SAM and AM by delegates will be on a cost sharing basis as per the Finances section of the Regulations.

8.1.2 A fee of \$175 will be charged to each MA for each of their delegates who attend Meetings of the Members. This fee will not be charged for Board of Directors, Sector Chairs and Coaching/Officials Committee Chairs.

### **8.2 ANNUAL MEETING (AM)**

8.2.1 The AM may be attended by MA representatives and special interest groups. These special interest groups include officials, coaches, players, league representatives and other individuals, groups or agencies involved in or affected by Association programs.

8.2.1.1 The Annual Meeting will be held prior to December 1<sup>st</sup> of each calendar year.

8.2.2 The CLA Executive Director, in consultation with the Director Administration and the President, will create an agenda for the AM. The agenda shall include the following:

8.2.2.1 Call to Order

8.2.2.2 Roll Call of Delegates

8.2.2.3 Address by the President

8.2.2.4 Approval of Agenda

8.2.2.5 Adoption of the Minutes of the previous Annual Meeting

8.2.2.6 Auditor's Report and Appointment of Auditor for the Coming Year

8.2.2.7 Strategic and Operation Plan Review

8.2.2.8 Reports from the Directors, Office Staff, Sector Chairs and Officials and Coaching Committee Chairs

8.2.2.9 Reports from the Members

8.2.2.10 Reports from the Association's Standing Committees

8.2.2.11 Notification of Directors Elected by Each Member

8.2.2.12 Resolutions requiring ratification of the Members

8.2.2.13 Presentation and Approval of the Draft Budget for the Coming Fiscal Year

8.2.2.14 Election of Directors

8.2.2.15 General or New Business (if necessary).

8.2.3 Members, Directors, Sector Chairpersons, Coach/Officials Committee Chairpersons and Association Office Staff must submit a report for inclusion the AM package by the deadlines specified by the CLA Executive Director.

## 8.3 SEMI-ANNUAL MEETING (SAM)

8.3.1 This meeting is held in the spring of each year where the Sectors will hold their annual meeting and the Board of Directors will meet.

## 8.4 BID REQUIREMENTS TO HOST THE SAM AND AM

8.4.1 Bids to host either the SAM or AM must be submitted to the Directors of the Association at least one year in advance of the respective meeting. For example, the bid for the 2016 AM must be submitted for approval at the Board of Directors meeting held during the 2015 AM.

8.4.2 The bids must be submitted by a MA, not the host city or organization.

8.4.3 If there is more than one (1) bid presented at the Director's meeting, the bid with the most votes will be the successful bid.

8.4.4 If there are no bids in place, the Board of Directors will determine the site of the respective meeting at the earliest meeting following the meeting. The default will be in Ottawa, Ontario.

8.4.5 The meeting should be held in a city with a major airport which is defined as one that is serviced by a national carrier. The Host committee is responsible for transportation of delegates to and from the airport to hotel.

8.4.6 Either meeting may be held in a city without a major airport only on the approval of the Directors of the Association and with the following condition.

8.4.6.1 The Host MA will be responsible for all travel costs incurred by delegates to and from the major airport to the host city.

8.4.6.2 Where available, the Host MA must use CLA sponsors for the hotel. As this is a CLA event, it supersedes any sponsorship deals an individual MA may have.

8.4.6.3 The hotel must have the appropriate meeting space available.

8.4.7 Once Approved, the Host MA:

8.4.7.1 must provide a local contact in the host city to work with the CLA Head Office;

8.4.7.2 is responsible for providing a hospitality event for all delegates;

8.4.7.3 is responsible for planning or making available social activities for the delegates and spouses during non-meeting hours.

## 9 SECTION 9: NOMINATIONS COMMITTEE

### 9.1 MANDATE AND COMPOSITION

9.1.1 The mandate and composition are described in Appendix 25-21: Nominations Committee Terms of Reference

### 9.2 NOMINATION PROCESS

9.2.1 Candidates for the Board of Directors must be recommended by the Nominations Committee or in writing by a MA at least 30 days in advance of the AM. Nominations will be circulated to the membership 21 days prior to the AM and elections will take place at the AM.

9.2.2 The Nominations Committee shall take into consideration candidates who adequately represent the constituency served by the Association and make recommendations with respect to any vacancies.

9.2.3 All interested candidates, whether their name has been put forth by the Nominations Committee or from an MA must provide a resume of skills, qualifications and experience specific to the Director position they are seeking nomination for.

9.2.4 In the event that there are no nominations for a position for which an election is to occur submitted within the timelines, an individual may be nominated from the floor of the AM.

9.2.5 Nominations for the office of the President shall not be considered upon unless the individual nominated was a Director of the Association in the previous year with the following exception:

9.2.5.1 A special resolution supported by two-thirds (2/3) majority of the voting delegates at the AM at which the election of the President is to be held may confirm the nomination of an individual who was not a Director of the Association in the previous year.

9.2.5.2 Upon the passage of the special resolution, the nomination of the individual shall be voted upon along with other nominations for the office of the President

9.2.6 An individual may be nominated for not more than two (2) offices, but if he or she is elected to the office upon which the first vote is taken, his nomination shall not be considered upon for the second office for which he was nominated.

9.2.7 A Nomination Form for Candidates to the Board must be completed and signed by the nominee stating his or her willingness to stand for the office as set out in the nomination.

9.2.8 No paid employee of a MA or a league is eligible for an elected position on the Association's Board of Directors. A league is defined as an association of teams that organize matches for its players.

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9.2.9 Nominations for office shall be removed by the Chair of the Nominations Committee upon receiving a signed written notice from a nominee that the nominee is no longer willing to stand for the office for which he or she was nominated.

9.2.10 Candidates for vacancies must be:

9.2.10.1 a member in good standing of a MA; or

9.2.10.2 a current member of the Board of Directors; or

9.2.10.3 an individual participant in good standing of the Association.

9.2.11 The Nominations Committee, prior to the AM shall

9.2.11.1 Explain to potential candidates their duties and responsibilities as members of the Board of Directors;

9.2.11.2 Obtain from each candidate a written consent to the nomination; and,

9.2.11.3 Recommend a slate of candidates comprising of at least a minimum of one candidate per vacant position, to be elected.

## 10 SECTION 10: SUBSTANCE ABUSE

### 10.1 ANTI-DOPING

#### 10.1.1 *Position Statement*

- 10.1.1.1 The Canadian Lacrosse Association (CLA) and all Member Associations (MAs) are committed to building drug-free sport and are unequivocally opposed, on ethical, medical, and legal grounds, to the practice of doping in sport.
- 10.1.1.2 The CLA and MAs fully support the position of Sport Canada and the Canadian Centre for Ethics in Sport (CCES) against the use of banned substances and methods.
- 10.1.1.3 The CCES is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.
- 10.1.1.4 The Canadian Lacrosse Association endorses and has adopted the CADP and the WL Anti-Doping Policy which means lacrosse is part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field.
- 10.1.1.5 The CLA's anti-doping policy reflects and supports the CADP in that no athlete, official, coach or volunteer shall take prohibited substances, nor may any team official or parent recommend or condone the use of prohibited substances. The CLA expects all members of the lacrosse community to abide by CADP to preserve the integrity of sport.
- 10.1.1.6 Any sanction by the Canadian Centre for Ethics in Sport (CCES) shall be enforced by the CLA.
- 10.1.1.7 In the event of an anti-doping assertion and sanction by the CCES and a final outcome as a result of the anti-doping violation, the CLA shall disclose the outcome to the athlete's or team official's Member Association.
- 10.1.1.8 The CLA reserves to right to impose additional discipline as a result of a Code of Conduct violation.
- 10.1.1.9 In the event of a confirmed anti-doping violation and sanction issued to an athlete or team official as a result of a violation at a national championship and the violation and the identity of the individual is disclosed publically by the CCES, the athlete or team official will have his or her name removed from any records or results of the national championship.
- 10.1.1.10 In the event of more than two anti-doping violations by athletes or team officials on one team, the team shall be subject to the sanctions

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as described in the Canadian Anti-Doping Code and enforced by the CLA.

## 10.1.2 *Education Program*

10.1.2.1 To ensure Canadian lacrosse athletes receive proper education on anti-doping and are equipped with knowledge about the CCES regulations and testing procedures, the CLA requires that all athletes and team personnel members (e.g. coaches, trainers, managers, etc.) on the roster for a CLA National Championship at the following levels completes the CCES True Sport Clean 101 (Untracked) online education course and submit the electronic declaration form. The course need only be done once. Those who previously completed a CCES or CLA online education course and who appear on the CLA's confirmation list have complied with this policy.

- BOX - Senior A, Senior B, Junior A, Junior B, Junior Women
- FIELD - Senior Men, Junior Men (U18/U19), Senior Women, Junior Women (U18/U19)

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

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

10.1.2.1.3 Upon completion of the course, all athletes and team personnel members must fill out and submit the electronic declaration form through the CLA website for record keeping. This will be used as proof of completion in order to determine eligibility.

10.1.2.2 As per the Canadian Anti-Doping Program, which has been adopted by the CLA and its Member Associations, all athletes competing at a CLA National Championship, regardless of their age, are subject to in-competition testing from the CCES.

10.1.2.3 All athletes that have participated in Canadian national team tryouts, training camps, or competitions are added to the CCES National Athlete Pool (NAP), which makes them subject to both in-competition and out-of-competition testing from the CCES.

10.1.2.3.1 An athlete can remain in the NAP for over one calendar year after the international competition that they tried out for or participated in. It is the responsibility of that athlete to continue

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following the CADP rules and regulations for as long as they remain in the NAP.

## 10.2 ALCOHOL, TOBACCO AND DRUG POLICY

### 10.2.1 *Alcohol and Cannabis*

- 10.2.1.1 All players, Officials, team officials and volunteers must respect the laws regarding the consumption of alcohol and cannabis in the jurisdiction of the event (either provincially/territorially or internationally). Underage drinking and consumption of cannabis will not be tolerated.
- 10.2.1.2 Team officials, athletes, officials and volunteers are discouraged from consuming alcohol or cannabis during a CLA sanctioned event or meeting. If alcohol or cannabis is consumed during the event or the meeting, the individual must ensure that this consumption does not interfere with their ability to perform their duties. If the CLA event is a Minor National Championship, where the Athletes are under the Age of Majority, it is recommended for the Team officials, officials and volunteers be discouraged from consuming alcohol and cannabis from the time between leaving home to travel to and returning home from the CLA event.
- 10.2.1.3 No Team officials, officials and volunteers should consume alcohol or cannabis with parents or athletes from the time between leaving home to travel to and returning home from the CLA event. Team officials, officials and volunteers should not consume alcohol in the presence of underage athletes, officials and volunteers
- 10.2.1.4 No team members, team officials, Officials or volunteers shall be intoxicated, on under the influence, at any time between leaving home to travel to and returning home from a CLA event.

### 10.2.2 *Tobacco*

- 10.2.2.1 All players and team officials must respect the laws surrounding tobacco in the jurisdiction of the event (Provincial/Territorial and International). The CLA discourages the use of tobacco.
- 10.2.2.2 Team officials and players should not use tobacco in the presence of underage players.

### 10.2.3 *Drugs*

- 10.2.3.1 The Association's position statement on substance abuse shall apply to all competitions domestically and internationally.
- 10.2.3.2 All players and team officials must respect the laws surrounding drugs in the jurisdiction of the event (Canada and International). The stricter standard shall apply.
- 10.2.3.3 No athlete, official, coach or volunteer shall take either illegal or performance enhancing drugs. No team official or parent shall

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recommend or condone the use of illegal or performance enhancing drugs.

10.2.3.4 Any individual who has knowledge of the use of illegal or performance enhancing drugs must report the infraction immediately to team management or a CLA official.

10.2.4 Failure to follow the above guidelines could result in a Code of Conduct violation.

10.2.4.1 Any member who refuses to comply with a request to be tested shall be immediately suspended and referred to the Discipline Committee.

10.2.4.2 When the refusal occurs in competition, the suspension will be issued, by the Convenor, when is it out of competition, by the President.

10.2.4.3 For the purpose of the application of the immediate suspension, a refusal to comply shall be established when CCES reports that there has been a refusal.

10.2.4.4 Sections 6 (Code of Conduct and Discipline) and 7 (Appeals) apply to this process.



## 11 SECTION 11: INDIGENOUS DEVELOPMENT

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

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

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

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

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

11.3 Indigenous Development Committee (IDC)

11.3.1 The IDC is responsible for program planning;

11.3.2 The IDC is responsible for development of technical materials;

11.4 Meetings of the Committee whether In Person or Conference Call shall be called by the Indigenous Director

11.4.1 shall be based on the continuous positive progress and project success necessary to submit annual funding requests to the CLF

11.4.1.1 Indigenous Director

11.4.1.1.1 Indigenous Director in conjunction with the CLA Program Coordinator and Director Domestic Development is responsible to the for the administration of the Committee

11.4.1.1.2 The Indigenous Director is responsible to supervise the Committee and its programs;

11.4.1.1.3 The Indigenous Director is responsible to chair or to delegate a chair for all meetings of the Committee;

11.4.1.1.4 The Indigenous Director is responsible to act as a direct liaison with the Head Office on behalf of the Committee;

11.4.1.1.5 The Indigenous Director is responsible to ensure that the Committee is represented at all meetings where an input from the IDC is requested

11.4.1.1.6 The Indigenous Director is responsible to develop or have developed all projects and programs which have been sanctioned by the Committee;

11.4.1.1.7 The Indigenous Director in conjunction with the CLA Program Coordinator and Director Domestic Development is responsible to ensure business plans, budgets, are timely submitted for approval

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11.4.1.1.8 Indigenous Director is responsible that bi-annual reporting is submitted for all committee activities

### 11.4.1.2 Indigenous Development Committee Representatives

11.4.1.2.1 The Indigenous Development Committee Representatives are the liaison between their respective MAs and the Committee;

11.4.1.2.2 The Indigenous Development Committee Representatives are to forward any concerns, problems or successes and progresses to the IDC on behalf of their Member Associations;

11.4.1.2.3 Indigenous Development Committee Representatives are to carry out any approved tasks identified by the Committee

11.4.1.2.4 Indigenous Development Committee Representatives are to act as the direct liaison between the Indigenous Director and the Member Association Members;

### 11.5 Program Delivery

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

11.5.1.1 Means of increasing the capacity of Participation Develop and maintain a community profile database for each Member Association.

11.5.1.2 Identify, recruit and support Indigenous Community Champions;

11.5.1.3 Increasing the number of Indigenous participants in all disciplines of the game;

11.5.1.4 Building and Strengthening Partnerships to establish and enhance relationships with the Indigenous organizations in each Member Associations and to develop a communication strategy between them;

11.5.1.5 Emphasize Education by developing tools and resources for Member Associations, increasing awareness and education of the vision and mission of the IDC, increasing educational opportunities regarding the heritage of the game in each Member Association, and incorporating the acknowledgement of Traditional Indigenous territories.

11.5.2 The Member Associations are responsible for:

11.5.2.1 Delivery of programs to the lacrosse community within their jurisdiction;

11.5.2.2 Ensuring that the delivery of the programs adhere to the guidelines and standards established by the Committee.

11.5.2.3 Offer self-identification of Indigenous ancestry when registering

### 11.6 The Use of Indigenous Imagery and or Verbiage in Lacrosse

11.6.1 The use of Native/Indigenous Imagery and or Verbiage in Lacrosse by clubs and or associations shall be done so in a respectful and dignified manner in a very respectful historical perspective that can be supported by relevant

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research, consultation and approval by the closest indigenous community authority as determined by the Indigenous Director of the CLA.

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## **12 SECTION 12: SAFETY AND EQUIPMENT**

### **12.1 SAFETY POLICY**

12.1.1 The fundamental concepts of the safety policy are to establish a standard of care intended to reduce the risk of injury from contact which is inherent in and incidental to the sport and to identify the responsibilities of the various participants.

### **12.2 GENERAL**

12.2.1 Player safety and the use of proper equipment is the responsibility of the following parties:

12.2.1.1 Players and parents of minor players are responsible for providing and maintaining proper equipment;

12.2.1.2 Coaches, trainers and team personnel are responsible for inspecting players' equipment and preventing the use of improper equipment;

12.2.1.3 Game officials are responsible for player safety and proper use of equipment by enforcing the rules of the game;

12.2.2 All players are required to wear protective equipment as described in the rules of play adopted in accordance with the Equipment section of this manual or as otherwise modified within this Section.

12.2.3 Equipment shall be manufactured by a professional manufacturer, and shall not be altered in any way which will decrease the protection to the player, increase the risk of injury to an opponent or void the manufacturer's warranty.

12.2.4 Any equipment which violates this Section or the rules of play for the appropriate Sector will be removed from the game and, where required, appropriate penalties will be given.

12.2.5 Where an unaltered piece of equipment is used and it becomes dangerous to any player or other person participating in a game, the game officials shall report the occurrence to the CLA Head Office via the standard incident report form. The CLA Executive Director will forward the report to the Chair of the Safety and Equipment Committee.

12.2.6 For Box Lacrosse and Men's Field Lacrosse, all players are required to wear a face mask as described in this section and a chinstrap properly fastened on both sides of the helmet.

### **12.3 INTRA-ORAL MOUTH GUARDS**

12.3.1 For Women's Field Lacrosse, intra-oral mouth guards, properly fitted and worn as recommended, are mandatory.

12.3.2 For Box Lacrosse it is mandatory that all minor aged players use an intra-oral mouthpiece. It is recommended for all players above minor to use an intra-oral mouthpiece.

12.3.3 For Men's Field Lacrosse all players are required to wear an intra-oral mouth guard.

## 12.4 HELMETS & FACEMASKS

12.4.1 Lacrosse is a sport with intrinsic hazards and participation in the sport implies the acceptance of some risk of injury. When used as intended for lacrosse and in accordance with the manufacturer's fitting instructions, the use of the helmet certified under these standards is intended to reduce the frequency and severity of head injuries.

12.4.2 For Box and Men's Field Lacrosse, all players, and in Women's Field Lacrosse, all goalies, are required to wear a helmet which must meet either of the following standards:

12.4.2.1 A National Organizing Committee for Safety in Athletic Equipment (NOCSAE) approved helmet and facial protector, approved as a complete unit, for lacrosse.

12.4.2.2 A Canadian Standards Association (CSA) approved for Ice Hockey helmet with the appropriate CSA approved facemask for lacrosse provided that:

12.4.2.2.1 Type B1 – a full-face protector intended for use by a person of any age who is not a goalkeeper.

Type B2 – a full-face protector intended for use by a person who is not a goalkeeper and is 10 years old or younger.

Note: in Type B protectors, the chin cup is attached to the protector.

12.4.2.2.2 Type C – A face protector intended for use by a person 18 years old or older, other than goalkeepers, that can be removed from a helmet only with the use of tools. In the type C protector, the chin cup is separate from the protector.

12.4.2.2.3 Type D1 – a head and face protector intended for use by a goalkeeper who is 11 years old or older.

Type D2 – a head and face protector intended for use by a goalkeeper who is 10 years old or younger.

12.4.2.3 A Canadian Standards Association (CSA) approved for Ice Hockey helmet with the appropriate CSA approved facemask for hockey with the following exceptions:

12.4.2.3.1 The facemask shall be designed to cover the wearer's entire face to the lower line of the jaw, and prevent the ball or the head of the stick from touching the face of the wearer.

12.4.2.3.2 The facemask must be fastened so that it does not create a risk of injury to the wearer or another person when it is used as it is intended.

12.4.2.3.3 For Box lacrosse all officials have to wear a black CSA approved for ice hockey helmet.

# CLA Operations Manual

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12.4.2.3.4 Officials may wear a half visor that is CSA approved for ice hockey or lacrosse.

## 12.5 GLOVES

12.5.1 In Box Lacrosse all players are required to wear protective gloves which meet the following guidelines:

12.5.1.1 conform to the hand;

12.5.1.2 have a cloth, leather or synthetic material covering;

12.5.1.3 all protective materials must be under the cloth, leather or similar covering with no additional attachments. All cosmetic materials, i.e. plastics, carbon, foam, etc. added to the leather and foam base of the glove to provide benefits of protection for the players must be smooth and free from sharp edges that could cause injuries. The gloves with these added features and benefits must stay within the guidelines of standard player's glove and goalie gloves.

12.5.1.4 player's entire finger must be encased within the finger of the glove;

12.5.1.5 may be palmless; the palms can be altered

12.5.1.6 The decision of the Equipment Committee on the approval or non-approval of gloves will be at their discretion on the safety of such gloves.

12.5.2 In Men's Field Lacrosse all players are required to wear protective gloves which meet the following guidelines:

12.5.2.1 may be palmless;

12.5.2.2 must be worn in such a manner as not to expose the fingers to the risk of injury;

12.5.2.3 player's entire finger must be encased within the finger of the glove.

12.5.3 Wrist protection pad and the cuff of gloves must be fastened and not allow exposure of the wrist area. It is required that, when wearing gloves specifically designed for lacrosse, the wrist joint protector pad should be in place and properly secured.

12.5.4 In Women's Field Lacrosse, close-fitting gloves may be worn but are not mandatory.

## 12.6 SHOES

12.6.1 All players are required to wear suitable athletic shoes. No shoe will be permitted which includes cleats that are made of metal or with a metal tip. All other aesthetic materials not fully covered under the cloth, leather or similar covering shall be manufactured smooth or of a soft material with no sharp edges as to not cause injury to an opponent.

## 12.7 GOALTENDERS

12.7.1 The equipment required for the goaltender must be constructed solely for the purpose of protection of the head or body.

12.7.2 In Box Lacrosse, in addition to helmet and facial protection, all goaltenders must wear a suitable throat protector and equipment which meets the following guidelines:

### 12.7.2.1 *Gloves:*

- 12.7.2.1.1 conform to the shape of your hand which is round. No blocker style gloves allowed.
- 12.7.2.1.2 have a cloth or leather covering.
- 12.7.2.1.3 all protective materials must be under the cloth, leather or similar covering with no additional attachments. All other aesthetic materials not fully covered under the cloth, leather or similar covering shall be manufactured smooth or of a soft material with no sharp edges as to not cause injury to an opponent;
- 12.7.2.1.4 goaltender's entire finger must be encased within the finger of the glove
- 12.7.2.1.5 cannot be altered in any way
- 12.7.2.1.6 cannot exceed the following dimensions:
  - 12.7.2.1.6.1 A maximum length of 15 inches measured from the tip of the middle finger to the top of the cuff.
  - 12.7.2.1.6.2 A maximum width of 8 inches measured from any point

### 12.7.2.2 *Pants:*

- 12.7.2.2.1 no internal or external padding is permitted on the pant leg or waist beyond that to provide protection. No outside ridges.
- 12.7.2.2.2 the maximum width (straight line) of the thigh pad across the front of the leg is set in the Official Rules of Box Lacrosse. If the groin and or hip pads extend beyond the front edge of the thigh pad, they are also to be included in this measurement. This measurement is to be taken while the goaltender is in an upright standing position. This measurement is to be made five inches (5") from the bottom of the pant.

### 12.7.2.3 *Shin pads:*

- 12.7.2.3.1 shall not exceed the width as set in the Official Rules of Box Lacrosse from the base of the shin pad at the ankle to the base of the kneecap when the shin pad is on the leg of the goaltender.



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12.7.2.3.2 calf protector must follow the contour of the calf and ankle. No alterations or attachments are permitted.

12.7.2.3.3 knee pads must comply with manufacturing standards, may not be altered, and must conform to the body.

### 12.7.2.4 *Arm and Chest Pad:*

12.7.2.4.1 shoulder cap protectors must follow the contour of the shoulder cap in a rounded manner without any pointed or squared projections or extensions beyond the shoulder.

12.7.2.4.2 the contoured padding must not exceed the maximum width outside the said goaltenders most outer bone point on each side as set in the Official Rules of Box Lacrosse.

12.7.2.4.3 the padding may not climb higher than the maximum as set in the Official Rules of Box Lacrosse above the plane of the said goaltenders shoulder.

### 12.7.2.5 *Jerseys:*

12.7.2.5.1 no inserts or additions are to be added to a standard goaltender cut jersey as produced by the manufacturer.

12.7.2.5.2 no “tying down” of the jersey is allowed at the wrists if it creates a tension across the jersey such that a “webbing effect” is created in the armpit area.

12.7.2.5.3 no other tie downs are allowed that create a “webbing effect”.

12.7.2.5.4 the length of a jersey is illegal if it covers any area between the goalies’ legs.

## 12.8 UNIFORMS

### 12.8.1 *Men’s Field*

12.8.1.1 Uniforms shall be approved by the Safety and Equipment Committee.

12.8.1.2 Players found to be using illegal equipment in the game, will be subject to penalties as specified in the CLA rulebook

### 12.8.2 *Women’s Field*

12.8.2.1 Numbers must be visible on the front and back of the playing shirts - 8 inch numbers on the back and 4 inch numbers on the front.

12.8.2.2 Variations on the required uniform must be approved by the Umpire-in-Chief prior to the first day of competition at the coaches meeting.

## 12.9 OTHER

12.9.1 Players may not wear any jewelry, such as, but not limited to earrings, necklaces, bracelets, watches or rings. Medical information bracelets are allowed but should be taped securely to the player.

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## 12.10 EQUIPMENT CHART

### CLA GOALTENDER EQUIPMENT SPECIFICATIONS

CLA GOALTENDER EQUIPMENT STANDARD	HEIGHT	CHEST AND ARM PROTECTORS		
		MAX. WIDTH OF PADDING OUTSIDE OF ARM ON EACH SIDE	MAX. WIDTH OF ARM PADDING	MAX. THICKNESS ABOVE SHOULDER PLANE
3	5'3" and above	4"	8"	3"

CLA GOALTENDER EQUIPMENT STANDARD	HEIGHT	CHEST AND ARM PROTECTORS		
		MAX. WIDTH ACROSS SHOULDERS	MAX. WIDTH OF ARM	MAX. THICKNESS ABOVE SHOULDER PLANE
2	4'7" – 5'4"	25"	7"	1.5"
1	Up to 4'6"	20"	6"	1"

**\*\* Note: Shoulder caps must be anchored**

CLA GOALTENDER EQUIPMENT STANDARD	HEIGHT	SHIN GUARDS AND PANTS		
		SHIN GUARD MAX. WIDTH BELOW KNEE	SHIN GUARD MAX. OF KNEE CAP	PANTS MAX. THIGH WIDTH
3	5'5" and above	Tapered from 9" to 7"	11"	11"
2	4'7" – 5'4"	Tapered from 8" to 5"	9"	9"
1	Tyke-Novice	Tapered from 7" to 4"	7"	7"

**Junior to Major effective April 1<sup>st</sup> 2010**  
 Minor Lacrosse grand fathered until 2012

An MA may apply for an exception to this Rule by submitting a Request for Goalkeeper Equipment Exemption Form, including a photo of the goalie wearing the regulation

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equipment, so that it illustrates the problem, to the Safety and Equipment Committee Chair who will make a decision on the request. An exception may only be granted on the basis that it is necessary for player safety. There is no appeal from that decision. Forms will be received by the CLA by May 31 of each year.

### 12.11 LACROSSE BALLS

12.11.1 All lacrosse balls used in Canada for CLA Sanctioned events, games and practices, must be made by a manufacturer who is approved and licensed under the CLA ball endorsement and official licensee program. The approved and licensed manufacturers must have “CLA Approved” stamped on the ball.

The manufacturer must also have their logo on the lacrosse ball.

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## **13 SECTION 13: FINANCE**

### **13.1 GENERAL**

13.1.1 This Association subscribes to the philosophy whereby each series, program and project undertaken will be budgeted and self-sufficient in its entirety. In instances wherein the impossibility of financial self-sufficiency is recognized at the outset, budgetary requirements will be prescribed from general revenues.

### **13.2 BUDGETING**

13.2.1 A budget showing estimated revenue and expenses must be prepared by the CLA Executive Director and the Director Administration.

13.2.2 The budget is reviewed by the Board of Directors and is presented to the Members of the Association at the AM for approval.

13.2.3 The budget, as approved, shall dictate how funds will be expended, and where expected revenue will be obtained in order to operate a financially sound organization.

13.2.3.1 Each Sector or Committee Chairperson is responsible for operating their respective projects or programs within the framework of the budget. For added clarity, each Sector or Committee Chairperson is responsible for monitoring the expenditures in their respective projects or programs to ensure that they do not exceed the budget, and to ensure funds are spent only in the manner in which they have been designated.

13.2.4 Should an expenditure be required that has not been previously approved in the budget, the Director Administration must approve the expenditure prior to it being made.

13.2.5 An expenditure of more than \$5,000 or 10% of what is budgeted for an expense item must be approved by the Director Administration in advance of the expenditure being incurred.

### **13.3 REVENUE AND EXPENDITURES - GENERAL**

13.3.1 The Association's income shall be obtained from MA fees, private and public grants, publications, sponsorship, fundraising, and from any other appropriate sources with the approval of the Board of Directors.

13.3.2 The Board of Directors has the power to make expenditures for the purpose of furthering the objectives of the Association.

13.3.3 All revenue shall be deposited by the CLA Staff into the Association's account at a bank approved by the CLA Executive Director and the Director Administration.

13.3.4 All revenues collected by another person on behalf of the CLA (e.g. for a project or camp operated whereby a CLA staff was not present) must be forwarded with details of who it is from, in the form of cheque or wire

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transfer to the CLA office no later than 30 days following the completion of the event.

13.3.5 The CLA Executive Director shall authorize all expenditures included in the budget, and he and the Director Administration will issue cheques for the payment of said expenses.

13.3.6 All payroll for CLA Office staff will be made in a timely manner.

13.3.7 MAs shall be invoiced for all fees, levies, products and services provided by the Association. Accounts are payable upon receipt of the invoice.

13.3.8 MAs with accounts over sixty (60) days in arrears for invoices related to products or services shall be refused further credit until bills are paid, and remain on a cash basis until the Director Administration in consultation with Board of Directors feels credit should be reinstated. Accounts that are not paid within sixty (60) days shall be charged interest at the rate of 1.5% per month from the date of the invoice. The following individual fee items will not be subject to interest charges:

13.3.8.1 Officiating Clinic Fees (cost of \$15.00 per official registered during the year)

13.3.8.2 Coach Registration Fee (cost of \$5.00 per coach registered with the province for the year)

13.3.8.3 Registered Participants Fee (cost of \$3.00 per paid registered member)

13.3.9 MAs with accounts over sixty (60) days in arrears from the due date for membership fees or levies in the absence of a negotiated payment schedule shall be considered no longer in good standing.

13.3.10 Credit for purchases of goods and services shall not be extended to non-MAs with the exception of submitted purchase orders at the discretion of the CLA Executive Director. Goods and services will only be shipped or supplied upon receipt of payment.

### 13.4 ADMINISTRATIVE EXPENSES

13.4.1 For Directors on the BOD and Sector Chairpersons, claims are allowed for postage, telephone, and other reasonable pre-approved expenses such as, but not limited to stationary, supplies and duplicating.

13.4.2 Long distance telephone calls made by the Directors and Sector Chairpersons shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with an Expense Claim form found in Appendix 25-11.

13.4.2.1 Whenever possible, dial direct during periods of the day or week when discount rates are in effect. Under normal circumstances, collect calls will not be accepted.

13.4.3 Hospitality: There are certain situations in which the President may require reimbursement for reasonable hospitality purposes expenditures to the

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benefit of the CLA. The President may also authorize another Director to make reasonable hospitality expenditures for the benefit of the CLA. A detailed receipt must be submitted, with names of who was there, and the reason for the hospitality expense. It will then be determined by the Director of Administration whether this was an acceptable expense.

13.4.4 Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorized by the Board of Directors.

13.4.5 All claims in this category require original receipts.

### **13.5 USE OF CORPORATE CREDIT CARDS**

13.5.1 The CLA senior staff member and one additional CLA staff member, approved by the Director Administration, will be holders of the corporate credit card.

13.5.2 The credit cards shall remain in the possession of the CLA Head Office and may be used for all budgeted travel expenses. They may also be utilized for other expenses as approved by the CLA Executive Director or the Director Administration.

13.5.3 Any personal expenses billed to a corporate card shall be charged to the appropriate individual, although personal use is discouraged.

### **13.6 CASH ADVANCES**

13.6.1 Staff and volunteers may request temporary advances for expenses. These shall be reviewed by the CLA Executive Director and Director Administration.

13.6.2 All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.

13.6.3 If cash is disbursed to another individual from this allotted cash advance, there must be written record of the person who is receiving it, the reason why, a copy of the receipt that they have submitted if applicable, and a signature that the individual has received the amount indicated.

13.6.4 If a cash advance is given, the recipient must sign the appropriate documentation to confirm that he has received the advance.

13.6.5 Reconciliations for cash advances must be completed and submitted with all back up receipts within 30 days of the final date of the applicable trip or project.

### **13.7 PAYMENT OF EXPENSES BY THE ASSOCIATION**

13.7.1 All expense claims must be received by the CLA Head Office within 30 days of the event or receipt of the invoice to receive remuneration. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation of the delay. If rejected by the Director Administration or the President, the Board of Directors may approve.

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- 13.7.2 The Expense Claim form must be properly completed, indicating the event to which the claim applies. Original receipts must be attached. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Director Administration and the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.
- 13.7.3 The Expense Claim form must be signed by the applicant.
- 13.7.4 All volunteers' claims will be subject to the approval of the CLA Executive Director and Director Administration prior to payment and are limited to eligible meetings, clinics, conferences and approved activities.
- 13.7.5 After final approval by the Director Administration and the CLA Executive Director, a cheque will be issued.

### **13.8 INSTRUCTIONS ON CLAIMING EXPENSES**

- 13.8.1 Expenses must be claimed for each program individually in the name of each participant.
- 13.8.2 Separate claims must be submitted for each activity on the Expense Claim forms provided by the Association.
- 13.8.3 The form is to be completed as fully as possible.
- 13.8.4 Receipts must be submitted for all expenses except meals which are covered through a per diem allocation. All other meals being claimed require a receipt showing the food order details. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Director Administration and the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.
- 13.8.5 Claims for payment cannot be processed until all receipts are submitted or until all specific requirements relating to the task for which the expenses are incurred are met.
- 13.8.6 Expense claims must be received by the CLA Head Office within 30 days following the completion date of the activity. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation for the delay. If rejected by the Director Administration or the President, the Board of Directors may approve.

### **13.9 MEETINGS AND EXPENSES**

- 13.9.1 The payment of expenses for attendance at meetings will be:
  - 13.9.1.1 limited to those approved by the Board of Directors.
  - 13.9.1.2 on the approved scale for transportation, meals and per diem allowance as outlined in this section.
- 13.9.2 Members of CLA Committees shall be entitled to claim expenses:



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- 13.9.2.1 for attendance at all related official meetings of the Association
  - 13.9.2.2 for costs incurred in the legitimate performance of their duties as budgeted.
  - 13.9.3 The MAs shall pay all expenses for their Director and any other Delegates to attend the SAM and AM. These expenses will then be forwarded to the office as per the Travel Equalization policy in this Section.
  - 13.9.4 Reimbursement of expenses for the Director Administration and the CLA Executive Director shall take into account compensation for expenses necessarily incurred in the performance of their duties.
  - 13.9.5 Disagreements on expense claims will be dealt with by the CLA Executive Director and the Director Administration. If unresolved, the matter will be brought forward to the Board of Directors.
- 13.10 **TRAVEL ARRANGEMENTS AND EXPENDITURES**
- 13.10.1 *General Guidelines*
    - 13.10.1.1 All travel that is the responsibility of the Association will be controlled through the CLA Head Office and subject to the regulations of this manual.
    - 13.10.1.2 The Association shall take full advantage of special reduced rates on airlines, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.
    - 13.10.1.3 Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.
    - 13.10.1.4 Anyone making a decision to extend their stay or change their existing travel arrangements (air and ground) will be required to pay the additional costs.
    - 13.10.1.5 Travelers who are not able to arrive at their final destination before 9:00PM local time, unless by their own choice, will have the following options:
      - 13.10.1.5.1 When traveling to a meeting, they may arrive a day earlier and have their accommodations paid by the Association.
      - 13.10.1.5.2 When returning directly from a meeting to home, the traveler may choose to extend their stay by 1 day with their accommodations paid by the Association. If flying, the return flight will be booked on the first reasonably scheduled and priced flight.
    - 13.10.1.6 All travel paid for by the Association, is to be booked by the Association and paid for with the corporate card unless agreed to by the CLA Executive Director.

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13.10.1.7 Unless authorized by the Executive Director, in advance, travel expenses shall only include the expense of travelling to and from the event one time.

### 13.10.2 *Failure to Attend*

13.10.2.1 If an authorized individual cannot attend a meeting or event, the CLA Head Office must be notified prior to the activity so that flight and hotel reservations can be cancelled.

13.10.2.1.1 If an individual authorized to represent an MA at a CLA meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide the CLA office with reasonable notification prior to the start of the meeting or event, then that individual's MA will be invoiced for any costs incurred by the CLA as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be determined on a case by case basis by the CLA Director of Administration.

13.10.2.1.2 If a member of the Board of Directors, Chair of a Sector or Committee who is scheduled to attend a CLA meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide the CLA office with reasonable notification prior to the start of the meeting or event or reasonable explanation for not fully attending, then the individual will be invoiced for any costs incurred by the CLA as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be determined on a case by case basis by the CLA Director of Administration.

13.10.2.2 After airline tickets have been purchased, two weeks prior to departure, the following rules apply:

13.10.2.2.1 if the traveler cancels his trip for reasons other than those excused by the Board of Directors (see below), he/she will be billed for any cancellation charges;

13.10.2.2.2 if the traveler changes his flight arrangements and a penalty is applicable, he/she shall be responsible to have the change made and pay the penalty;

13.10.2.2.3 extenuating circumstances in cases of death, a change in requirements or any other bona-fide reason will be considered on an individual basis by the Board of Directors;

### 13.10.3 *Airline Transportation*

13.10.3.1 Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:

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13.10.3.1.1 travel shall be arranged at a time convenient to the traveler, considering meeting period, flight availability, cost of travel, airline, and personal or business commitments of the traveler;

13.10.3.1.2 seat sale fares shall be booked if possible;

13.10.3.1.3 the cost of seat selection is not covered as seats can be selected at no charge 24 hours prior to departure;

13.10.3.1.4 the charge for one checked bag can be expensed under airline transportation.

### 13.10.4 *Ground Transportation - Own Vehicle*

13.10.4.1 The Association will pay for travel in a privately owned vehicle at the rate of \$0.40 per kilometer up to the cost of the lowest available airfare at the time of travel (based on pre-booking).

13.10.4.2 The total transportation claim including motor vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

13.10.4.3 Persons traveling to the same destination should pool their transportation resources where possible.

13.10.4.4 In the case that there is more than one person traveling in the same private motor vehicle, only one person may claim for transportation.

### 13.10.5 *Ground Transportation - Rental Vehicle*

13.10.5.1 Vehicles may be rented as necessary and as approved by the CLA Executive Director.

13.10.5.2 The total claim for the vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

13.10.5.3 Payment can be made on the corporate credit card.

13.10.5.4 A reasonable amount shall be deducted by the renter for personal use of a rental vehicle while the rental charge is being paid for by the Association.

### 13.10.6 *Other Transportation*

13.10.6.1 Rail or bus travel must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

### 13.10.7 *Accommodation Expenses*

#### 13.10.7.1 *Hotel/Motel*

13.10.7.1.1 All accommodations will be booked by or receive prior approval through the CLA Head Office.

13.10.7.1.2 Accommodations will be billed to the Association, charged to the corporate card, or paid directly to the hotel by the guest.

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13.10.7.1.3 Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.

### 13.10.8 *Meals*

13.10.8.1 Directors, CLA Sector Chairpersons, CLA Committee members and CLA Staff will be entitled to a per diem allowance of up to \$60.00 per day based on the following guidelines for partial meeting days or individual meal claims:

13.10.8.1.1 Breakfast - \$15.00

13.10.8.1.2 Lunch - \$15.00

13.10.8.1.3 Dinner - \$30.00

13.10.8.2 Receipts are not required for meals.

13.10.8.3 Persons who are on flights or trains which provide meals as part of the service are not eligible to claim those meals as expenses.

13.10.8.4 When possible, upon reasonable notice, the CLA Executive Director will bring cash per diems to the meeting for delegates which will only be given out upon confirmation of the individual's travel dates and with a signature showing it was received by the delegate.

13.10.8.5 Outside Canada, reimbursement will be calculated on the basis of \$75.00 per day based on the following guidelines for individual meal claims:

13.10.8.5.1 Breakfast - \$15.00

13.10.8.5.2 Lunch - \$20.00

13.10.8.5.3 Dinner - \$40.00

13.10.8.6 Upon receipt of the per diem the individual must sign off with the person who distributed the funds to confirm that they received the cash. The person distributing the funds must return the signed sheet to the CLA office along with any unallocated funds.

### 13.11 **PURCHASING**

13.11.1 All purchases over \$100.00 must be authorized by a purchase order from the CLA Head Office.

13.11.2 Items requiring purchase orders must have three written estimates or similar indication of cost.

13.11.3 All printed material and publications must be produced through the CLA Head Office unless given prior approval by the Board of Directors.

### 13.12 **PETTY CASH**

13.12.1 The CLA Executive Director will be advanced, and be accountable for, a petty cash fund of \$100.00. This fund is to be used for the payment in cash of purchases of small value. Cash and proper receipts for disbursements

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made must equal the total funds at all times. Periodic reimbursements will be made to the CLA Executive Director upon presentation of receipts for amounts paid.

### 13.13 **COST SHARING PROJECTS**

13.13.1 Projects may be operated on a cost-shared basis upon agreement of the CLA and the MAs.

13.13.2 The manner in which costs will be apportioned is as follows:

$$\frac{\text{Total Costs - Available Restricted Funds}}{\text{Number of Participants}}$$

13.13.3 The total costs include transportation for all attendees, accommodations, meeting room rental, equipment and supplies for the meeting. It does not include meal allowances for the MA representatives.

### 13.14 **TRAVEL EQUALIZATION FOR AM AND SAM**

#### 13.14.1 *AM*

13.14.1.1 Each MA's designated attendee will submit their cost of travel to the CLA Head Office within 30 days of the end of the AM. The costs will be totaled and divided among the number of attending Members to obtain an average cost. This average will be the base by which each MA's costs are compared. Each MA whose costs are below the average will be invoiced the difference by the CLA. Each MA whose costs are above the average will receive a reimbursement from the CLA for the difference.

#### 13.14.2 *SAM*

13.14.2.1 The same principle as above 13.14.1.1 will apply but is extended to include one (1) of each of the following individuals:

13.14.2.1.1 Box Sector representative

13.14.2.1.2 Men's Field Sector representative

13.14.2.1.3 Women's Field Sector representative

13.14.2.1.4 Executive Director of each MA

13.14.3 The division of costs for sector representatives will be divided amongst the MAs that send a representative to each respective Sector meeting.

### 13.15 **INVESTMENT STRATEGY**

13.15.1 The Association generates two types of income:

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- 13.15.1.1 Operational Income such as, but not limited, to member fees, sponsorship, donations earmarked for specific projects, interest income, and dividends.
- 13.15.1.2 Non-Operational Income such as, but not limited to, donations not earmarked for specific projects.
- 13.15.2 Operational Income is used to finance the short term requirements of the Association. Accordingly, Operational Income will be invested in liquid investments including money market accounts, term deposits, guaranteed investments certificates, etc. The maximum term of these investments will not exceed 365 days.
- 13.15.3 Non-Operational Income is used to create operating income for the association. These funds will be invested in a combination of short and long term products to generate positive returns on the investment.
- 13.15.4 Dividends and interest income from investments will accumulate annually from April 1 of one calendar year to March 31 of the next calendar year. The cumulative total of all interest and dividend income will be split 60/40 with 60% being transferred to Operational Income in the following fiscal year and 40% being reinvested as Non-Operational Income.
- 13.15.5 Non-Operational income will be held in a mix of short term liquid investments and longer term low risk investments. Once the available Non-Operational income reaches \$500,000, the Finance and Audit Committee will seek proposals from Professional Money Managers and present the proposals to the Board of Directors for approval.
- 13.15.6 Investment Strategy on long term investments will be reviewed by the Board of Directors prior to reinvestment.

### **13.16. PROJECTS**

- 13.16.1. Each year, project proposals are to be submitted to the CLA's Program Coordinator no later than September 1<sup>st</sup> to be considered for the following fiscal year's budget.
- 13.16.2. Project proposals may be submitted by Sector Chairs, Member Associations or Chairs of any recognized CLA committees.
- 13.16.3. All project proposals must be submitted on the CLA Project Submission Form, which is available on the CLA website in both official languages.
- 13.16.4. All projects must contain a timeline with an end-date no later than June 30<sup>th</sup> of the fiscal year for which the funds are being requested.
- 13.16.5. All project proposals must contain a breakdown of all foreseeable expenses, including, but not limited to:
  - 13.16.5.1. Travel;
  - 13.16.5.2. Accommodations;
  - 13.16.5.3. Meeting expenses;
  - 13.16.5.4. Per diems;
  - 13.16.5.5. Equipment;
  - 13.16.5.6. Honoraria (to include proposed hourly rate and maximum number of hours).

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- 13.16.6. The procedure for considering all project proposals will be as follows:
- 13.16.6.1. Prior to the AM, the Director Domestic Development will rank all projects according to merit and relevance within the CLA's current strategic plan and make a recommendation on each project to the Board of Directors.
  - 13.16.6.2. At a Board of Directors meeting prior to the AM, the Board of Directors will discuss these recommendations and make any necessary changes as agreed upon by the group.
- 13.16.7. On the last day of April, the Program Coordinator will provide the Director Domestic Development with a list of projects that have, or are projected to, come in under budget. The Director Domestic Development will then be responsible for proposing a plan to re-allocate the unspent funds. The re-allocation of funds will proceed according to the ranked list of projects that did not receive funding. All re-allocated funds must still be spent by the June 30<sup>th</sup> deadline.
- 13.16.8. All leaders of projects selected for funding will be notified by the CLA Program Coordinator by January 1 of each calendar year. The leader (as outlined in the project proposal form) is required to submit a written report to the CLA Program Coordinator within 30 days of completion including, but not limited to:
- 13.16.8.1. The results generated by the project;
  - 13.16.8.2. Financial details and explanation of any variances related to the financials.

### **13.17. OFFICIAL FEES**

- 13.17.1. At the start of each calendar year, the CLA will invoice its MAs in the amount of \$15/official for each official registered by that MA in the previous calendar year. Payment of these invoices will be due to the CLA Office no later than January 31<sup>st</sup>.
- 13.17.2. The fees collected will be divided up and allocated as follows:
- 13.17.2.1. \$10/official to offset the cost of transportation for Referees to National Championships as outlined in Section 24.18.3;
  - 13.17.2.2. \$5/official to offset the cost to develop and maintain the online officiating program.

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## **14 SECTION 14: MARKETING, PROMOTION, COMMUNICATION AND AWARDS**

### **14.1 GENERAL**

14.1.1 The Director Marketing and Communications shall work with the CLA Executive Director to coordinate the marketing and communication initiatives of the Association.

### **14.2 MARKETING**

14.2.1 The Association shall engage in efforts to market the sport of lacrosse in terms of:

14.2.1.1 Promotion;

14.2.1.2 Sponsorship, Advertising and Fundraising.

14.2.2 The marketing program shall include all Sectors and other general initiatives.

### **14.3 PROMOTION**

14.3.1 The CLA shall work to promote the sport of lacrosse through all possible avenues. This includes the publishing of a bulletin, posters, brochures and production of audio-visual resources.

14.3.1.1 Lacrosse Week

14.3.1.1.1 The week which begins on the second Monday in June of each year shall be designated "Lacrosse Week" in Canada.

### **14.4 SPONSORSHIP, ADVERTISING AND FUNDRAISING**

14.4.1 The aim of this program is to offset operation costs of various programs, bring in additional revenue to the Association, increase the ability of the Association to promote lacrosse, ensure that the Association can fulfill its obligations to the lacrosse community, assist the MAs where possible, etc.

14.4.2 There are basically five general areas of concentration of these efforts:

14.4.2.1 general sponsorship and fundraising;

14.4.2.2 program and Sector specific projects;

14.4.2.3 event specific projects such as but not limited to National Championships;

14.4.2.4 publication sponsorship and advertising;

14.4.2.5 special events.

14.4.3 This area encompasses both private and government support.

14.4.4 See the National Championships section of this manual for additional regulations surrounding marketing agreements related to National Championships.

### **14.5 COMMUNICATION**

14.5.1 All correspondence to the Association (including all aspects of association business) must be directed to the CLA Head Office.

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- 14.5.1.1 All pertinent incoming correspondence as determined by the CLA Executive Director addressed to the Association or its Directors shall be placed on file at the CLA Head Office, with copies distributed as required.
- 14.5.1.2 Any Director receiving or sending correspondence must file a copy with the CLA Head Office, preferably at the time of sending.
- 14.5.1.3 All outgoing correspondence will be kept on file if deemed appropriate by the CLA Executive Director.
- 14.5.2 All rule books and materials used for certification sold by the Association shall be sold through MAs. If one does not exist within a particular jurisdiction, the Association will sell these materials within that area or jurisdiction at the same price as it does to its MA.
- 14.5.3 The Association may communicate directly to players for all marketing items related to the game. "Non-marketing" material must be authorized by the MA before it can be distributed to players.
- 14.5.4 Communication with Sport Canada
  - 14.5.4.1 The CLA Executive Director in consultation with the President will communicate on all policy matters.
  - 14.5.4.2 The Director Administration and the CLA Executive Director will communicate on operational matters.
  - 14.5.4.3 Any Director, MA or anyone else under the CLA's jurisdiction who interferes directly, or without prior approval of the President or Directors of the Association, with the financial operation of the Association by dealing directly with the federal minister responsible for Sport Canada or consultant will be referred to Discipline.
  - 14.5.4.4 Appeal to Sport Canada on funding applications:
    - 14.5.4.4.1 The CLA Executive Director will appeal to the Sport Canada Consultant in writing requesting an explanation for Sport Canada decisions.
    - 14.5.4.4.2 If not satisfactory, a letter will be sent by the CLA Executive Director after consultation with the President, to the Sport Canada Consultant requesting a formal meeting between the President, the CLA Executive Director, the Sport Canada Consultant and their Supervisor.
    - 14.5.4.4.3 If the rationale for the decisions are still not satisfactory, then the Directors of the Association's approval must be obtained prior to using any appeal process including any informal or political process,
    - 14.5.4.4.4 This does not deny the right of private individuals to express concerns on any matter to their Member of Parliament.

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## 14.6 COMMUNICATION WITH INTERNATIONAL LACROSSE FEDERATIONS

### 14.6.1 Procedures and principles to be followed:

- 14.6.1.1 The Association shall take a leadership role at International Federation (IF) Meetings.
- 14.6.1.2 Attendance at the IF meetings shall be determined by:
  - 14.6.1.2.1 receipt of an agenda in accordance with the advance notice as defined in the IF bylaws or constitution;
  - 14.6.1.2.2 availability of funds.
- 14.6.1.3 Upon receipt of an agenda, the CLA Executive Director will circulate it to the Director High Performance and International Relations.
- 14.6.1.4 If necessary, input shall be gathered by the Director High Performance and International Relations from the Board of Directors, MAs and the appropriate Sector Chairperson.
- 14.6.1.5 A written position paper will be prepared on all agenda items requiring a vote.
- 14.6.1.6 A general briefing shall be given to all Association delegates if necessary.
- 14.6.1.7 A report on the meeting will be submitted to the Association's Head Office to be included in the AM package.

## 14.7 USE OF CLA AND PROGRAM LOGOS

- 14.7.1 The CLA has the right to negotiate the rights for use of the CLA logo and all program logos such as, but not limited to, National Teams, Officiating and Coaching.
- 14.7.2 The phrase "conforms to CLA specifications" may only appear if these rights have been granted.

## 14.8 CANADIAN LACROSSE HALL OF FAME

- 14.8.1 The Association will contribute \$1,000 annually to the Canadian Lacrosse Hall of Fame subject to the submission of a current constitution and bylaws of the Hall, a current financial statement, and minutes of their annual general meeting.
- 14.8.2 All Canadian Lacrosse Hall of Fame (CLHoF) inductees (***excluding*** those inducted in the Team Category), and all Lester B. Pearson award winners will be issued a *Lifetime Game* pass to all CLA sanctioned lacrosse games.
  - 14.8.2.1 these passes will be reissued on a five year cycle.

## 14.9 LESTER B. PEARSON AWARD

- 14.9.1 The Lester B. Pearson Award is presented to an individual in recognition of outstanding contributions of sportsmanship and leadership in the game of lacrosse and to the physical and mental development of young Canadians through unselfish dedication as a volunteer.

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14.9.2 Nominations for the Award must be forwarded in writing to the CLA Board of Directors by March 1. Submissions must include details on how the candidate meets the minimum criteria set out below. Failure to provide the details will result in a rejection of the nomination.

14.9.3 If nominated candidates meet the minimum requirements and are not initially selected, their nominations will be automatically reconsidered for a period of four years without the need for resubmission.

14.9.4 The following are the minimum criteria for the Award:

14.9.4.1 a long term involvement of 10 years or more, at least 5 of which are at a national level, as a volunteer;

14.9.4.2 a significant contribution or enhancement or the legacy to the game of lacrosse at the national or international level; and

14.9.4.3 promoted a positive image and respect for the game of lacrosse.

14.9.4.4 the candidate must be nationally recognized as a major contributor to the game of lacrosse as a volunteer across Canada.

14.9.5 The Board of Directors may, by majority vote, approve one recipient of the Award per year.

14.9.6 The awarding of the Lester B. Pearson Award shall be announced at the SAM and the recipient shall be presented with the Lester B. Pearson Plaque.

### 14.10 **CANADIAN SPORTS HALL OF FAME**

14.10.1 It is the responsibility of the Director Domestic Development to ensure that research and follow-up is conducted yearly for nominees into the Canadian Sports Hall of Fame. It is the responsibility of the CLA Head Office to aid this individual in the research portion of the task.

### 14.11 **COPYRIGHT OF MATERIAL**

14.11.1 All materials produced by or for the CLA are copyright protected for the sole benefit of the CLA, for example, the Association, through its coaching sector, develops technical materials to assist in the coaching development in Canada. This information is developed on a project by project basis, using the resources of the Association. In addition to coaching materials, other publications are produced by the Association to assist in the development of the game. These materials, including all publications, marks, symbols and logos are the exclusive intellectual property of the Association.

14.11.2 The Association is entitled to a copyright of this intellectual property under the Copyright Act (R.S. 1985,c.C-42). As the Association has used its resources to produce the material, it also requires control of the material so that it may recover the costs of producing the materials through the sales of its products.

14.11.3 All materials produced by the Association shall have the following inscribed on the finished product:

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Copyright © \_\_\_\_\_ (year) by the Canadian Lacrosse Association

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or any information storage or retrieval system without the permission in writing from the Canadian Lacrosse Association.

14.11.4 Any reproduction of the Association's materials by MAs without the express written approval of the Association will constitute a Code of Conduct Violation as outlined in this Manual.

## 14.12 SOCIAL MEDIA

14.12.1 The CLA recognizes the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. The *Social Media Guidelines* has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The Association encourages all MAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players to explore and engage in social media communities at a level at which they feel comfortable. Approach online worlds in the same way one does the physical one -- by using sound judgment and common sense, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.

14.12.2 The CLA expects that all members are aware of and respect the *CLA Social Media Guidelines* (Appendix 25.15)

14.12.3 If anyone is found to be in violation of the guidelines to the extent that it is damaging to the CLA, it will be handled using the provisions of Section 6. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined.

## 14.13 MEETING RECORDINGS

Meetings sanctioned by the CLA, such as but not limited to, Board, Sector or National Championship pre-competition meetings, may only be audio recorded under the direction or consent of the Chair of the meeting and such recording must be disclosed at the beginning of the meeting by the Chair. Meeting attendees who audio record meetings surreptitiously may be forwarded to Discipline as per Section 6.

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## **15 SECTION 15: SAFETY AND EQUIPMENT COMMITTEE**

### **15.1 MANDATE AND COMPOSITION**

15.1.1 The mandate and composition are described in Appendix 25-35: Safety and Equipment Committee Terms of Reference

### **15.2 SUBMISSION OF EQUIPMENT FOR REVIEW**

15.2.1 Equipment which meets the current Association specifications does not need to be submitted to the Committee for review. If a piece of equipment is submitted for review, a decision from the Committee will be provided in writing no later than 30 days after the Committee has reviewed the item.

### **15.3 APPEALS**

15.3.1 Manufacturers have the right to appeal any decision made by the Safety and Equipment Committee. They must follow the appeals procedure as outline in this Manual.

### **15.4 INSURANCE REQUIREMENTS FOR MANUFACTURERS**

15.4.1 In order to receive CLA approval for balls and equipment, manufacturers **MUST** prove they carry **AT LEAST \$1,000,000 (1 Million)** worth of liability insurance. This proof is required annually and must be submitted by the Annual Safety and Equipment Committee Meeting. Failure to meet this deadline will result in a loss of CLA approval for a period of time as determined by the Safety and Equipment Committee.

### **15.5 MEETS CLA STANDARDS VS. CLA APPROVED**

15.5.1 Manufacturers who are recognized by the Canadian Lacrosse Association, having submitted proof of manufacturer liability insurance and having product that conforms to the rules, regulations or policies of the CLA can be approved vendors.

15.5.2 A fee of \$100 is submitted.

This fee will be returned to the manufacturer if the committee determines CLA approval will not be given along with reason.

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## **16 SECTION 16: NATIONAL TEAMS**

### **16.1 GENERAL**

16.1.1 The CLA National Team Program Policies and Guidelines have been created to outline the policies, procedures, personnel structure and planning that build the foundation for the CLA's National Team Program. The Canadian Lacrosse Association (CLA), including, but not limited to, national team staff, team members and partners, are expected to reference this document to understand the operation and management requirements for all National Teams.

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## **17 SECTION 17: HUMAN RESOURCES**

### **17.1 STAFF**

17.1.1 The Director Administration and Executive Director hires and supports the full-time staff, with the exception of the Executive Director position who shall be hired by the Board of Directors.

17.1.2 The Director Administration is responsible for ongoing supervision of the Executive Director position who in turn is responsible for all other CLA Staff and their respective job descriptions.

17.1.3 Job descriptions are found in Appendix A of the Human Resource Policy Manual

### **17.2 HUMAN RESOURCE POLICIES**

17.2.1 Human Resource Policies which affect office staff, such as but not limited to criminal records check, anti-harassment, annual vacation, compassionate care leave, persons with a disability, can be found in the CLA Human Resource Policy Manual on file with the CLA Head Office.

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## 18 SECTION 18: BOX SECTOR

### 18.1 RULES OF PLAY

- 18.1.1 All national championships and competitions under the jurisdiction of the Association shall be governed by the Rules of Box Lacrosse as issued by the Canadian Lacrosse Association.
- 18.1.2 For Masters Lacrosse, adjustments to the Rules of Box Lacrosse shall be listed in the Rules of Masters Box Lacrosse issued by the Canadian Lacrosse Association.
- 18.1.3 The rules and regulations of the CLA shall be used by all MAs although it is recognized that modifications to the rules and regulations may be used to serve a members' needs with the exception of player's equipment needs and the CLA safety regulations which must be adhered to.
- 18.1.4 Changes to rules of play must follow the procedure as outlined in Section 3 – Amendments to Rules of Play.
- 18.1.5 In all minor box lacrosse (17U & below) it is deemed un-ethical to use an offence/defense tactic while at even strength and any such action can result in suspensions. Offense/Defense is simply defined as ONE, or more players, playing only one end of the floor as a strategic tactic. Replacing the goaltender with another player is not considered a form of Offense/Defense. Special teams on face-offs are not considered a form of Offense/Defense.
- 18.1.6 It is the direct responsibility of all MAs to advise all coaches that the practice of playing the offence/defense system when even strength is prohibited in Minor Lacrosse in accordance with current CLA operating policy and such action can result in suspensions.
- 18.1.7 All MAs are responsible to put in place the mechanism for detecting this tactic and setting the length of suspensions as they deem appropriate for the offence. Notwithstanding the suspension guidelines of each member association, the minimum shall not be less than the following:
- 18.1.7.1 First infraction the offending coach will be issued a warning and the infraction recorded by the MA or AMA.
  - 18.1.7.2 Second offence by the same coach will result in a two game suspension and the infraction recorded.
  - 18.1.7.3 Third offence by the same coach will result in a five game suspension and a hearing by the appropriate forum set by the MA for possible further discipline action.
- 18.1.8 In any minor box lacrosse National event, the definition of a team using an offence/defense system will be when a team continuously incorporates a system in which a player, or players, are played on one end of the floor only. All players shall remain on the floor for both an offensive and defensive possession in each playing shift. A team will be deemed to have violated the policy if one or more players are found to be only playing in a defensive or offensive possession for more than one playing shift, or if a player, or players

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show a consistency of playing predominantly in only a defensive or offensive position during the game. The above only applies to all even strength situations.

18.1.9 At all minor box lacrosse National events, the CLA Convenor will be responsible for determining if a team using an offence/defense system during the game.

18.1.9.1 The CLA Convenor may establish a Committee to assist in determining whether offence/defense is being used.

18.1.10 If the CLA Convenor determines that an offence/defense system is being used by a coach in a game, the Convenor will advise the offending team coaches at the end of the current period of play.

18.1.10.1 The first infraction will result in the removal of the Head Coach for the remainder of the game, or the Coach in charge of the bench if the Head Coach has previously been removed or suspended. If the violation occurs in the final period of the game, the Head Coach or Coach in charge of the bench will be suspended for the following game.

18.1.10.2 The second infraction during the tournament will result in expulsion of the head coach, or the coach in charge of the bench if the head coach has previously been removed or suspended for the remainder of the tournament. The suspended coach or coaches and the Member Association involved will be referred to the CLA Discipline Committee for further review.

18.1.10.3 Any additional infractions in the tournament will result in the expulsion of the coach in charge of the bench for the remainder of the tournament. The third infraction during the tournament will result in the expulsion and suspension for the remainder of tournament of the head coach, or the coach in charge, if the head coach has previously been removed or suspended. The suspended coach, or coaches, and the MA involved, will be referred to the CLA Discipline Committee for further review.

18.1.10.4 If a team does not have certified coaches from the Team registration form sufficient to complete the National event, the team will forfeit all further games.

## 18.2 COMPETITION STRUCTURE

### 18.2.1 *Age Categories*

18.2.1.1 Eligibility to compete in programs of the CLA and its MAs is governed by the age limits for each category as established by the Sector.

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18.2.1.2 Competition will be structured in the following categories:

Category	Age
Senior Masters	35 and over
Junior Masters	22 - 34
Senior	Over 21
Junior	21 and under
Intermediate	18 and under
17U	15 - 17
14U	13 and 14
12U	11 and 12
10U	9 and 10
8U	8 and under

18.2.1.3 Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2015 inclusive, the calendar year is 2015. If a player turns 22 years old in 2015, he/she is ineligible to play Junior in 2015

### 18.2.2 Affiliation Structure

18.2.2.1 In Section 18.2.2 “team” shall mean a team that plays as a team in a league.

18.2.2.2 The affiliation structure of teams is as follows. The affiliations between teams are listed vertically:

Sr. A	Sr. B	Sr. C	Jr. A	Jr. B
Sr. B	Sr. C	Jr. B	Jr. B	Interm. A
Sr. C	Jr. B	Interm. A	Interm. A	Interm. B
Jr. A	Interm. A	Interm. B	Interm. B	17U
Jr. B	Interm. B	17U	17U	
Interm. A	17U			

- 18.2.2.3 Players of affiliated teams shall be eligible to compete with the higher category team in Association play downs provided that a list of applicable affiliations shall be sent to the National Office by the Member Association on or before August 10. The office shall forward a copy of the list(s) to the CLA Convenor and Series Convenor.
- 18.2.2.4 Unaffiliated players can play with teams of higher category as allowed by their Member Association.
- 18.2.2.5 Players may not affiliate 17U to Senior Lacrosse.
- 18.2.2.6 Masters Lacrosse will have a two-tier structure (Masters-Competitive, and Masters Sportsman) which will be differentiated by the Rules of Play for each tier.

### 18.2.3 MA Ratings

- 18.2.3.1 A Rating is set by the Box Sector and it identifies a type of team that an MA may send to CLA National Championships or Competitions. The three Types of teams are:
  - 18.2.3.1.1 Type 1 Team: A club with allowance to pick up players from a lower category affiliated team as defined in this section.
  - 18.2.3.1.2 Type 2 Team: A club with allowance to pick up a maximum three (3) players from the same category and maximum three (3) players from a lower category affiliated team as defined in this section.
  - 18.2.3.1.3 Type 3 Team: An all star or select team in which all players in a given category are eligible. The players must be duly registered with the MA which they represent.

### 18.3 PLAYER ELIGIBILITY

- 18.3.1 July 1 shall be the final date for signing or releasing of players **within** a MA with the following exception:
  - 18.3.1.1 signed players released from any team **within** a MA before July 1 can be signed by another team **within** that MA on or before July 15, and shall be eligible to compete in CLA competitions.
- 18.3.2 Any player securing a release from his MA can sign with another team within another MA and still be eligible to compete in CLA competitions provided his release was secured and registered according to the guidelines of the Inter-Member Transfer policy in this Section.
- 18.3.3 Masters players must be registered and in good standing with a Member Association by July 1 of the competitive year.



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## 18.4 INTER-MEMBER TRANSFERS

- 18.4.1 The CLA recognizes that all players wishing to play lacrosse in Canada have the privilege to do so provided certain conditions are met. This policy only applies to post-14U (i.e. 17U and higher) aged players and above.
- 18.4.1.1 These conditions are not meant to completely restrict the movement of players between Member Association however the CLA recognizes that restrictions are necessary to help with the development of players within Members Associations. This policy strikes a balance between complete restriction and the free movement of players.
- 18.4.1.2 This policy only governs movement of players between MA. The CLA maintains no authority for player movement within an MA with the exception of rules related to the CLA negotiation list.
- 18.4.1.3 Players who do not sign a playing card for five years within an MA and does not play lacrosse in any other jurisdiction, either inside the CLA or outside, is free to move without a CLA transfer. An email from the previous MA is required to verify that the player is a Member in good standing prior to the player participating in sanctioned events.
- 18.4.2 Transfers will only be permitted between the second Wednesday of March and must be completed by 3:00pm EDT two business days prior to July 1st of any given calendar year.
- 18.4.3 A transfer is not complete until the transfer process as outlined in this Section has been completed.
- 18.4.4 Once a player's transfer is complete, all rights associated with said player belong to the receiving MA with the following exception:
- 18.4.4.1 The player can only play at the level at which they were transferred for the remainder of the season. The player cannot be moved down or up a division or level of play unless the upper level of lacrosse is not available in the jurisdiction the player has transferred from. In the case of an Unconditional Transfer, the player may move within the MA subject to the Transferred MAs policies for the subsequent playing season.
- 18.4.5 No team shall permit a player from another MA to play a league or playoff game within its jurisdiction unless the player has obtained a complete transfer in accordance with these rules. Any alleged violation of this rule shall be referred to the CLA Discipline Committee and a proven violation is subject to a fine of \$5,000 to the team and the suspension of the player and the responsible team personnel. Pending the decision of the Discipline Committee, upon it being determined by the Director National Championships that the player played without a complete transfer, the player, the General Manager and/or the Head Coach shall be suspended.

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- 18.4.5.1 Teams participating in leagues within a non-resident member association may affiliate players for the Minto Cup as per 24.3.2.4.1.3 and players are deemed non-imports.
- 18.4.6 A participant may move from one MA's jurisdiction to another and be eligible to play under the following circumstances:
  - 18.4.6.1 The player is not on a negotiation list as defined in this Section and is a member in good standing within his current MA – i.e.: free agent. The player must have his/her current Member Association sign a transfer form confirming that the player is in good standing.
  - 18.4.6.2 An agreement to release the player has been reached between the team holding the rights to the individual as indicated on a negotiation list as defined in this Section and the team wishing to acquire those rights.
  - 18.4.6.3 A player who has signed a playing card for the current season or is on a negotiation list must receive a release from the team he was signed or that placed him on a negotiation list, as the case may be.
  - 18.4.6.4 The player changes his residence from one MA's jurisdiction to another prior to December 31 where the primary purpose or reason for the move is not to play lacrosse or the player was previously transferred but continued to reside in the transferor MA while playing in the transferee MA and that continued residency was not for the primary purpose or reason of playing lacrosse.
    - 18.4.6.4.1 Players requesting a change in residency status must do so in writing prior to February 15 of the playing season.
      - 18.4.6.4.1.1 This request to be submitted to the MA where the player is requesting new residency.
      - 18.4.6.4.1.2 This MA will forward the request to the CLA Office and Transfer Review Committee Chair prior to February 15. Included with the player's request will be a letter from the MA supporting the change in residency request. This request will be required to provide confirmation of the purpose or reason for the move or continued residency
      - 18.4.6.4.1.3 A cheque for \$250.00 will be submitted with the application. The Transfer Review Committee will return the \$250.00 to the applicant in the event of success in the change of residency.
      - 18.4.6.4.1.4 If the change of residency is approved, a non-negotiated transfer will be completed.
    - 18.4.6.4.2 The Transfer Review Committee has directed the transfer due to exceptional circumstances.
    - 18.4.6.4.3 For Junior "A" lacrosse only

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- 18.4.6.4.3.1 When a player wishes to transfer from one MA to another MA, at any time during the year, said player may only play in the new MA after he/she has received a negotiated, signed, Inter-provincial transfer (signed off by all parties and MA) and all conditions written into his/her transfer have been met.
  - 18.4.6.4.3.2 The limit on the number of Junior 'A' players any team may have on their 25 player negotiation list each year, that they received by an inter-provincial transfer, will be five (5).
  - 18.4.6.4.3.3 Inter-provincial transfers must be obtained from the highest category team that the player belongs to in accordance to that team's MA rules and regulations.
  - 18.4.6.4.3.4 The only exception for a non-negotiated transfer is where a player's family make a family relocation to another Junior 'A' MA.
  - 18.4.6.4.3.5 When an Inter-provincial transferred player goes over-age his senior rights revert back to the MA that he was released from.
  - 18.4.6.5 Players under the age of 18 must have a document signed by their parent or guardian granting permission for the player to move, if said player's parent or guardian is not also moving.
  - 18.4.6.6 A player who has applied for a transfer to a team and has been denied may not, unless that team and the MA owning the player's rights have agreed to the transfer, apply for a transfer to the same team in the same year.
- 18.4.7 *Conditional Releases*
- 18.4.7.1 Player transfers that contain conditions such as but not limited to one (1) year releases are considered to have been met or completed by September 30th of the final season that the condition applies to.
  - 18.4.7.2 As of October 1, if the conditions are met and the player is in good standing within the MA who he was registered with for the season, his playing rights revert back to his previous MA.
- 18.4.8 *Negotiation Lists*
- 18.4.8.1 Each MA must file annually with the CLA Head Office, a list of players requiring negotiated releases in the format as defined in this section. The deadline for the submission of this list will be February 24<sup>th</sup> of each calendar year. A draft Master List will be created and forwarded to all MAs for MA viewing only by the first Wednesday of March. A final Master List will be sent to the Transfer Representative for each MA to be forwarded to their contacts within their Association.

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- 18.4.8.2 No player can appear on more than one negotiation list at a time, regardless of level.
  - 18.4.8.3 A player who is on a negotiation list who does not sign a playing card for the current season within an MA and does not play lacrosse in any other jurisdiction, either inside the CLA or outside, is free to move without negotiation the following year provided he is a member in good standing within the previous MA. In the event that the regular season of play is cancelled in the League or MA where the player is on a Negotiation List, a player may not move without negotiation in the following year.
  - 18.4.8.4 For the purpose of the transfer policy, a refusal to sign a playing card is deemed not to be a valid reason for a suspension outside of the MA.
  - 18.4.8.5 For Senior A, a team's negotiation list shall not exceed thirty five (35).
  - 18.4.8.6 For Senior B, a team's, negotiation list shall not exceed twenty five (25) individuals.
  - 18.4.8.7 For Senior C, a team's negotiation list is not to exceed twenty five (25) individuals.
  - 18.4.8.8 For Junior A, a team's negotiation list is not to exceed twenty five (25) individuals.
  - 18.4.8.9 For Junior B, a team's negotiation list is not to exceed twenty five (25) individuals.
  - 18.4.8.10 The MA's negotiation lists will be submitted electronically in Microsoft Excel, in table format with the following fields completed:
    - 18.4.8.10.1 Last Name, First Name, Protected By, Contact Info (e-mail of who to enquire about release of player), Member Assoc., Level (Sr. A/B/C or Jr. A/B and Holdout (Sr. A only)).
  - 18.4.8.11 Failure of a MA to submit a negotiation list by the deadline will result in players being considered free agents able to move without negotiation provided that such players still must have their previous MA sign a transfer form confirming their good standing.
- 18.4.9 *Limit on Imports in Junior*
- 18.4.9.1 No team shall have on its negotiation list or its 25 player roster more than five (5) players in total who have been acquired by an inter-member association transfer with the following exceptions. The limit does not apply to the Junior B Division below the highest level of Junior B in the MA.
    - 18.4.9.1.1 where a player moves to another MA's jurisdiction to play at a higher level or category which does not exist in the first MA, they will not count towards the total number of imports.

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- 18.4.9.1.2 where a player who has been transferred is an import in one playing season but, without signing a playing card in a subsequent season in the MA to which he was transferred, is transferred back to the original MA, that player will not be classified as an import in that original MA.
- 18.4.9.1.3 If a team wishes to have the status of a player reclassified from an import to non-import it may apply to the Transfer Review Committee by submitting an application to the Transfer Review Committee along with a cheque for \$250.00 for each player, to the CLA Head Office. The Committee will return the \$250.00 in the event of success.
  - 18.4.9.1.3.1 The committee will review and respond to all requests within seven (7) business days upon receipt in the CLA Office. The decision of the committee may be appealed following the CLA appeals policy as defined in this manual.
  - 18.4.9.1.3.2 If the request submitted after February 15 of the playing season and the player is on a Negotiation list of another MA, a negotiated Inter member Transfer request will first need to be completed.
  - 18.4.9.1.3.3 The deadline for submitting requests under this Policy is June 30 of the playing season.
- 18.4.9.2 When a club has exercised their 5 import team limit on the negotiation list they may not drop one of these players to add a 6<sup>th</sup> player.
- 18.4.9.3 Teams caught with more than 5 imports on their negotiation list or roster will face the following sanctions.
  - 18.4.9.3.1 \$1,500 fine per game that the team played;
  - 18.4.9.3.2 suspension of all import player(s), head coach and or general manager until such time as they comply with the policy.
  - 18.4.9.3.3 Further discipline as determined by the CLA Discipline Committee, such as, but not limited to:
    - 18.4.9.3.3.1 Forfeiture of the right to participate in CLA National Championships
- 18.4.10 *Limits on Imports in Senior B*
  - 18.4.10.1 No Sr. B team shall have on its 25 player roster more than two (2) players in total who have been acquired by an inter-member association transfer and who have, in either of the previous two seasons, played Senior A and are 35 or under with the following exceptions:

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18.4.10.1.1 Where a player who has been transferred in one playing season but, without signing a playing card in a subsequent season in the MA to which he was transferred, is transferred back to the original MA;

18.4.10.1.2 The status of a player is reclassified from an import to non-import by the Transfer Review Committee. An application may be made to the Transfer Review Committee by submitting it, along with a cheque for \$250.00 for each player, to the CLA Head Office. The committee will review and respond to all requests within seven (7) business days upon receipt in the CLA Office. The Committee will return the \$250.00 in the event of success. The decision of the committee may be appealed following the CLA appeals policy as defined in this manual.

18.4.10.1.2.1 If the request is submitted after February 15 of the playing season and the player is on a Negotiation list of another MA, a negotiated Inter Member transfer request will first need to be completed.

18.4.10.1.2.2 The deadline for submitting requests under this Policy is June 30 of the playing season.

18.4.10.2 Breach of this policy will result in the following sanctions:

18.4.10.2.1 \$1,500 fine per game that the team played;

18.4.10.2.2 Suspension of all import player(s), head coach and or general manager until such time as they comply with the policy.

18.4.10.2.3 Further discipline as determined by the CLA Discipline Committee.

### 18.4.11 *Tampering*

18.4.11.1 Prior to the submissions of the negotiation lists, no team or agent of the team from any MA may communicate with or allow to tryout or participate in its training camp, practices, intra-squad games or exhibition game, a player from another MA without first having received written permission by either e-mail or fax from the team or league commissioner with which said player was last registered, prior to that player's participation. The exception to this is in the case where the player initiates the communication, in which case the team or agent of the team must advise the player that no further communications may be had unless the written permission has been obtained and the team or agent of the team may contact the team or league commissioner to request written permission.

18.4.11.2 After the submissions of the negotiation lists, no team or agent of the team from any MA may communicate with or allow to tryout/participate in its training camp, practices, intra-squad games or

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exhibition game, a player from another MA negotiation list without first having received written permission by either e-mail or fax from the team or league commissioner with which said player was last registered as per the negotiation list, prior to that player's participation. The exception to this is in the case where the player initiates the communication, in which case the team or agent of the team must advise the player that no further communications may be had unless the written permission has been obtained and the team or agent of the team may contact the team or league commissioner to request written permission.

18.4.11.3 Failure to comply with this policy will result in:

18.4.11.3.1 an automatic fine of one thousand five hundred dollars (\$1,500.00) to the offending team, payable to the CLA within 30 days of notification by the CLA office. The CLA will then forward the fine to the offended team; and

18.4.11.3.2 further disciplinary action or sanctions as determined by the CLA Disciplinary Committee. These sanctions may include one or more of the following:

18.4.11.3.2.1 An additional fine;

18.4.11.3.2.2 A ten (10) game suspension to the head coach of the offending team;

18.4.11.3.2.3 A suspension for a period of up to one (1) year to the responsible team officials of the offending team

18.4.11.4 The charge of tampering must be filed by the offended team within 7 days of the offended team discovering the occurrence of the tampering to the CLA in accordance with the CLA Discipline procedure. The burden of proof is with the team filing the tampering charge.

18.4.11.5 Any charge of tampering deemed to be frivolous by the CLA Discipline Committee will result in a penalty being assessed as per the discipline policy.

### 18.4.12 *Transfer Review Committee*

18.4.12.1 Will review and resolve all disputes as directed by the transfer policy. The Transfer Review Committee has the authority to make rulings in the event of disputes about which provincial negotiation list a player should be on. The Transfer Review Committee will not be used for hearing any discipline related issues. However, the committee may forward on its findings to the CLA for further action if the committee deems it appropriate.

18.4.12.2 Will consist of the following individuals:

18.4.12.2.1 Box Sector Chair (Chair of the committee);

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- 18.4.12.2.2 CLA Director National Championship;
- 18.4.12.2.3 A Director At Large to be selected by the Committee Chair
- 18.4.12.2.4 Should any of those not be able to sit on the committee, replacements will be appointed by the Committee Chair.
- 18.4.12.3 All interested parties are entitled to notice of the meeting and may participate in said meeting. The presidents of each MA involved are entitled to be represented.
- 18.4.12.4 All submissions to the committee must be accompanied with a cheque of Five Hundred dollars (\$500) or, in the case of an “exceptional circumstances” application, Two Hundred and Fifty (\$250). Should the Transfer Review Committee rule in favour of the applicant, a refund of Five Hundred dollars (\$500) will be made to the applicant and Two Hundred and Fifty dollars (\$250) will be billed to the MA who originally denied the transfer and, in the case of success on an “exceptional circumstances” application, the \$250 may be returned.
- 18.4.12.5 The committee will review and respond to all requests within seven (7) business days upon receipt at the CLA Head Office.
- 18.4.12.6 The decision of the committee may be appealed following the CLA Appeals policy as defined in this Manual.
- 18.4.13 *Right of Appeal of a Denied Transfer*
  - 18.4.13.1 Should a team or player believe there are exceptional circumstances regarding the denial of a transfer, they can apply to the Transfer Review Committee, as defined in this Section, stating the exceptional circumstances. Grounds for permitting the transfer under the exceptional circumstance clause include but are not limited to the following:
    - 18.4.13.1.1 Player wants to play at a higher level of lacrosse than what is available within their current MA or is on a negotiation list of a team but wants to move to a team in another MA which is at a higher level;
    - 18.4.13.1.2 Health reasons;
    - 18.4.13.1.3 Compassionate reasons
  - 18.4.13.2 The Transfer Review Committee will not determine matters of compensation unless a transfer is granted under the Right of Appeal of a Denied Transfer in this Section and the determination of compensation is warranted.
  - 18.4.13.3 All applications and fees must be received by the CLA Head Office within seven (7) business days of the occurrence of denial.
- 18.4.14 *Transfer Process*



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- 18.4.14.1 Player fills out transfer form on-line at <http://cla.pointstreaksites.com/view/cla/transfers> (or as found in Appendix 25-14) and MUST submit it to the CLA Head Office to start the process.
- 18.4.14.2 Upon receipt of the transfer, the CLA Head Office will forward via e-mail the information to the MA's office who currently owns his playing rights. This will be done within 24 hours for transfers submitted from Sunday to Thursday. Transfers received Friday and Saturday may take 48 hours to begin.
- 18.4.14.3 The MA will complete Section 2 of the transfer form and submit it back to the CLA Head Office. The MA must submit the form to the CLA Head Office within 10 business days of receipt. If not submitted, it will be assumed that there are no issues and the player is free to move to the other MA.
- 18.4.14.4 Upon receipt of the form or the 10 business days have expired, the Office will sent the form to the MA the player wishes to transfer too within 24 hours to complete section 3.
- 18.4.14.5 The receiving MA will have 10 business days to complete the form and return it to the office. Any conditions that affect the status of the player in regard to which MA holds his rights subsequent to the transfer must be clearly set out on the face of the transfer form and, if those terms or conditions are not set out on the face of the form, the terms and conditions are unenforceable. If the form is not returned, it will be assumed that the transfer is not accepted and the player will remain the property of the team he is protected by.
- 18.4.14.6 If the receiving MA accepts the transfer, the transfer is complete when the receiving MA communicates their acceptance to the CLA Office.
- 18.4.14.7 The receiving MA shall file the completed transfer within 2 business days of acceptance and the CLA Head Office will then invoice the receiving MA for the transfer fee which shall be set from time to time by the Board of Directors and may, depending on unusual circumstances, be reduced or waived by the Director Administration on a case-by-case basis.

### **18.5 NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

- 18.5.1 See the National Championship section of this manual for rules and regulations on national championships and competitions.

### **18.6 PLAYER REMUNERATION**

- 18.6.1 The Canadian Lacrosse Association and all its member organizations agree and confirm that lacrosse in Canada is an amateur sport.
- 18.6.2 Failure to comply with this policy will result in:

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- 18.6.2.1 Disciplinary action or sanctions as determined by the CLA Discipline Committee. Upon finding of guilt, there will be a minimum fine of one thousand five hundred dollars (\$1,500.00) payable to the CLA within 30 days of notification by the CLA office; and additional sanctions may include one or more of the following:
- 18.6.2.1.1 An additional fine;
  - 18.6.2.1.2 A suspension or expulsion to the player having been found guilty of accepting payment;
  - 18.6.2.1.3 A suspension or expulsion to the responsible team officials of the offending team
- 18.6.2.2 The complaint of player remuneration must be filed with the CLA within 7 days of the discovery of the occurrence of the remuneration in accordance with the CLA Discipline procedure. The burden of proof is on the complainant.
- 18.6.2.3 Any charge of player payment found to be frivolous by the CLA Discipline Committee will result in a penalty being assessed as per the discipline policy.

### 18.7 BOX LACROSSE MINIMUM COACHING STANDARDS

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
6U	Community Initiation Trained	N/A	N/A
8U	Community Initiation Trained	N/A	N/A
Rec/House League	Community Development Trained	N/A	N/A
10U	Community Development Trained	N/A	N/A
12U	Community Development Trained	Competitive Introduction Certified	N/A
14U	Competitive Introduction Trained	Competitive Introduction Certified	N/A
17U	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

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National Teams	N/A	N/A	Competitive Development Certified
<b>Category</b>	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 Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be certified

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

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

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

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

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

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

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

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

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## **19 SECTION 19 – MEN’S FIELD LACROSSE**

### **19.1 RULES OF PLAY**

- 19.1.1 All games and competitions under the jurisdiction of the Association shall be governed by the International Lacrosse Rules as issued by World Lacrosse (WL), with specific exceptions as listed in this Manual.
- 19.1.2 All playing rules pertaining to competitions under the jurisdiction of the Association shall be binding on all Member Associations. All regulations, resolutions and their interpretations, made or adopted by the Association shall be binding on all Member Associations.
- 19.1.3 Changes to the specific exceptions referred to in 19.1.1 must follow the procedure as outlined in Section 3.9.2 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by WL must follow the procedure as outlined in section 3.9.3 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.

### **19.2 PLAYER ELIGIBILITY**

- 19.2.1 Players must be duly registered with their respective MAs by August 15 (U18/U15) and September 10 (Senior) of the competing year in order to be eligible to play in the National Competitions.
- 19.2.2 Players must have played a minimum of three (3) games with the competing team in the current or previous season in order to be eligible for the Canadian National or Invitational Competitions.
- 19.2.3 Players wishing to play in a province or jurisdiction other than their home province or jurisdiction must follow the proper transfer procedures as outlined in this section. A copy of the release documentation must be attached to the player's registration form at the Competitions.
- 19.2.4 Non-Canadian players shall have residency in a province or jurisdiction twelve (12) months prior to the start of national competitions in order to play with that MA's team.

### **19.3 INTER-MEMBER TRANSFERS**

- 19.3.1 A participant may move from one MA's jurisdiction to another and be eligible to play Men's Field Lacrosse under the following circumstances:
  - 19.3.1.1 participant who has signed an MA certificate or registration for men's field lacrosse for the current year or previous year must obtain a CLA inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MA's involved and the CLA prior to commencing play in the receiving MA.
  - 19.3.1.2 Any player who makes a permanent residence change from one MA's jurisdiction to another prior to July 15 of the current season must be granted a release from their prior team upon request.
  - 19.3.1.3 A participant who has not signed an MA certificate or registration in either the current year or past year may sign with any MA.

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- 19.3.1.4 No MA shall permit any participant from another MA to play within its jurisdiction unless that participant has obtained an inter-member release or an inter-member transfer approved by the respective parties. Violation of this policy shall be referred to the CLA Discipline Committee
- 19.3.1.5 All conditions relating to transfers must be completed and signed by all parties and filed with MA's and the CLA Head Office prior to final approval.
- 19.3.1.6 Any player who moves to another Member's jurisdiction must first obtain a release from his MA prior to playing in the receiving MA verifying the current status of the participant in the departing MA. The verification of status from the departing MA will indicate if the participant left in good standing. Outstanding obligations or suspensions and sanctions must be indicated on the transfer form. The verification of the registration by the receiving MA is a confirmation of the registration.

## 19.4 COMPETITION STRUCTURE

### 19.4.1 Age Categories

- 19.4.1.1 Eligibility to compete in programs of the CLA and its MA is governed by the age limits for each category as established by the Sector.
- 19.4.1.2 Recognizing that some MA's register players in 2 different age programs within their respective jurisdiction, Competition will be structured in the following categories within their respective jurisdiction:

Men's Field Age Groups	
Categories	Age
U19	19
U16	16
U14	14
U12	12
U10	10
U8	8
U6	6

Men's Field Age Groups	
Categories	Age
U18	18
U15	15
U13	13
U11	11
U7	7
U5	5

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<b>Men's Field Age Groups</b>	
<b>Categories</b>	<b>Age</b>
Masters	35 and over
Senior	Over 19 or 18

19.4.1.3 Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2015 inclusive, the calendar year is 2015. If a player turns 20 years old in 2015, he is ineligible to play Junior in 2015.

19.4.1.4 For a team to be eligible to compete for the Victory Trophy they must have no more than 5 (five) Division 1 players on their team. A Division 1 player is defined as a player who has played in the current calendar year on any of the following:

19.4.1.4.1 Member of the Canadian, US or Iroquois National Team

19.4.1.4.2 National Lacrosse League team,

19.4.1.4.3 Major Lacrosse League team,

19.4.1.4.4 An NCAA men's lacrosse team.

## 19.4.2 MA Ratings

19.4.2.1 A Rating is set by the Men's Field Lacrosse Sector and it identifies a type of team that an MA may send to CLA National Championships or Competitions. The three Types of teams are:

19.4.2.1.1 Type 1 Team: A club with allowance to pick up players from a lower category affiliated team.

19.4.2.1.2 Type 2 Team: A club with allowance to pick up a maximum three (3) player from the same category and maximum three (3) players from a lower category affiliated team.

19.4.2.1.3 Type 3 Team: An all star or select team in which all players in a given category are eligible. The players must be duly registered with the MA, which they represent.

## 19.5 NATIONAL CHAMPIONSHIPS AND COMPETITIONS

19.5.1 See the National Championship section of this manual for rules and regulations on national championships and competitions.

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### 19.6 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
U6/U5	Community Initiation Trained	N/A	N/A
U8/U7	Community Initiation Trained	N/A	N/A
U10/U9	Community Development Trained	N/A	N/A
U12/U11	Community Development Trained	N/A	N/A
U14/U13	Competitive Introduction In Training	N/A	N/A
U16/U15	Competitive Introduction Trained	Competitive Introduction Certified	N/A
U19/U18	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
<b>Category</b>	<b>Community Initiation</b>	<b>Community Development</b>	<b>Competitive Introduction/Development</b>
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

#### **NOTES**

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

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be certified

All first year coaches may be in training for community development, but any coach at 17U and above must achieve their competitive-introduction training in the second year of coaching.

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

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

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

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



## 20 SECTION 20: WOMEN'S FIELD SECTOR

### 20.1 RULES OF PLAY

- 20.1.1 All games and competitions under the jurisdiction of the Association shall be governed by the International Lacrosse Rules as issued by World Lacrosse (WL), with specific exceptions as listed in this Manual.
- 20.1.2 All playing rules pertaining to competitions under the jurisdiction of the Association shall be binding on all Member Associations. All regulations, resolutions and their interpretations, made or adopted by the Association shall be binding on all Member Associations.
- 20.1.3 Changes to the specific exceptions referred to in 20.1.1 must follow the procedure as outlined in Section 3.9.2 – Amendments to Regulations Related to Rules of Play. Rule changes as issued by W: must follow the procedure as outlined in Section 3.9.3 – Amendments to Field Lacrosse Regulations Related to Rules of Play as proposed by World Lacrosse.

### 20.2 COMPETITION STRUCTURE

#### 20.2.1 Age Categories

- 20.2.1.1 Eligibility to compete in programs of the CLA and its MAs is governed by the age limits for each category as established by the Sector.
- 20.2.1.2 Competition will be structured in the following categories:

Category	Age
Senior	Open
Junior	19 and under

- 20.2.1.3 Age is determined to be the age of a player that he or she is or will be in the calendar year of the current playing season. For example, for play anytime from January 1 and December 31, 2015 inclusive, the calendar year is 2015. If a player turns 20 years old in 2015, he is ineligible to play Junior in 2015.

### 20.3 PLAYER ELIGIBILITY

- 20.3.1 Players must be registered with their respective MAs by the guidelines established in each MA. In order to be eligible to play in a National Championship Tournament, the player must be registered with the MA no later than one (1) month prior to the commencement of the tournament.
- 20.3.2 Players wishing to play in a MA or jurisdiction other than their home MA or jurisdiction must follow the proper transfer as outlined in this section. A copy of the release documentation must be attached to the player's registration form at the tournament.

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20.3.3 Non-Canadian players must have residency in a province or jurisdiction six (6) months prior to the start of national championships in order to play with that MA's team.

### 20.4 INTER-MEMBER TRANSFERS

20.4.1 A participant may move from one MA's jurisdiction to another and be eligible to play Lacrosse under the following circumstances.

20.4.1.1 A participant who has signed an MA certificate or registration for the current year must obtain a CLA inter-member release from the club with whom they have signed, and an inter-member transfer approved by the MAs involved and the CLA prior to commencing play in the receiving MA.

20.4.1.2 A participant who has not signed an MA certificate or registration for the current year must obtain an inter-member transfer, prior to commencing of play in the receiving province, verifying the current status of the participant by the MA involved. Such verification to be provided not later than 14 days from receipt of the transfer request. The verification of status by the departed MA will indicate if the participant left in good standing. Outstanding obligations or suspensions and sanctions must be indicated on the transfer form. The verification of the registration by the receiving MA is a confirmation of the registration.

20.4.1.3 Where a player has requested a transfer or release and been refused, (a non-response by MA to a properly submitted release or transfer request shall be considered a refusal), the player may appeal to the Sector Chairperson or in his absence, the Director National Championships, who will consult with the MAs and render a decision to the parties within 7 days of receipt of the appeal request. If there are circumstances which need to be searched out or verified, with explanation, the response may be longer. The receiving MA may render the appeal on behalf of the participant, supplying copies of all required documentation. Upon notification of appeal, each involved team shall be responsible to forward \$100.00 to the CLA Head Office. The winner of the appeal shall have their \$100.00 returned.

20.4.2 A participant who has not signed an MA certificate or registration in either the current year or past year may sign with any MA.

20.4.3 No MA shall permit any participant from another MA to play within its jurisdiction unless that participant has obtained an inter-member transfer approved by the Association. Violation of this policy shall be referred to the CLA Discipline Committee with a recommended fine of up to \$1,000 and suspension of the party(s) responsible for the balance of the current season.

20.4.4 No team from any MA may lose more than one (1) player by transfer in any one year. The one player per year rule does not apply to the following type of transfer/release:

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- 20.4.4.1 any player who is transferred/released on a bonafide transfer
- 20.4.4.2 player directly released as a result of negotiations between two teams
- 20.4.4.3 players who have not signed registration cards in either the current or past year
- 20.4.4.4 player who resides in the receiving province at February 1 of the current year.

20.4.5 All conditions relating to transfers must be completed and signed by all parties and filed with MAs and the CLA prior to final approval.

### 20.5 NATIONAL CHAMPIONSHIPS AND COMPETITIONS

20.5.1 See the National Championship section of this manual for rules and regulations on national championships and competitions.

### 20.6 WOMEN'S FIELD LACROSSE MINIMUM COACHING STANDARDS

Category	Club Minimum Standard		Provincial Teams Minimum Standard		National Teams Minimum Standard	
	Head Coach	Assistant Coach	Head Coach	Assistant Coach	Head Coach	Assistant Coach
Rec/House League	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
5 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
8 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
11 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
15 and under	Comm-Dev Trained	Comm-Dev Trained	N/A	N/A	N/A	N/A
17 and under	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	N/A	N/A
19 and under	Comp-Intro Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified
Senior	Comp-Intro Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified	Comp-Intro Certified
Category	Community Initiation		Community Development		Comp-Intro/Comp-Dev	
Learning Facilitators	Comm-Dev Trained	Comm-Dev Trained	Comp-Intro Certified	Comp-Intro Certified	Comp-Dev Certified	Comp-Dev Certified

\* Any fifth year coach must be Comp-Intro In-Training; any sixth year coach must be Comp-Intro Trained.

#### **NOTES**

Comm-Dev = Community Development  
 Comp-Intro = Competition Introduction

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Comp-Dev = Competition Development

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified Trained, a coach must complete Making Ethical Decisions & Making Head Way in order to be 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 2014

**In 2014, 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'

Note: Policy 20.6 will be reviewed prior to the 2018 playing season.

**21 SECTION 21: REMOVED**

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## 22 SECTION 22: COACHING COMMITTEE

### 22.1 NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

- 22.1.1 The Coaching Association of Canada (CAC) established the NCCP which is a coach training and certification program for 65 different sports.
- 22.1.2 NCCP workshops are designed to meet the needs of all types of coaches, from the first-time coach to the head coach of a national team.
- 22.1.3 The NCCP is the recognized national standard for coach training and certification in Canada. As part of the program, all coaches are trained in ethical decision-making and sport safety.
- 22.1.4 The NCCP is made up of three coaching streams and a total of eight contexts, each with its own coaching requirements. Each sport is responsible for identifying how many of the eight contexts are relevant to their sport. The streams are as follows:
- 22.1.4.1 *Stream 1 – Community Coach:* Coaches in the Community Sport stream typically become involved on a voluntary (and often short-term) basis because their children participate in a sport. They tend to work with participants of all ages who are new to the sport. The Community Sport stream has two coaching contexts: Initiation and Ongoing participation.
  - 22.1.4.2 *Stream 2 – Competitive Coach:* Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions. The Competition stream has three coaching contexts: Introduction, Development, and High performance.
  - 22.1.4.3 *Stream 3 – Instruction:* Coaches in the Instruction stream must have sport-specific skills and training, whether coaching at the beginner or advanced skill levels. Many are former participants in the sport. The Instruction stream has three contexts: Beginners, Intermediate performers, and Advanced performers.
  - 22.1.4.4 The CLA has defined Community Coach – Ongoing Participation as Community Coach – Development.
- 22.1.5 The NCCP program consists of a Training session followed by an Evaluation procedure before complete NCCP Certification is awarded. In some streams the Training & Evaluation is conducted by the MA and in others it is a combination of MA and CAC responsibility. The Ethics evaluation is conducted by CAC.
- 22.1.6 The development of the program and training of Master Learning Facilitators (MLF) is a CLA responsibility. The training of the Learning Facilitators (LF) and delivery of the program rests with the MAs. MAs without MLF'S within their association can request assistance with their training requirements from

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the CLA or another MA. Facilitators trained in this matter will fall under the direct supervision of the Coaching Coordinator who will fill all the obligations outlined in the MLF Job Description in this Section.

22.1.6.1 The minimum standards for coaches to be trained as Learning Facilitators are laid out in the CLA's Master LF/Evaluator Guide. When an MA wishes to train new Learning Facilitators, they must first provide the list of candidates to the CLA office for confirmation that they meet the minimum requirements to become an LF. This list will be reviewed by the CLA Program Coordinator, Coaching Committee Chair and the Director Domestic Development.

22.1.7 For Community Development, a coach is considered trained once he or she has attended a clinic.

For Competitive Introduction, a coach is considered "in-training" once he or she attends the appropriate clinic. Once this coach has successfully completed the appropriate online workbook on the CLA's coaching website [www.nccp.lacrosse.ca](http://www.nccp.lacrosse.ca) as well as the online module *Making Head Way*, he or she is considered "trained". A coach wishing to be considered "certified" must complete the online module *Make Ethical Decisions* and complete the additional evaluations as set down by the CAC.

22.1.7.1 For the purposes of the national coaching certification program, year one is defined as the year that a coach first takes a clinic in a specific context (community development, competitive introduction, etc) and discipline (box, men's field, women's field). If a coach takes a clinic again they do not revert back to year one.

22.1.8 Coaches who wish to bypass the Community Development course may apply to challenge the evaluation component of the course in question. This application must be sent to their respective MA, who may approve or deny the request. The coach must follow the appropriate challenge procedure set out by the Coaching Committee. If the coach is successful in challenging Community Development, they can go directly into the Competitive Introduction clinic. With the exception of National Team coaches, a coach cannot challenge the Competitive Introduction clinic. National Team coaches can challenge Competitive Introduction and begin taking the Competitive Development clinics (if applicable).

22.1.9 Under the auspices of the CLA, the CLA's NCCP operates as a structured progressive system through which Lacrosse coaches can upgrade their knowledge and skills.

22.1.10 Minimum coaching certification standards are set for the Box Minor, Box Senior, Men's Field, and Women's Field Sectors.

22.1.11 The CLA NCCP is based upon the belief that every athlete deserves a certified coach. The CLA is committed to enhancing the effectiveness of all levels of coaches in each of the Sectors of the Association.



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## 22.2 PROFESSIONAL DEVELOPMENT AND RENEWAL OF CERTIFICATION

### 22.2.1 PRINCIPLES

- 22.2.1.1 Professional development reinforces the values of continuous improvement and lifelong learning.
- 22.2.1.2 Professional development encourages the sharing of learning among coaches.
- 22.2.1.3 Coaches participate in professional development activities to:
  - 22.2.1.3.1 Renew their active certification status.
  - 22.2.1.3.2 Enhance their knowledge and competencies in order to provide a high standard of sport coaching practice for their athletes.
  - 22.2.1.3.3 Stay current with developments in their coaching context or develop new areas of specialized practice.
- 22.2.1.4 Professional development reflects the reality that coach learning is influenced by a mix of formal, non-formal, and informal learning experiences.
- 22.2.1.5 Professional development provides coaches with some opportunity to choose the various learning experiences that will be of benefit to themselves and their athletes.
- 22.2.1.6 It must be possible to recognize and verify an experience for the purpose of recording professional development credit.
- 22.2.1.7 Reflection, formative evaluation, and summative evaluation will be considered as professional development.
- 22.2.1.8 Professional development needs may vary depending on the context.
- 22.2.1.9 Professional development requirements will:
  - 22.2.1.9.1 Reflect a minimum standard framework across all lacrosse disciplines and contexts.
  - 22.2.1.9.2 Allow lacrosse to exceed the minimum CAC standards to meet their needs.
  - 22.2.1.9.3 Emphasize activities that provide consistent quality and context-relevant coaching development.
  - 22.2.1.9.4 Be accessible.
  - 22.2.1.9.5 Not act as a disincentive to coaches who complete requirements in less than maximum allowable time period.

### 22.2.2 Policy Statement

- 22.2.2.1 Professional development is required for coaches to renew “Certified” status in any context.

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- 22.2.2.2 Professional development requirements must be completed by the end of the period for which the certification is valid.
- 22.2.2.3 Coaches are required to obtain 20 points within the five year period of the certification renewal process for competitive-introduction, and 30 points within the five year period of the certification renewal process for competitive-development.
- 22.2.2.4 Professional Development credit is available in all of the following activity categories, within the limits described:

	<b>Activity Category</b>	<b>Points</b>	<b>Limitations</b>
<b>Lacrosse-Specific</b>	Active Coaching	1 point/year for every season coached OR 1 point/year for LF or Evaluator activity	To a maximum of 5 points.
	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	No maximum or minimum
	Coach self-directed activity	3 points for the certification period.	Maximum of 3 points for certification renewal period.
	Re-evaluation in context	All in-person/video evaluations are required.	No other PD is required if coach chooses re-evaluation
<b>Multi-Sport</b>	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 points maximum	To a maximum of 50% of required PD credit for the context in a certification renewal period

- 22.2.2.5 The CLA or MA will validate and assign credit consistent with 22.2.2.4 of this policy, and submit to the CAC PD Registry all lacrosse-specific non-NCCP events.
- 22.2.2.6 A coach will have the full 5 year period of their valid certification to accumulate the total required professional development credits.
- 22.2.2.7 Only those professional development credits entered in a coach's record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.

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- 22.2.2.8 The CLA, MA, or individual coach may enter a Professional Development record in the NCCP Database.
- 22.2.2.9 The CLA or MA enters PD credit on the NCCP database for completed lacrosse-specific non-NCCP events.”
- 22.2.2.10 The coach will self-report PD credit for self-directed PD, active status and ‘all sport’ non-NCCP activities.
- 22.2.2.11 The CLA or MA can, at any time, audit and revoke any credits claimed by a coach through self-reported PD.
- 22.2.2.12 All non-NCCP activity related to renewal of certification and Professional Development data entered on the Database will be subject to a user-pay system.
- 22.2.2.13 Certified (Renewed) status will be given only to those coaches who accumulate the required professional development credits within the five year certification renewal period.
- 22.2.2.14 Failure to accumulate the required professional development credits within the five years causes the coach’s status to be changed to Certified (Not-Renewed).
- 22.2.2.15 The renewal of certification for a coach who does not complete the required professional development credits within the 5 year period will be determined at a later date.

### 22.3 COACHING COMMITTEE

- 22.3.1 The guidance and direction of the CLA NCCP is the responsibility of the Coaching Committee of the CLA. The Coaching Committee Chairperson is established and ratified by the Board of Directors for a two (2) year term each odd year. The Committee falls under the Director Domestic Development who shall have a vote at all meetings conducted by the Committee.
  - 22.3.1.1 Interested candidates should send their nomination to their MA together with their resume. MA’s will need to send their nominations to the CLA Program Coordinator, by the date specified by the CLA Head office prior to the SAM. MA’s can submit more than one nomination.
- 22.3.2 The Committee is made up of individuals (normally the Coaching Coordinator from each MA) who are either elected or appointed by each respective MA; the CLA National Resource Person (NRP); and a National Team Coach Representative (NTRC). The NTRC will carry one vote and must be in good standing as defined in the Regulations. The NRP shall be a non-voting member of the committee.
  - 22.3.2.1 Additional members or votes for each MA will be determined by their registration of participants in each of the following areas:
    - 22.3.2.1.1 Minor Box,
    - 22.3.2.1.2 Senior Box,

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- 22.3.2.1.3 Women's Field,
- 22.3.2.1.4 Men's Field
- 22.3.2.2 Total votes per MA may not exceed six (6).
- 22.3.2.3 Appendix 25-3 to this Manual contains the CLA NCCP Structure Chart. It indicates the make-up of the Committee and represents the number of votes for each MA. It is the responsibility of the Chairperson and the CLA Head Office to ensure that appendix 25-3 is updated each playing year.
- 22.3.2.4 The Director Domestic Development shall also have a vote. The Chairperson shall only vote in the case of a tie.
- 22.3.2.5 The number of votes shall be forwarded to the MAs each playing year.
- 22.3.3 In all matters requiring voting, the vote will be carried out in person when possible, through written ballot or by electronic means. A vote receiving a majority shall be considered carried. At any time the Coaching Coordinator (or delegate) appointed or elected by the MAs may carry the total votes for that MA.
- 22.3.4 The Committee is responsible for:
  - 22.3.4.1 program planning;
  - 22.3.4.2 development of technical materials;
  - 22.3.4.3 setting priorities on tasks identified in conjunction with the other Sectors;
  - 22.3.4.4 budget submissions;
  - 22.3.4.5 establishing the minimum standards of certification outlined in Sections 18.7, 19.6 and 20.6 for all disciplines and to review these standards on a yearly basis;
  - 22.3.4.6 training of Master Learning Facilitators (MLFs) and ensuring that all MLFs meet the minimum standards laid down by the NCCP policies;
  - 22.3.4.7 communications with MLFs and provincial Coaching Coordinators;
  - 22.3.4.8 assisting the MAs in the development of program delivery;
  - 22.3.4.9 recommendations to the Directors of the Association and the Sectors through the Director Domestic Development on coaching development, certification and program delivery.
- 22.3.5 Meetings of the Committee shall be at the discretion of the Chairperson, by a majority vote of the Committee or the Directors of the Association.
- 22.3.6 Meetings shall be the financial responsibility of the CLA and will be financed to the extent indicated by the Directors of the Association during the budget discussions. Meetings will normally only be attended by the following:
  - 22.3.6.1 The Chairperson;

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22.3.6.2 The Director of Domestic Development;

22.3.6.3 The National Resource Person;

22.3.6.4 Coaching Coordinators of each MA.

22.3.7 When financially feasible, a full meeting with all members will be carried out. MAs who wish to have representation by members other than their Coaching Coordinator may do so at their own expense.

22.3.8 The Officiating Committee Chairperson may attend all meetings of the Committee.

## 22.4 JOB DESCRIPTIONS

### 22.4.1 *Chairperson*

22.4.1.1 responsible to the CLA through the Director Domestic Development for the administration of the Committee;

22.4.1.2 responsible to supervise the Committee and its programs;

22.4.1.3 to chair or to delegate a chair for all meetings of the Committee;

22.4.1.4 to act as a direct liaison with the Head Office on behalf of the Committee;

22.4.1.5 ensure that the Committee is represented at all meetings where a input from coaching is required;

22.4.1.6 to develop or have developed all projects and programs which have been selected and approved by the Committee;

22.4.1.7 ensure business plans, including budgets, are submitted for approval by the Directors of the Association;

22.4.1.8 ensure that reports are provided for all completed projects, on-going programs or yearly reports as may be required;

22.4.1.9 to liaise with the Officiating Committee Chairperson in all matters which have a direct bearing on the interpretations of rules and how they are perceived by the coaches and officials during training sessions;

22.4.1.10 to carry out any other duties as agreed to by the Chairperson and the CLA Board of Directors.

### 22.4.2 *Coaching Coordinators*

22.4.2.1 responsible for the liaison between MAs and the Committee;

22.4.2.2 responsible to forward all applicable coaching concerns or problems to the Sector on behalf of the MAs;

22.4.2.3 responsible to ensure all minimum requirements and deadlines outlined in Sections 18.7, 19.6 and 20.6 are adhered to;

22.4.2.4 assist the MAs in ensuring all coaches are registered with CAC and the CLA;

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- 22.4.2.5 attend all Committee meetings or appoint an alternate;
  - 22.4.2.6 ensure all Learning Facilitators (LF) are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;
  - 22.4.2.7 responsible to forward a current list of LFs to the CLA Head Office prior to February 1 annually;
  - 22.4.2.8 ensure that all MLF's in the MA receive the appropriate training, meet the minimum requirements of the NCCP policies and work in conjunction with the NRP in all matters concerning content and delivery of coaching program;
  - 22.4.2.9 carry out additional tasks assigned by the Committee agreed to by both parties;
  - 22.4.2.10 act as the direct liaison between the Chairperson and the additional voting members as outlined in the CLA NCCP Structure Chart;
  - 22.4.2.11 carry all votes on behalf of the MA when attending Committee meetings
- 22.4.3 *Additional Voting Members as defined in this Section*
- 22.4.3.1 act as direct Liaison between MA coaches in the applicable sector and the Coaching Coordinators;
  - 22.4.3.2 responsible to forward all applicable coaching concerns or problems on behalf of the applicable sector to the Coaching Coordinators;
  - 22.4.3.3 responsible to the Coaching Coordinator to ensure all coaches meet the minimum requirements and deadlines laid out in Sections 18.7, 19.6 and 20.6;
  - 22.4.3.4 to assist the Coaching Coordinator in assuring that all coaches are registered with the CAC and CLA;
  - 22.4.3.5 to participate when required in determining the content and method of training for coaches
- 22.4.4 *National Resource Person (NRP)* - This position shall be by appointment by the Committee for a period of two (2) years each odd year and will be ratified by the Directors of the CLA. The duties include:
- 22.4.4.1 provide the Committee with the necessary technical expertise required to ensure that all coaches achieve the mandates and goals set by the Committee and the Membership of the CLA;
  - 22.4.4.2 ensure all MLFs are trained in the area of adult education and course delivery;
  - 22.4.4.3 monitor of all technical materials being developed, rewritten or reviewed to ensure that all mandates and goals set for the Committee are met;

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- 22.4.4.4 provide written or electronic material required by the Committee when the terms of the said agreement is acceptable by all parties which include the Chairperson, the NRP and the CLA;
- 22.4.4.5 review all policies set by the NCCP and CAC as they pertain to activities carried out by the Committee;
- 22.4.4.6 attend all meetings of the Committee;
- 22.4.4.7 provide a written report when required by the Chairperson

### 22.4.5 *National Team Coach Representative*

- 22.4.5.1 *Selection Guidelines:* The NTCR shall be nominated from appointed staff of any of the National Teams for the term on the committee.

The National Team Committee must ensure that a candidate can ideally represent all 3 Sectors, or, that all 3 Sectors are represented over the course of 3-4 consecutive terms.

An individual appointed will be limited to a maximum of two – 2 year terms in this role. Upon its nomination, the NTCR must hold the proper level of coaching certification established by Operations Policies 18.7, 19.6 and 20.6 in accordance with the National Team assignment during the NTCR term. If the individual nominated to the NTRC position is not currently coaching at the national team level, but has in the past, they must be certified at the level that was required during their appointment with the team.

- 22.4.5.2 *Selection Process:* Interested individuals will submit their applications to the CLA Executive Director. Nominations may also be submitted with the agreement of the person being nominated.

Applications and other nominations will be reviewed by the Director of HP and International Relations and the National Team Chair and will be ranked according to the selection guidelines and their knowledge of the candidates.

The Chair of the Coaching Committee, along with the Director of Domestic Development will ratify the final candidate for appointment to the committee.

The Chair of the Coaching Committee will notify the successful applicant of their position on the committee.

The Chair of the Committee and the CLA Program Coordinator will provide the appointed NTCR background information and updates as to the current and future work of the committee.

- 22.4.5.3 *Job Description:*

- 22.4.5.4 *National Team Coach Representative (NTCR) -* This position shall be by appointment by the National Team Committee Chairperson for a period of two (2) years each even year and will be ratified by the BOD. The duties include:

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- 22.4.5.4.1 act as a liaison person between the National Team Program and the Coaching Committee
- 22.4.5.4.2 responsible to communicate and liaise with the National Team Coaches on all minimum requirements and deadlines outlined in Operations Manual Sections 18.7, 19.6 and 20.6 to enhance adherence by the National Team Coaches
- 22.4.5.4.3 make recommendations and assist in the development of advanced technical and tactical non-NCCP modules
- 22.4.5.4.4 assist in the execution of non-NCCP modules delivery programs on an as needed basis
- 22.4.5.4.5 make recommendations and assist in the development of a strategy which will increase the number of coaches capable of coaching at the National Team level
- 22.4.5.4.6 carry out additional tasks assigned by the Committee agreed to by both parties
- 22.4.5.4.7 attend all Committee meetings

### 22.4.6 *Master Learning Facilitator*

- 22.4.6.1 responsible to the MA Coaching Coordinator for the training of all LFs and Evaluators;
- 22.4.6.2 monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;
- 22.4.6.3 responsible for the updating of the LF's and to ensure they have the necessary equipment to conduct training clinics;
- 22.4.6.4 responsible to forward social, moral and technical philosophies for consideration to be incorporated into coach training
- 22.4.6.5 responsible to provide technical and theoretical material to the NRP for consideration for inclusion into course curriculums;
- 22.4.6.6 deliver courses in the areas in which they are qualified and certified as standards require;
- 22.4.6.7 ensure all LFs complete the necessary NCCP paperwork required for ensuring that all coaches receive the appropriate certification as it applies to the training and evaluation components;
- 22.4.6.8 responsible to provide written technical material when mutually agreed to by both parties

### 22.4.7 *Learning Facilitators (LF)*

- 22.4.7.1 liaise with the MA MLFs and MA Coaching Coordinators in arranging dates, locations and facilities for clinics identified by the MA;
- 22.4.7.2 deliver clinics within the guidelines established by the national program while addressing the needs of the candidates;



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- 22.4.7.3 ensure all training and evaluations are completed by the candidate before certification is given;
- 22.4.7.4 ensure that all NCCP forms are completed and forwarded to the appropriate body;
- 22.4.7.5 ensure all necessary materials outlined in the “Facilitator Lunch Box” which pertain to the course being delivered are current and up to date;
- 22.4.7.6 To provide the MA MLFs and MA Coaching Coordinators with any suggestions and ideas which are obtained through the candidates or in a personnel manner which could enhance the certification program.

## **22.5 NATIONAL COACH REGISTRATION**

- 22.5.1 All lacrosse coaches registered with a MA shall be registered with the CLA. Cost of said registration shall be determined by the Committee and ratified by the Directors of the Association. Deadline for registration shall be the September 1 of each playing year.
- 22.5.2 Registration applies to all disciplines and all divisions of play.
- 22.5.3 Registration can be in the form of a hard copy or by electronic means as outlined in mutual agreements between the Head Office and the MA.

## **22.6 MINIMUM CERTIFICATION STANDARDS**

- 22.6.1 The minimum certification standards required for Head Coaches and Assistant Coaches at National Championships and Competitions are laid out in the Box (18.7), Men’s Field (19.6) and Women’s Field (20.6) sections of this manual.
- 22.6.2 The standards are reviewed on a yearly basis and recommendations for alteration of the minimum standards will be reviewed by the appropriate Sector, forwarded to the Coaching Committee Chair for review and the Directors of the Association for ratification.
- 22.6.3 Coaches who fail to meet the minimum standards outlined per 22.6.1 will be considered suspended by the CLA and no longer able to coach.
- 22.6.4 Non-Canadian Coaching staff utilized by teams representing the CLA at International events must be verified to ensure they are recognized coaches in their country of origin and the International Governing Body responsible for the appropriate discipline

## **22.7 PARTICIPANT DEVELOPMENT MODEL (PDMs)**

- 22.7.1 The substance of the certification program is contained in the individual PDMs which are developed for each of the disciplines of lacrosse. The PDM indicates the degree of training and evaluation, which is to be introduced, taught, or reviewed at each level of the athlete’s participation through the certification process. The PDMs are also reviewed to provide an overview of the necessary components needed to develop the curriculum. This ensures

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the material contained in the manuals and workbooks meet the requirements of the coach and the athlete.

22.7.2 The development of the PDMs for the various disciplines of lacrosse is the responsibility of the Committee. It is completed with the guidance and assistance from all sectors.

## 22.8 MANUALS

22.8.1 The main component of the certification program is the system of instructional and educational manuals for each level of the certification program. This system is divided into three categories:

22.8.1.1 Coach's Manuals (educational and reference manuals for coaches' use),

22.8.1.2 Learning Facilitator's Manuals (to assist in the delivery of certification courses) including appropriate Overheads; and

22.8.1.3 Evaluation Workbooks in the Community Development and all Competitive coaching streams.

22.8.2 The Committee through the CLA must ensure that these support materials are developed and disseminated to the Lacrosse community by the MAs. The development, review and rewrite of the manuals are subject to the availability of finances and the needs and priorities as established by the Sector.

22.8.3 The price of the manual shall be set by the CLA Office in consultation with the Committee Chairperson and includes the following:

22.8.3.1 the production of the manual, workbooks and instructional DVD;

22.8.3.2 fees charged by CAC for database updating and royalties for use of materials;

22.8.3.3 a clinic fee charged to every coach who attends a coaching clinic;

22.8.3.4 it does not include the following:

22.8.3.4.1 yearly coach registration fee;

22.8.3.4.2 marking of evaluation workbook fee;

## 22.9 AUDIO-VISUAL MATERIALS

22.9.1 Audio-Visual materials are to be developed in conjunction with, and as an adjunct to, the NCCP. The development of these materials is subject to the availability of finances, and the needs and priorities as established by the Sector.

## 22.10 PROGRAM DELIVERY

22.10.1 The CLA through the Coaching Committee is responsible for providing:

22.10.1.1 leadership for the ongoing development, maintenance, and evaluation of the NCCP;

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- 22.10.1.2 consultation and assistance to the MAs for the implementation of the certification programs;
  - 22.10.1.3 national registration of coaches and a system of storing the data base which accurately records the present certification of coaches and a method of up-dating the data base annually;
  - 22.10.1.4 development and dissemination of support material to the members;
  - 22.10.1.5 setting the standard of certification of coaches at International level competitions;
  - 22.10.1.6 training and development of MLFs to service the needs of the MAs in the delivery of the certification program.
- 22.10.2 The MAs are responsible for:
- 22.10.2.1 delivery of certification courses to the lacrosse community within their jurisdiction;
  - 22.10.2.2 ensuring that LF's are in place to service the needs of the coaches under their authority;
  - 22.10.2.3 ensuring that the delivery of the certification program adheres to the guidelines and minimum certification standards established by the Committee;
  - 22.10.2.4 ensuring that the administration of the courses is completed and that all qualified coaches are properly accredited;
  - 22.10.2.5 ensuring all coaches who failed to meet the minimum standards of certification are suspended from further coaching duties until the standard is met;
  - 22.10.2.6 providing the name of a person to fill the position of "Coaching Coordinator".



## **23 SECTION 23: OFFICIATING COMMITTEE**

### **23.1 NATIONAL OFFICIATING CERTIFICATION PROGRAM (NOCP)**

- 23.1.1 The NOCP is a comprehensive system of theoretical, technical and practical information which is intended to provide the basic ingredients to officiate Lacrosse in Canada.
- 23.1.2 The program is designed to educate and upgrade officials through instruction, observation and evaluation. The goals of the program are to:
- 23.1.2.1 recruit new officials;
  - 23.1.2.2 develop the abilities of the existing officials;
  - 23.1.2.3 standardize the methods and techniques of officiating;
  - 23.1.2.4 offer recognition for achievements.
- 23.1.3 Under the auspices of the CLA, the NOCP operates to identify, develop and accredit Canadian officials for competitive and developmental programs up to National and International levels.

### **23.2 OFFICIATING COMMITTEE**

- 23.2.1 The Officiating Committee is responsible for guidance and direction of the NOCP. The Officiating Committee Chairperson is established and ratified by the Board of Directors for a two (2) year term each even numbered year. The committee falls under the Director Domestic Development.
- 23.2.1.1 Interested candidates should send their nomination to their MA together with their résumé. MAs will need to send their nominations to the CLA Program Coordinator, by the date specified by the CLA Head office prior to the SAM. MA's can submit more than one nomination.
- 23.2.2 The Committee is made up of the following individuals:
- 23.2.2.1 Officiating Committee Chair;
  - 23.2.2.2 Director Domestic Development;
  - 23.2.2.3 Box and Men's Field RICs and the Women's Field UIC;
  - 23.2.2.4 MA representatives who are either elected or appointed by their respective MA.
    - 23.2.2.4.1 Each MA may have a maximum of one person appointed to the Officiating Committee at a time. This person should be present at all meetings of the Committee. If an MA Committee member cannot attend a meeting, their MA may appoint a temporary proxy to attend in their stead. Provided they are a member in good standing as defined in this Manual, MA votes will be one (1) vote determined by their registration of participants in each of the following areas:

#### 23.2.2.4.1.1 Minor Box

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23.2.2.4.1.2 Major Box

23.2.2.4.1.3 Men's Field

23.2.2.4.1.4 Women's Field

23.2.3 The Chairperson is responsible:

23.2.3.1 to the CLA through the Director Domestic Development for the administration of the committee;

23.2.3.2 overseeing the operations of the NOCP;

23.2.3.3 to chair or to delegate a chair for all meetings of the Committee;

23.2.3.4 to act as a direct liaison with the Head Office on behalf of the Committee;

23.2.3.5 for ensuring that the Committee is represented at all meetings where an input from officiating is required;

23.2.3.6 to develop or have developed all projects and programs which have been selected and approved by the Committee;

23.2.3.7 ensure business plans, including budgets, are submitted for approval by the Directors of the Association;

23.2.3.8 ensure that reports are provided for all completed projects, ongoing programs or yearly reports as may be required;

23.2.3.9 to liaise with the Coaching Committee Chairperson in all matters which have a direct bearing on the interpretations of rules and how they are perceived by the coaches and officials during training sessions;

23.2.3.10 to carry out any other duties as agreed to by the Chairperson and the CLA Board of Directors.

23.2.4 Box Referee-in-Chief

23.2.4.1 This person shall be recommended by the Box Lacrosse Sector in consultation with the Officiating Committee Chairperson.

23.2.4.1.1 The Officiating Committee Chairperson reviews the candidates and request alternates if there is just cause.

23.2.4.1.2 The Board of Directors will ratify the RIC.

23.2.4.2 Responsibilities of the position include:

23.2.4.2.1 developing and maintaining an Officials Development and Certification program for the Box Sector;

23.2.4.2.2 administering the Officiating component of the national championships for the Box Sector;

23.2.4.2.3 administering and coordinating the International component of the Officiating program for the Box Sector as required;

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23.2.4.2.4 sitting as a member of the Officiating Committee reporting to and being accountable to the Sector Chairperson.

### 23.2.5 Men's Field Referee-in-Chief

23.2.5.1 person shall be recommended by the Men's Field Lacrosse Sector in consultation with the Officiating Committee Chairperson for a two (2) year term each even numbered year and be ratified by the Board of Directors.

23.2.5.2 Responsibilities of the position include:

23.2.5.2.1 developing and maintaining an Officials Development and Certification program for the Men's Field Sector;

23.2.5.2.2 administering the Officiating component of the national championships for the Men's Field Sector;

23.2.5.2.3 administering and coordinating the International component of the Officiating program for the Men's Field Sector as required;

23.2.5.2.4 sitting as a member of the Officiating Committee reporting to and being accountable to the Committee Chairperson.

### 23.2.6 Women's Field Umpire-in-Chief (UIC)

23.2.6.1 This person shall be recommended by the CLA Women's Field Lacrosse Sector in consultation with the CLA Officiating Committee Chairperson for a two (2) year term each even numbered year and be ratified by the CLA Board of Directors.

23.2.6.2 Responsibilities of the position include:

23.2.6.2.1 developing and maintaining an Officials Development and Certification program for the Women's Field Sector;

23.2.6.2.2 administering the Officiating component of the national championships for the Women's Field Sector;

23.2.6.2.3 administering and coordinating the International component of the Officiating program for the Women's Field Sector as required;

23.2.6.2.4 sitting as a member of the Officiating Committee reporting to and being accountable to the Women's Field Sector Chair.

### 23.2.7 NOCP Technical Committee

23.2.7.1 An NOCP technical committee will be created to complete tasks assigned to it.

23.2.7.2 The members of this committee will be appointed by the Officiating Committee Chair in consultation with the Board of Directors.

23.2.7.3 This committee will report back to the Committee.

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23.2.7.4 The responsibilities of the NOCP Technical Committee include:

- 23.2.7.4.1 Continuous upgrading of technical material for the National Officiating Certification Program;
- 23.2.7.4.2 Ensure word smithing of rules is correct to eliminate confusion and ensure proper administration;
- 23.2.7.4.3 Continuous upgrading of current situations of Rules of Play as required;
- 23.2.7.4.4 Annual review of all documentation/forms placed on the CLA website for officiating.

23.2.8 The Committee is responsible for:

- 23.2.8.1 program planning;
- 23.2.8.2 development of technical materials;
- 23.2.8.3 monitoring and maintaining the national database as defined in this section;
- 23.2.8.4 setting priorities on tasks identified in conjunction with the committees;
- 23.2.8.5 budget submissions;
- 23.2.8.6 communications with MA heads of officiating or Referee-In-Chiefs (RIC);
- 23.2.8.7 assisting the MAs in the development of program delivery;
- 23.2.8.8 recommendations to the Directors of the CLA and the Sectors on officiating development, certification and program delivery;
- 23.2.8.9 generating funds through specific projects to support the activities and functions of the Officiating Program;
- 23.2.8.10 recognizing Official's excellence through an Official's Recognition Program.

## **23.3 NOCP DATABASE**

23.3.1 The national database is a comprehensive listing of all officials across the country and in all sectors. The database will list all pertinent information regarding the officials including:

- 23.3.1.1 ratings;
- 23.3.1.2 activity;
- 23.3.1.3 dates of upgrading;
- 23.3.1.4 supervisory commentary;
- 23.3.1.5 contact information.

23.3.2 The database will provide a guide for resource and needs assessment as well as provide a statistical and communications base for the Officiating Program.



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## **23.4 MANUALS**

23.4.1 The main component of the certification program is the system of instructional and educational manuals to be used by officials.

23.4.2 The system of manuals is divided into three categories:

23.4.2.1 Official's Manual – the educational and reference work for officials;

23.4.2.2 Instructor's Manual – to assist course instructors in the upgrading of officials' qualifications; and

23.4.2.3 Supervisor's Manual – to assist in the evaluation and review of officials' performance.

23.4.3 The Sector must ensure that these manuals are developed and disseminated to the officiating community in each MA. The development of these manuals is subject to the availability of finances, and the needs and priorities as established by the Committee.

## **23.5 PROGRAM DELIVERY**

23.5.1 The CLA, through the Committee, is responsible for providing:

23.5.1.1 leadership for the ongoing development, maintenance, and evaluation of the NOCP;

23.5.1.2 consultation and assistance to the MAs for the implementation of the certification programs;

23.5.1.3 national registration of certified officials, primarily through the National Database, and a system of recognition of the certification of officials;

23.5.1.4 development and dissemination of technical materials to the MAs;

23.5.1.5 development of standards for certification and course delivery;

23.5.1.6 training and development of Master Course Conductors to service the needs of the members in the delivery of the certification program.

23.5.2 The MAs are responsible for:

23.5.2.1 delivery of certification courses to the officials under their authority;

23.5.2.2 ensuring that the delivery of the certification program adheres to the guidelines and standards established by the Officiating Committee;

23.5.2.3 ensuring that the administration of the courses is completed and that all qualified officials are properly accredited.

## **23.6 OFFICIALS TO NATIONAL CHAMPIONSHIPS**

23.6.1 See the National Championships section of this manual.

## **23.7 OFFICIALS TO INTERNATIONAL COMPETITIONS**

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23.7.1 Within Canada, certification at the international level may only be awarded by the Officiating Committee under the established guidelines for the appropriate Sector.

### 23.7.2 *World Indoor (Box) Championships*

23.7.2.1 The CLA Chair of Officiating, Director of High Performance and International Relations and the NOCP Committee shall appoint the officials for any International Championship/Competitions. All officials must have the following qualifications:

23.7.2.1.1 Must be able to obtain a Canadian passport

23.7.2.1.2 Previous experience officiating at comparable competition level

23.7.2.1.3 Registered in the NOCP Data Bank

23.7.2.1.4 Certified CLA referee in the current year

23.7.2.1.5 Meet WL eligibility rules for officiating

23.7.2.1.6 Recommended by the MA

23.7.2.1.6.1 In the event an MA does not have an RDC/Referees' Association for that jurisdiction, the RIC has the authority to recommend individuals.

23.7.2.1.7 Approved by the CLA RIC of that sector

23.7.2.1.8 Criminal record check within one year of departure to the event

### 23.7.3 *World Men's Field Championships (Senior and Junior)*

23.7.3.1 The Selection Committee shall consist of the following persons:

23.7.3.1.1 Men's Field Sector Referee-in-chief;

23.7.3.1.2 Men's Field Sector Chairperson;

23.7.3.1.3 CLA Officiating Committee Chairperson.

23.7.3.1.4 CLA Director Domestic Development

23.7.3.1.5 CLA Director of High Performance and International Relations;

23.7.3.1.6 If any of the above are not available, the other members shall appoint a replacement subject to the approval of the CLA Board of Directors.

#### 23.7.3.2 Eligibility

23.7.3.2.1 Candidates must be registered and in good standing with an MA.

23.7.3.2.2 Candidates must be an active participant in the Officiating Program within the MA and their application must be approved

by the MA. There is no limit to the number of candidates a MA may recommend subject to the eligibility criteria.

23.7.3.2.3 Candidates must be certified at level 4 or higher for Men's Field.

23.7.3.2.4 Candidates must have officiated at a Senior or Junior National Championship in the year prior to or during the selection year. (e.g. for selection in 2016, the candidate must have officiated at a national championship in 2014 or 2015.)

23.7.3.2.5 Candidates must meet WL eligibility rules for officiating.

### 23.7.3.3 Selection Process

23.7.3.3.1 MAs will be notified of the request for eligible candidates by the Men's Field Sector Referee-In-Chief by March 31 one year prior to the year of the competition. (e.g. for the 2016 Worlds, notice to be sent by March 31, 2015.)

23.7.3.3.2 The prospective candidates are to submit an application form with MA approval, and may be asked to submit a registration fee, to the CLA Head Office by April 30 of the year prior to the competition. (e.g. for the 2016 Worlds, submitted by April 30, 2015.)

23.7.3.3.2.1 On their application, candidates must divulge whether they have a criminal record and if they have any pending criminal charges.

23.7.3.3.3 The CLA Head Office will forward the list of all candidates to the Selection Committee as defined in this Section.

23.7.3.3.4 The Selection Committee shall review the list of recommended candidates and select candidates to attend a selection camp which shall be held in conjunction with at least one of the following events:

First Nations/Alumni Cup

Ross Cup/Victory Cup

The final selection camp of the team being chosen to compete in the upcoming world championship.

23.7.3.3.5 Selected candidates may be asked to cover some or all of the cost of their own travel and accommodations to attend the camp.

23.7.3.3.6 The selection committee will appoint 2-3 assessors to conduct the necessary testing and assessments. After the selection camp, the assessments and test results will be submitted to the Selection Committee for their review and final selection. Final selections will then be ratified by the Board of Directors.

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- 23.7.3.3.7 The selected candidates shall be notified in writing by the CLA Head Office before October 31 of the year prior to the year of competition. Such notification shall also contain any conditions and financial commitments required of the selected candidates.
- 23.7.3.3.8 Selected candidates must have a criminal record check completed within 6 months after their selection.
  - 23.7.3.3.8.1 Any fees required to obtain a criminal record check will have to be paid by the candidate but will be refunded by the CLA upon submission of the completed criminal record check and the appropriate receipt to the CLA Office.
  - 23.7.3.3.8.2 If a criminal record is found, the CLA Board of Directors will review it and reserves the right to remove the candidate from participation. Any costs incurred to date would be the responsibility of the candidate, not the CLA.
  - 23.7.3.3.8.3 If any criminal charges are brought against a candidate after they've been selected, or they violate the CLA code of conduct, the CLA reserves the right to move the issue to a discipline committee and/or to remove that candidate from participation and determine who is responsible for any costs incurred to date.
- 23.7.3.3.9 The candidates' acceptance must be received at the CLA Head Office by November 15 of the year prior to the year of competition.
- 23.7.3.3.10 Letters of regret to unsuccessful candidates shall be sent by the CLA Head Office by November 15 of the year prior to the year of competition.

### *23.7.4 World Women's Field Championships (Senior and U19)*

- 23.7.4.1 The Selection Committee shall consist of the following persons:
  - 23.7.4.1.1 Women's Field Sector Umpire-in-chief;
  - 23.7.4.1.2 Women's Field Sector Chairperson;
  - 23.7.4.1.3 CLA Officials Committee Chairperson.
  - 23.7.4.1.4 CLA Director of Domestic Development
  - 23.7.4.1.5 CLA Director of High Performance and International Competition;
  - 23.7.4.1.6 If any of the above are not available, the other members shall appoint a replacement subject to the approval of the CLA Board of Directors.

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## 23.7.4.2 Eligibility

- 23.7.4.2.1 Candidates must be registered and in good standing with a MA.
- 23.7.4.2.2 Candidates must be an active participant in the Officiating Program within the MA and their application must be approved by the MA. There is no limit to the number of candidates a MA may recommend subject to the eligibility criteria.
- 23.7.4.2.3 Candidates must be certified at level 3 or higher for Women's Field for the U19 Championships and a WL International rating for the Senior Championships.
- 23.7.4.2.4 Candidates must have officiated at a Senior or Junior National or Provincial Championship in the year prior to or during the selection year. (e.g. for selection in 2017, the candidate must have officiated at a national or Provincial championship in 2015/2016.)
- 23.7.4.2.5 Candidates must meet WL eligibility rules for officiating.

## 23.7.4.3 Selection Process

- 23.7.4.3.1 MAs will be notified of the request for eligible candidates by the Women's Field Sector Umpire-In-Chief by March 31 one year prior to the year of the competition. (e.g. for the 2017 Worlds, notice to be sent by March 31, 2016.)
- 23.7.4.3.2 The prospective candidates are to submit an application form with MA approval, and may be asked to submit a registration fee, to the CLA Head Office by April 30 of the year prior to the competition. (e.g. for the 2017 Worlds, submitted by April 30, 2016.)
  - 23.7.4.3.2.1 On their application, candidates must divulge whether they have a criminal record and if they have any pending criminal charges.
- 23.7.4.3.3 The CLA Head Office will forward the list of all candidates to the Selection Committee as defined in this Section.
- 23.7.4.3.4 The Selection Committee shall review the list of recommended candidates and select candidates to attend a selection camp which shall be held in conjunction with an approved event.
- 23.7.4.3.5 Selected candidates may be asked to cover some or all of the cost of their own travel and accommodations to attend the camp.
- 23.7.4.3.6 The selection committee will appoint 2-3 assessors to conduct the necessary testing and assessments. After the selection camp, the assessments and test results will be submitted to

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the Selection Committee for their review and final selection. Final selections will then be ratified by the Officials Committee.

- 23.7.4.3.7 The selected candidates shall be notified in writing by the CLA Head Office before October 1 of the year prior to the year of competition. Such notification shall also contain any conditions and financial commitments required of the selected candidates based on the information that the CLA has to date on the specific world event.
- 23.7.4.3.8 Selected candidates must have a criminal record check completed within 6 months after their selection.
  - 23.7.4.3.8.1 Any fees required to obtain a criminal record check will have to be paid by the candidate, but will be refunded by the CLA upon submission of the completed criminal record check and the appropriate receipt to the CLA Office.
  - 23.7.4.3.8.2 If a criminal record is found, the Board of Directors will review it and reserves the right to remove the candidate from participation. Any costs incurred to date would be the responsibility of the candidate, not the CLA.
  - 23.7.4.3.8.3 If any criminal charges are brought against a candidate after they've been selected, or they violate the CLA code of conduct, the CLA reserves the right to move the issue to a discipline committee and/or to remove that candidate from participation and determine who is responsible for any costs incurred to date.
- 23.7.4.3.9 The candidates' acceptance must be received at the CLA Head Office by October 15 of the year prior to the year of competition.
- 23.7.4.3.10 Letters of regret to unsuccessful candidates shall be sent by the CLA Head Office by October 15 of the year prior to the year of competition.
- 23.7.4.3.11 WL will provide the CLA a request for nominations of officials for the relevant World event by November 1<sup>st</sup> of the year prior to the competition. This request may include restrictions on the number of nominations they will accept from the National Federation. The CLA will create a ranking list of the selected officials based upon performance in established categories and will provide a list of nominations to WL based on that ranking. Once WL has notified the CLA of the final selections, the CLA will ensure that each official is contacted with the information of their selection and any details from WL about travel and logistics around the World program for the selected officials at that time.

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### 23.7.5 WL RIC and Deputy RIC Nomination/Selections

- 23.7.5.1 Send out application to MA's to distribute to officials, within MA, for named nominations for the specific position with list of the position roles and responsibilities and qualifications as per WL application form. Application to be posted on CLA website.
  - 23.7.5.1.1 Nominations must include a lacrosse resume.
  - 23.7.5.1.2 Nominations must meet the qualifications of the WL application
  - 23.7.5.1.3 Nominated individuals must be a member, in good standing, of the MA.
  - 23.7.5.1.4 Nominated individuals must be supported by the MA.
  - 23.7.5.1.5 The MA can submit more than one nomination.
- 23.7.5.2 The Selection Committee shall review all nominations and select a candidate from the submitted nominations and send to WL.
  - 23.7.5.2.1 The Selection Committee consists of the following persons:
    - 23.7.5.2.1.1 CLA Officials Committee Chair
    - 23.7.5.2.1.2 CLA Director High Performance & International Relations
    - 23.7.5.2.1.3 CLA Director Domestic Development
    - 23.7.5.2.1.4 Sector RIC/UIC (for specific application designation)
    - 23.7.5.2.1.5 CLA Program Coordinator
    - 23.7.5.2.1.6 If applicant is one of the above a CLA Board of Director would be selected, as a replacement, by the remaining committee members.

### 23.8 INTERNATIONAL RELATIONS

- 23.8.1 International relations regarding officiating should be the responsibility of the designated member of the Officiating Committee or person identified by the Committee. This includes representation on international bodies, input and correspondence with international bodies in matters relating to officiating.

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## 24 SECTION 24: NATIONAL CHAMPIONSHIPS AND COMPETITIONS

### 24.1 GENERAL

24.1.1 All forms referred to in this Section can be obtained from the CLA website at [www.lacrosse.ca](http://www.lacrosse.ca) or through the CLA Head Office. Examples of these forms are included in the Appendices to this manual as follows:

- 24.1.1.1 Notice of Attendance (Appendix 25-5)
- 24.1.1.2 Acknowledgement of Risk and Liability Release and Code of Conduct for Under the Age of Majority (Appendix 25-6)
- 24.1.1.3 Acknowledgement of Risk and Liability Release and Code of Conduct for Over the Age of Majority (Appendix 25-7)
- 24.1.1.4 Team Registration (Rosters) (Appendix 25-8)
- 24.1.1.5 Accommodation Declaration (Appendix 25-9)
- 24.1.1.6 Championship Trophy/Cup Agreement (Appendix 25-10)
- 24.1.1.7 Calendar of CLA National Championships (Appendix 25-12)

### 24.2 GUIDING POLICY

24.2.1 National Championships and Competitions, including Invitational Nationals, are event properties owned by the Association and must be conducted in the best interests of the development of all MAs. To be effective they must involve commitment, cooperation and communication among all the MAs and the CLA Board and Staff.

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

24.2.3 National Championships and Competitions should be perceived as competitive, organized and representative. Regardless of their format they should be the culmination of the year's competition. They 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 among all participants.

24.2.4 National Championships and Competitions are a vehicle for the enhancement, growth and promotion of the sport of lacrosse to or through the:

- 24.2.4.1 lacrosse community;
- 24.2.4.2 general public;
- 24.2.4.3 corporate sponsors;
- 24.2.4.4 media;
- 24.2.4.5 government.

24.2.5 National Championships and Competitions shall adhere to the regulations of this Manual.

24.2.6 National Championship Agreements signed between MAs, such as but not limited to the Mann and Minto agreements shall meet or exceed the standards outline in this Section.

24.2.7 The CLA National Event Hosting Guide may also be referenced with respect to hosting a national championship or competition.

24.2.8 The National Championship schedule will be created by the CLA and approved by the Director National Championships or designate in conjunction with Sector Chair.

### **24.3 BOX LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.3.1 In order to be eligible to play in any CLA National Box Championship, a player must meet the eligibility requirements of their respective MA's regional play-downs. For Minor Nationals, a player must be eligible to play in play-downs in any jurisdiction in the MA where they are registered. They may play for the MA where they are registered or they may play for the MA where they reside or for the First Nations MA if they are a member of the Iroquois Confederacy. On an annual basis, upon approval by the Box Sector, exceptions to this policy may be made by the Board to allow an MA to pick up players from another MA without the necessity of a transfer.

#### **24.3.2 Approved Championships and Competitions**

24.3.2.1 The CLA shall endeavour to conduct national competitions at the Masters, Senior, Junior, 17U, 14U and 12 levels on an annual basis. The Masters, Senior, Junior and intermediate competitions shall be designated as Major Championships. The 17U, 14U, and 12U competitions shall be designated as Minor Competitions.

24.3.2.2 The Senior A championship of Canada shall be conducted annually under the guidelines established by the agreement of participants to which all participating MAs, leagues that qualify and the CLA must be signatories.

24.3.2.2.1 Any MA applying to enter Senior A Championships, shall post a five thousand dollar (\$5000.00) bond with the CLA Head Office. This bond will be held in trust by the CLA until a five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs.

24.3.2.3 The Senior B championship of Canada shall be conducted annually on the Labour Day Weekend of September on the basis of one (1) representative team per MA. The Host MA shall be allowed to enter

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the local host association or club as a second team in the competition.

24.3.2.3.1 The schedule for Presidents Cup will be a full round robin.

24.3.2.3.1.1 The schedule involving 7 registered teams or less will be a full round robin

24.3.2.3.1.2 The schedule involving 8 or more registered teams will consist of two (2) Pools with teams seeded 1,4,5,8,9 in one Pool, and teams seeded 2,3,6,7,10 in the other Pool.

24.3.2.3.1.2.1 A Task Force chaired by the CLA Director of National Championships and consisting of the Box Sector Chair and two (2) individuals appointed by the Member Council – one individual representing a Small MA, and one individual representing a Large MA – will be responsible for seeding all participating teams as per 24.3.2.3.1.2

24.3.2.3.1.2.2 Round Robin format will see teams play all other teams in their Pool.

24.3.2.3.1.3 In all round-robin play, the round-robin will be followed by cross-over games to ensure that the competition is fair and reasonable. The cross-over shall be as follows: The 1<sup>st</sup> place team in each pool gets a bye. The 2<sup>nd</sup> place team in pool A vs 3<sup>rd</sup> place team in pool B, The 2<sup>nd</sup> place team in pool B vs 3<sup>rd</sup> place team in pool A. The winners of these two games will play the opposite pool 1<sup>st</sup> place team in the pool that they have moved to. The winners of these two games will go to the gold medal game and the losers to the bronze medal game.

24.3.2.3.2 The rating of the MAs as defined in Section 18 are as follows:

BC	Type 2
SK	Type 3
ON	Type 1
NS	Type 3
NB	Type 3

AB	Type 2
MB	Type 3
QC	Type 3
CanAm	Type 2
TNLL	Type 3

24.3.2.3.3 Grandfather the previous AMA's Three Nations Lacrosse to continue to participate in the Presidents Cup.

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- 24.3.2.3.4 Upon the awarding of the Presidents Cup to the FNLA, depending on the League in the Association that is awarded the tournament be eligible to enter the Host Team plus league champion.
  - 24.3.2.3.5 In round robin tournament plan, all games are final after 3 periods of regulation play.
  - 24.3.2.3.6 Should the final score be a tie and the end of regulation play, the game shall be recorded as such, with each team receiving one (1) point.
- 24.3.2.4 The Junior A championship of Canada shall be conducted under the policies established by unanimous agreement of all participating MAs, and the CLA.
- 24.3.2.4.1 Qualifications
    - 24.3.2.4.1.1 The MA must have a Junior A league registered with two (2) or more teams. The players on the team roster must be registered as Junior A players.
    - 24.3.2.4.1.2 The Jr. A League must play a minimum of ten (10) games per team.
    - 24.3.2.4.1.3 BCLA and OLA to be type 1 and Alberta type 2 for the Minto Cup National Championship. These players must be non-imports.
    - 24.3.2.4.1.4 The MA has to have a minimum best two (2) out of three (3) playoff round.
    - 24.3.2.4.1.5 The MA Jr. A Champion to move on to National Championships.
    - 24.3.2.4.1.6 Any MA applying to enter Junior A Championships shall post a five thousand dollar (\$5000.00) bond with the CLA Head Office. This bond will be held in trust by the CLA until the five (5) year commitment of participation in the championship is completed whereupon it will be returned in full to the MA. If the commitment is not met for any reason this bond shall be forfeited in full and evenly dispersed between the remaining participating MAs.
  - 24.3.2.4.2 Engraving of name on Minto Cup Replica
    - 24.3.2.4.2.1 Winning teams will have their names engraved on the replica Minto Cup Trophy
    - 24.3.2.4.2.2 The total number of names to be engraved will not exceed thirty-five (35).

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24.3.2.4.2.3 These names will be taken from the team registration form submitted at the coaches meeting prior to the start of the competition as follows:

24.3.2.4.2.3.1 The five (5) Bench personnel;

24.3.2.4.2.3.2 The twenty-five (25) players;

24.3.2.4.2.3.3 The twenty-sixth (26) player who is designated as the extra goalie, provided he is included on a game sheet and dressed to play during the competition;

24.3.2.4.2.4 In addition to the names above, the following may also be included:

24.3.2.4.2.4.1 The team General Manager;

24.3.2.4.2.4.2 The team President;

24.3.2.4.2.4.3 Two additional names of players may be added if extenuating circumstances prevented them from being included on the team registration form. These names must be submitted in writing to the CLA Board of Directors stating reasons for their inclusion by September 30th of the year which the team won the trophy. The decision to include or exclude these individuals rest solely with the Board of Directors and their decision is final and binding and not subject to appeal.

24.3.2.5 The Junior B championship of Canada shall be conducted annually commencing the third week of August (unless otherwise approved by the Sector Chair). A total of one team may be entered from any MA (subject to the approval of their participation by their MA), as well as a host team.

24.3.2.5.1 The schedules for the Founders' Tournament to be a full round-robin.

24.3.2.5.1.1 The schedule involving 7 registered teams or less will be a full round robin

24.3.2.5.1.2 The schedule involving 8 or more registered teams will consist of two (2) Pools with teams seeded **1,4,5,8,9** in one Pool, and the team seeded **2,3,6,7,10** in the other Pool.

24.3.2.5.1.2.1 A Task Force chaired by the CLA Director of National Championships and consisting of the Box Sector Chair and two (2) individuals appointed by the Member Council – one individual representing a Small MA, and one

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individual representing a Large MA – will be responsible for seeding all teams as per 24.3.2.5.1.2

24.3.2.5.1.2.2 Round robin format will see teams play all other teams in their Pool

24.3.2.5.1.3 In all round-robin play, with 8 or more teams, the round-robin will be followed by cross-over games to ensure that the competition is fair and unbiased. The cross-over shall be as follows: 1<sup>st</sup> pool A vs 2<sup>nd</sup> pool B, 1<sup>st</sup> pool B vs 2<sup>nd</sup> pool A. The winners go to the gold medal game and the losers go to the bronze medal game. In the Founder's the 3<sup>rd</sup> and 4<sup>th</sup> place teams also crossover to determine who goes to the (non-CLA) Tier 2 trophy game.

24.3.2.5.2 The rating of the MAs as defined in Section 18 are as follows:

BC	Type 2
SK	Type 3
ON	Type 1
NS	Type 3

AB	Type 2
MB	Type 3
QC	Type 3
FNLA	Type 3

24.3.2.6 17U (male and female), 14U (male and female) 12U and Junior Women: Only one representative from each MA at each minor level meeting the criteria as set out, will be allowed to enter a National Competition.

24.3.2.6.1 A representative from at least four MAs at each level must be entered in order to conduct the competition at the Minor level.

24.3.2.6.2 Each MA will submit a Provincial All-star team.

24.3.2.6.3 All competitions shall be held in one centre that meets the set criteria, to be designated two years in advance.

24.3.2.6.4 Minor Competitions shall be held on the first week of August each year.

24.3.2.6.4.1 Junior Women's box nationals shall be held in conjunction with the female minor national's competition.

24.3.2.7 Inter-Member Tournament

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- 24.3.2.7.1 Any Minor Association, defined as an association within a MA meeting their MA obligations will be eligible to host or attend an Inter-Member Tournament.
- 24.3.2.7.2 Each eligible association must meet the hosting criteria.
- 24.3.2.7.3 Teams can be Type 1, 2 or 3 as authorized by their governing body and may participate in Tiers A, B, C, etc., as competition dictates.
- 24.3.2.7.4 There must be at least two non-host provinces represented.
- 24.3.2.7.5 Teams must enter by October 31 of the year preceding the competition.
- 24.3.2.8 Masters: Competitions in the Masters category will be sanctioned as National Invitational Tournaments (NIT).
- 24.3.2.9 Awarding of Sr. B and Jr. B Championships
  - 24.3.2.9.1 The selection of host for Founders tournament will follow even years in the West (AB, SK, MB, BC) and odd years for the East (FNLA, QC, NB, NS, OLA). The inability to host would not relegate the MA to the bottom of the rotation if they wish to trade spots with another MA in their East/West group. MA must participate in the previous year in order to be eligible to host
  - 24.3.2.9.2 The selection of host for Presidents Cup will follow odd years in the West (AB, SK, MB, BC) and even years for the East (CANAM, TNSLL, QC, NB, NS, OLA). The inability to host would not relegate the MA to the bottom of the rotation if they wish to trade spots with another MA in their East/West group. MA must participate in the previous year in order to be eligible to host.
  - 24.3.2.9.3 In the event that there is more than one MA in the East or West, as the case may be, tendering a bid which satisfies the minimum criteria, and if any of tendering MA's have not hosted the Championship since the other tendering MA, then only those MA's are eligible to be selected to host the Championship.
  - 24.3.2.9.4 Unless otherwise directed at the Box Sector Meeting at the SAGM the selection of the host, for the following year, will be done at that meeting. Any bid must be submitted in writing and comply with CLA hosting criteria.
  - 24.3.2.9.5 The Host must provide notice to the Sector whether they will host their respective championship for the year identified on the rotation. Notice must be given to the CLA Office and Sector Chair, no later than January 15<sup>th</sup> in the year preceding the championship.

### 24.3.3 Approved Trophies and Awards

24.3.3.1 The following is the list of approved trophies for competition at national championships/competitions:

- 24.3.3.1.1 Senior A – The Mann Cup
- 24.3.3.1.2 Senior B – The Presidents' Cup
- 24.3.3.1.3 Junior A – The Minto Cup
- 24.3.3.1.4 Junior B – The Founders' Trophy
- 24.3.3.1.5 17U A – The Tackaberry Trophy
- 24.3.3.1.6 17U B – Bill McBain Trophy
- 24.3.3.1.7 14U A – The Commissioner's Trophy
- 24.3.3.1.8 14U B – CLA Directors Trophy
- 24.3.3.1.9 12U A – The E.G. Dopp Trophy
- 24.3.3.1.10 12U B – E.D. Blair Trophy
- 24.3.3.1.11 Female 14U – Rose Engemann Trophy
- 24.3.3.1.12 Female 17U – Dorothy Robertson Trophy
- 24.3.3.1.13 Junior Women's – Carol Patterson Trophy

24.3.3.2 The Host Committee shall award the members of Canadian championship or competition teams suitable medals, plaques or other such award as deemed appropriate by the CLA in the following amounts:

- 24.3.3.2.1 Major Championships – 30
- 24.3.3.2.2 Minor Competitions – 25

### **24.4 MEN'S FIELD LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.4.1 The men's field lacrosse sector shall govern the following types of competitions:

- Canadian National Championships
- Canadian Invitational Tournaments

#### 24.4.2 Approved Competitions

24.4.2.1 The Association shall endeavor to conduct competitions at the Masters, Senior, U18, U15 and U13 levels on an annual basis.

#### 24.4.3 MA Championship Qualifications

##### 24.4.3.1 Senior Competitions

24.4.3.1.1 The Senior Championships of Canada shall be conducted annually on the basis of one (1) representative team per MA



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league or province per trophy (i.e. 1 team for the Ross Cup; 1 for the Victory Cup).

- 24.4.3.1.2 The Masters and Senior league players must have played a minimum of three (3) league games in order to play.
- 24.4.3.1.3 If playoffs are used, to determine the representative of a MA to a national championship they must be completed two (2) weeks prior to the scheduled start of the competition to allow for Host preparations.
- 24.4.3.1.4 The MA Masters and Senior Champions may move on to the National Championship.
- 24.4.3.1.5 The rating of the MAs as defined in Section 19.4.2 are as follows:

BC	Type 2
SK	Type 3
ON	Type 2
NS	Type 3
NB	Type 3
AB	Type 3
MB	Type 3
QC	Type 3
FNLA	Type 3
PEI	Type 3
NFLD	Type 3

## 24.4.3.2 U18/U15 Championships

- 24.4.3.2.1 The U18 Men`s and U15 Field Championships shall be conducted annually on the basis of one (1) provincial/territorial team per age division per MA.

24.4.3.3 Any MA wishing to participate in a national championship for the first time must give notice of intention to compete at the SAM of the year wishing to compete in.

24.4.3.4 Any MA wishing to host a national championship when it is their turn in the rotation must notify the CLA office and Men`s Field Sector Chair no later than January 15<sup>th</sup> in the year preceding the championship.

- 24.4.3.4.1 To be eligible to host a national championship when it is their turn in the rotation, an MA must have sent a team to that championship in the year prior. For purposes of hosting through the National Championship rotation, attendance at either the U18 or U15 age divisions constitutes the right to host in the determination of the tournament rotation.

## 24.4.3.5 Tournament Scheduling

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- 24.4.3.5.1 Each Championship shall be operated by a format and set of instructions indicated in Appendix 25-12: Calendar of CLA National Championships.
- 24.4.3.5.2 The Masters and Senior shall divide Championship entries into two pools. The MA Host and their champion will be put into different divisions. The rest of the teams will be placed into each pool by drawing of names. The format followed from this point on must be approved by MA representatives for the Division splitting to decide the teams playing for either the Division 1 – Ross Cup or the Division 2 – Victory Cup.
- 24.4.3.5.3 The chart below contains dates and format for each category of competition.

<b>Category</b>	<b>Dates</b>	<b>Format</b>
Masters	To be determined	Division – Round Robin
Senior Division I P.D. Ross Trophy	Long weekend in October	Division – Round Robin
Senior Division II Victory Cup	Long weekend in October	Division – Round Robin
U18 Men’s First Nations Trophy	Long weekend in September	Split – Round Robin
U15 Alumni Cup	Long weekend in September	Split – Round Robin
U13	To be determined	Split – Round Robin

### 24.4.4 Approved Trophies and Awards

24.4.4.1 The following is the list of approved trophies for competition at national championships and competitions:

- 24.4.4.1.1 Senior – Ross Cup/Victory Trophy
- 24.4.4.1.2 U18 – First Nations Trophy
- 24.4.4.1.3 U15 – Alumni Cup

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24.4.4.2 The Host Committee shall award the members of winning teams suitable medals, plaques or other such awards as deemed appropriate by the CLA in the following amounts:

24.4.4.2.1 Senior Competitions – 30

24.4.4.2.2 U18, U15 and U13 Competitions – 30

24.4.4.3 Awards will be given for Championship MVP and All-Star team by position as follows: 1 – goalie, 3 – defense and 3 – midfielders, 3 – attack).

24.4.4.4 The Championship trophy or Championship Cup shall be presented to the winning team. A replica for first time winners will be presented to the winning team's MA at the CLA AM. Previous replica recipients will only receive a plate with the current year to update the replica.

### **24.5 WOMEN'S FIELD LACROSSE NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

#### 24.5.1 Approved Competitions

24.5.1.1 The Association shall conduct national championships at the Senior and Junior levels on an annual basis, as warranted by the circumstances. The National Championship Tournament for Women's Field shall be held at dates set by the Women's Field Sector, in conjunction with the Director National Championships and Tournament Host.

24.5.1.2 The Junior tournament shall be held in conjunction with the Senior tournament.

#### 24.5.2 Approved Trophies and Awards

24.5.2.1 The Dorothy Robertson Trophy is awarded annually to the top Senior Canadian team in the National Championship Tournament.

24.5.2.2 The Jenny Kyle Trophy is awarded annually to the top Junior Canadian team in the National Championship Tournament. Invited and non-Canadian teams are not eligible to compete in the medal round for these awards.

24.5.3 Where non-Canadian or invited teams participate in the Nationals, a National Championship Tournament Trophy is to be awarded annually to the top team in the Tournament. All registered teams participating in the preliminary round are eligible to compete for this award.

24.5.4 The National Championship Medallions (gold, silver and bronze) are awarded to the first, second and third place Canadian teams. Invited and non-Canadian teams are not eligible to receive these awards. The Host is responsible for ordering and purchasing a maximum of twenty (20) of each medallion from the CLA. Requests for medals in excess of this amount are at the cost of the requesting team.

#### 24.5.5 Tournament Scheduling

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- 24.5.5.1 Each match in the preliminary round will be consistent with the World Lacrosse Women's Field Lacrosse Rules.
- 24.5.5.2 During the medal round, each match will be consistent with the World Lacrosse Women's Field Lacrosse Rules.
- 24.5.5.3 A schedule of games times, transportation arrangements and ceremonies must be made available to the participants prior to the commencement of the competition.

### **24.6 MEMBER ELIGIBILITY**

- 24.6.1 The National Championship and Competitions are open to all MA's.
- 24.6.2 Each MA who qualifies to enter a team in a National Championship or Competition must have a permanent bond on deposit with the CLA to act as a guarantee of performance and compliance with the regulations of the CLA.
- 24.6.3 All permanent bonds must be in good standing. If the CLA has depleted them for cause, the bond must be replenished to the required amount no later than thirty (30) days prior to the first National Championship or Competition for which the MA's teams are registered to participate in. If not, they will forfeit their opportunity to participate.

### **24.7 PERFORMANCE BONDS**

- 24.7.1 Each MA's permanent bond, on deposit with the CLA, will be used as a performance bond. It will be used to cover all or part of any expenses due to negligence or wrongful activity on the part of the participants representing said MA at a national championship such as but not limited to arena and hotel damage.
- 24.7.2 Any shortfall between actual expenses and the permanent bond will be billed to the MA.
- 24.7.3 *Sanction of Host*
  - 24.7.3.1 The selection of the MA to host a national championship or competition is an operational decision under the authority of the governing Sector and will be made at the Sector meeting the year preceding the championship or competition.
  - 24.7.3.2 The hosting rights are awarded to a MA in good standing and are conditional on the MA remaining in good standing with the CLA. Participation by a team from the MA in the championship or competition in the year prior to hosting is also required.
  - 24.7.3.3 An Application with bid to Host must be submitted by the MA at the SAM to the appropriate Sector in the year preceding the competition. The Application must identify a Host Committee. The Sector will review and select the Host.
    - 24.7.3.3.1 Host Committee that will be responsible for the planning and execution of every aspect of the National Championship or Competition.

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- 24.7.3.4 The Directors of the Association shall approve the Host at a meeting of the Directors.
- 24.7.3.5 A Hosting Agreement, which will be the contract between the CLA, the MA and the Host shall be completed by the National Office and signed by the three parties within thirty (30) days of the awarding of the hosting rights.
- 24.7.3.6 The tournament sanction fee is due 30 days after the Hosting Agreement is signed.
- 24.7.3.7 Failure to comply with the above deadlines will result in a fine of \$100 being applied monthly until the deadline is met.
- 24.7.3.8 Applications to Host shall contain the following information and criteria:
  - 24.7.3.8.1 facility information and agreement in principle;
  - 24.7.3.8.2 transportation, local and airport arrangements;
  - 24.7.3.8.3 accommodation information and agreement in principle;
  - 24.7.3.8.4 program strategy and information required for production;
  - 24.7.3.8.5 volunteer's areas of responsibilities and numbers required;
  - 24.7.3.8.6 media strategy and timelines to distribute information and attract coverage;
  - 24.7.3.8.7 internet web page content and access strategy for use throughout the championship;
  - 24.7.3.8.8 identification of host committee;
  - 24.7.3.8.9 proposed event budget.

### **24.8 REGISTRATION FOR NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

- 24.8.1 Teams attending National Championships and Competitions must have the approval of their governing MA.
- 24.8.2 The MA is responsible for filing with the CLA Head Office a copy of the Notice of Attendance at National Championship and Competition on behalf of the attending teams.
- 24.8.3 The Notice of Attendance must be filed with the CLA Head Office on or before the date specified in Appendix 25-12: CLA Calendar of National Championships. Where the specific team or teams that will attend have not been decided, the MA shall file a form indicating that a team or teams to be specified at a later date will be attending specific championships or competitions. Further notice is to be sent when the team or teams have been decided.

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24.8.4 A registration fee must be paid by the MA's for each team that wishes to attend a National Championship or Competition in accordance with the procedures and deadlines as set in this Section.

24.8.5 The appropriate CLA Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct Form must be completed and signed by the following individuals:

24.8.5.1 all players or legal guardian;

24.8.5.2 all team personnel;

24.8.5.3 officials;

24.8.5.4 personnel as identified by the CLA Convenor

24.8.5.4.1 All of the above who have not signed the waiver will not be permitted to play or participate in the event.

24.8.6 MAs not complying with the appropriate due dates shall have their teams deemed ineligible for the Championship or Competition and shall be subject to a fine of \$250. The ruling of the team deemed ineligible will be done by the Director National Championships in consultation with the CLA Convenor and CLA Head Office.

24.8.7 In Box Lacrosse, playoffs to determine the representative of a MA to a National Championship or Competition must be completed one (1) week prior to the scheduled start of the event to allow for Host time for preparations.

*24.8.8 In Women's Field Lacrosse:*

24.8.8.1 MAs may enter more than one team in the competition. One team must be designated as the MA representative team. Only the designated team may play in the medal round for the National Championship title.

24.8.8.2 The Host may extend invitations to teams from other countries in order to enhance the competition and profile of the tournament. These teams can only compete for the tournament trophy and not the National Trophies.

### **24.9 REGISTRATION FEES**

*24.9.1 For Major Box Lacrosse National Championships*

24.9.1.1 The Host shall set the registration fees for the Championship or Competition. These fees shall be in consideration of the number of participants and the operating costs of the event. A budget must be filed with the CLA with their application to host. Entry fees will be set the year prior to the competition based on the following:

<b>Competition</b>	<b>Fees</b>	<b>Notes</b>
Presidents' Cup	\$1,200	If multiple venues will be used, the entry fee may be increased by \$200 so the host can

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		cover the expenses of an Assistant RIC and Convenor. A \$2,000 fine is to be charged for withdrawals after June 1 payable to the CLA. Should a host committee incur a financial loss in hosting the event as a direct result of a team withdrawing they may apply in writing with complete financial reporting to the Board of Directors at the CLA AGM for reimbursement equal to that of the fine collected.
Founders' Cup	\$1000 for single venue \$1,500 For 8 and 9 team events;	A \$2,000 fine is to be charged for withdrawals after June 1 payable to the CLA. Should a host committee incur a financial loss in hosting the event as a direct result of a team withdrawing they may apply in writing with complete financial reporting to the Board of Directors at the CLA AM for reimbursement equal to that of the fine collected. \$1000 to be paid with Notice of Attendance and \$500 to be paid on determination that the event will be comprised of 8 (or 9) teams
Junior Women's	\$1,000	The \$1,000 registration fee will still be charged if there is a withdrawal after January 31st deadline

24.9.1.2 The Host must notify the CLA Head Office the registration fee by May 1 of the year of the competition. The CLA office will notify the MA of the fees for each championship.

24.9.1.3 Non-refundable registration fees for Major National Championships shall be paid to the CLA Head Office on or before June 1 of each calendar year. Non-refundable registration fees for all Minor Box Championships shall be paid to the CLA Office on or before April 30th of each calendar year. CLA will forward to each Host Committee the appropriate fees thirty (30) days prior to the start of the championship or competition.

### 24.9.2 For Men's Field Lacrosse National Championships

24.9.2.1 The fees for National Championships and Competitions are as follows:

24.9.2.1.1 Masters - \$1,300

24.9.2.1.2 Senior Division I (P.D. Ross Trophy) - \$1,300

24.9.2.1.3 Senior Division II (Victory Cup) - \$1,300

24.9.2.1.4 Alumni Cup – U15, First Nations U18 - \$1500

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24.9.2.1.5 U13 - \$1,100

24.9.2.2 Upon receipt of the registration fee from each participant, the CLA Head Office will deduct \$100.00 to be directed to the National Team Program for that particular age division.

24.9.2.3 Registration fees shall be paid to the CLA Head Office on or before the date indicated in Appendix 25-12: CLA Calendar of National Championships. The CLA Head Office will forward to each Host the appropriate fees thirty (30) days prior to the start of the event. The total amount forwarded to the Host will be less the following:

24.9.2.3.1 hosting fee(s)

24.9.2.3.2 medals

24.9.2.4 Where the MA representative has not been finalized, the MA is responsible for ensuring the registration fee has been paid by the specified date. Failure to pay the fee(s) by the deadline will mean the MA have forfeited their right to play in the competition.

24.9.2.5 Withdrawal from an event must be made in writing to the Host, copied to the CLA Head Office, no less than thirty (30) days prior to the start of the competition. Failure to give the Host this period of notice will lead to forfeiture of the entry fee and a fine equal to the performance bond.

### *24.9.3 For Women's Field Lacrosse National Championships*

24.9.3.1 The entry fee is \$1500.00 for Senior events and \$1500.00 for Junior events, of which \$100.00 of each registration fee will be directed to the Women's Field National Team Program.

24.9.3.2 Registration fees shall be paid to the CLA Head Office on or before the date indicated in Appendix 25-12: CLA Calendar of National Championships. The CLA shall forward to each Host the appropriate fees thirty (30) days prior to the start of the event. A team which fails to adhere to the registration deadline may forfeit an opportunity to participate in the event.

24.9.3.3 Withdrawal from an event after Notice of Attendance is filed, as per Appendix 25-12, will result in forfeiture of the entry fee plus a fine to a maximum of \$1000. The entry fee will remain with the Host MA, and the fine will be used to off-set costs incurred by the Host MA and other participating MAs. The forfeiture fine amount will be levied by the Director of Domestic Competitions within 30 days of the competition. Decisions regarding distribution of the forfeiture fine will be decided by the Director of Domestic Competition in consultation with the Host Convenor, and distributed to the affected MAs within 45 days of the competition

## **24.10 NOTIFICATION OF TEAM REGISTRATION (ROSTERS)**



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24.10.1 Team registration forms must be signed by the signing authority of the MA the team is representing. This signature confirms that all players are eligible to compete in the championship or competition and where applicable (under policy 10.1.2.) have completed the CLA Anti-Doping education program or the CCES online education course and all bench personnel have the appropriate certification. MA's found, by the Discipline Committee, after a Hearing, to have knowingly or without reasonable diligence, signed the form with false information shall be subject to a \$2500 fine.

### *24.10.2 For Box Lacrosse National Championships and Competitions*

24.10.2.1 The MA shall ensure that all teams attending national championships or competitions shall have copies of their approved registration form.

24.10.2.2 The Team Registration form shall be limited to a maximum of twenty-five (25) players with the exception of Presidents Cup and Founders Cup where each competing team will be allowed a roster of 26 players – 3 of which are designated as goaltenders on the Team Registration Form. The number of players dressed for each game shall be governed by the rules of Box Lacrosse as issued by the CLA.

24.10.2.3 A completed or unsigned but substantially completed Team Registration Form shall be submitted to the CLA office (electronically via email or online form) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).

24.10.2.3.1 Failure to submit the Team Registration Form by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting, will result in a fine of \$500 charged to the offending team's MA.

With the following exception:

24.10.2.3.1.1 Players who appear on the Roster, who do not have a signed waiver at the meeting due to the fact that they have not yet arrived, will not result in a fine.

24.10.2.3.2 The team will not be eligible to compete in the event until the Team Registration form has been submitted to the CLA Convenor. No player or bench personnel may play or participate until a Waiver and Code of Conduct Form has been submitted to the CLA Convenor

24.10.2.4 The completed Team Registration Form, signed by the MA and the appropriate acknowledgement of Risk and Release of Liability Waiver and Code of Conduct forms in the same order as the names appear on the Team Registration form, must be brought to the Coaches meeting prior to tournament.

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- 24.10.2.4.1 Failure to submit the Team Registration and Waiver forms at the coaches meeting will result in a fine of \$500 charged to the offending team's MA.

### *24.10.3 For Men's Field Lacrosse Championships and Competitions*

- 24.10.3.1 The rosters shall be limited to a maximum of twenty-five (25) players. The number of players dressed for each game shall be governed by the rules of Men's Field Lacrosse as issued by the CLA.
- 24.10.3.2 The completed Team Registration form, signed by the MA and the appropriate Acknowledgment of Risk and Release of Liability Waiver and Code of Conduct forms in same order as the names appear on the Team Registration form, must be brought to Coaches meeting prior to tournament.
  - 24.10.3.2.1 Failure to submit the Team Registration signed by the MA and Waiver Forms at the Coaches meeting will result in a fine of \$500 charged to the offending team's MA.

With the following exception:

- 24.10.3.2.1.1 Players who appear on the Roster, who do not have a signed waiver at the meeting due to the fact that they have not yet arrived, will not result in a fine.
  - 24.10.3.2.2 The team will not be eligible to compete in the event until the Team Registration form has been submitted to the CLA Convenor. No player or bench personnel may play or participate until a Waiver and Code of Conduct Form has been submitted to the CLA Convenor
- 24.10.3.3 The CLA logo is to be placed on all junior and midget jerseys for the National Championships. The location is to be the front left shoulder, size is to be 3 inches minimum and it will be the same as the CLA logo as it appears on the CLA letterhead. The color of this CLA logo must be contrasting to the color of the jersey.
- 24.10.3.4 All teams participating at a National Championship will participate in uniforms consistent with Rule 17 in the Canadian Lacrosse Association's Rules of Field Lacrosse and Policy 24.10.3.3 in the Canadian Lacrosse Association's Operation Manual. Uniform colours will be consistent with those adopted for Minor Box Nationals. Teams participating in uniforms that are not consistent with this policy will result in a \$500.00 fine.

### *24.10.4 For Women's Field Lacrosse Championships and Competitions*

- 24.10.4.1 The rosters shall be unlimited. The MA shall forward to the CLA Head Office at least twenty-one (21) days prior to the start of the event the approved roster of all teams representing their MA at the event. The CLA Head Office shall forward this information to the

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CLA Convenor for use in verifying player registrations at the competitions.

## **24.11 COACH AND TRAINER CERTIFICATION**

24.11.1 The minimum certification standards required for Head Coaches and Assistant Coaches at National Championships and Competitions are laid out in the Box (18.7), Men's Field (19.6) and Women's Field (20.6) sections of this manual.

24.11.1.1 All coaches must have the appropriate certification (as listed in the minimum certification standards) prior to their attendance at a National Championships of Competition.

24.11.2 The Head Coaches shall not be a player on the team except in the senior Men's field division where the fully certified coach can also participate as a player. If the fully certified playing coach is expelled from the game and there is not another fully certified coach on the bench, the game shall be forfeit.

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

- (1) Any St. John Ambulance Emergency First Aid course of 8 hours (or more)
- (2) Canadian Red Cross Standard First Aid & Basic Rescuer CPR course
- (3) Canadian Red Cross Sport First Aid course
- (4) Any CAHA Hockey Trainer's Certification Program
- (5) A professional designation (examples: MD; RN; Physiotherapist, Policeman; Fireman; Chiropractor; Registered Massage Therapist).

From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.

The CLA recognizes only one trainer per team to address those specific activities (activities which would not include coaching athletes).

A photocopy of a trainer certification card (provided by the above groups) should be attached to the MA's Bench Personnel form.

24.11.4 Coaches and Trainers must be able to provide proof of certification if requested.

24.11.5 Non-Canadian Coaches and Trainers must meet the certification requirements or acceptable equivalency from programs in their home country or country of residence.

24.11.6 All bench personnel (coaches/trainers) are required to sign the game sheet prior to the game. Coaches will also be required to indicate their coaching number. Trainers will be required to list their certifications.

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24.11.7 All teams are required to have a minimum of one appropriately certified coach (as per section 24.34.2), registered on the team registration form and on the bench, at the start of each game.

24.11.7.1 If one or more coaches are unable to be on the bench for a game due to illness or other circumstances and the team will not be able to have a coach on the bench as a result, an appropriately certified coach may be substituted prior to the start of the game. The substitute coach must be a member in good standing of a recognized MA within the CLA and must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.11.7.2 If, for any reason other than expulsion, a coach is unable to remain behind the bench for the entirety of the game, and his/her departure would leave the team without an appropriately certified coach, the game may be paused, at the discretion of the officials, for up to 5 minutes to bring in a substitute. The substitute coach must be a member in good standing of a recognized MA within the CLA and must be approved by the Convenor before stepping behind the bench. A maximum of one substitute coach will be allowed per game.

24.11.7.3 If a singular coach is expelled from the game that game shall become immediately forfeit to the opposing team and the game shall not continue. An official score of 1-0 for the non-offending team shall apply.

### **24.12 CLA CONVENORS**

24.12.1 The CLA Convenor is the representative of the CLA at the Championship. The Director National Championships in consultation with the Board of Directors, host MA and the appropriate Sector Chairperson appoint the CLA Convenors. That appointed CLA Convenor may appoint an Assistant CLA Convenor to assist him/her at all National Championships, preferably from the Host MA in consultation with the Host MA.

24.12.2 The CLA Convenor is responsible to the CLA for the decisions made on behalf of the Association. The nominee should be drawn from (in order of precedence): CLA Board of Directors, MA Presidents, or Sector Chairpersons. If no candidate is available from those individuals, the Host MA should be asked to provide the name of a prominent and respected member of the lacrosse community.

24.12.3 The CLA Convenor appointment is to be made by the National Championships Committee no later than April 1st.

24.12.4 The role of the CLA Convenor is to act as a general supervisor of the competition. The function of the CLA Convenor is to ensure that the competition adheres to:

24.12.4.1 the regulations of the CLA;

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24.12.4.2 the rules of play;

24.12.4.3 the hosting agreement;

24.12.4.4 The CLA Convenor does not have the authority to change any of the above.

24.12.4.5 Additional duties include:

24.12.4.5.1 confirm all required forms are completed prior to the event;

24.12.4.5.2 supervise the competition;

24.12.4.5.3 verify the registration of the participants prior to the start of the competition;

24.12.4.5.4 serve as the chairperson of the Appeals Committee;

24.12.4.5.5 conduct a pre-competition meeting with the Host, the Referee-in-Chief and the representatives of the participants;

24.12.4.5.6 maintain a close liaison with the Host;

24.12.4.5.7 review all game sheets ensuring that they are complete and accurate, and deal with any items requiring further action;

24.12.4.5.8 file a post-event report at the end of the competition, which includes all game sheets, reports of further actions required and evaluations of the competition, the efforts of the hosts and the organization, and any recommendations on improvements to the competition submitted to the CLA office within 30 days of the end of competition. The CLA Convenor honourarium will not be paid until the report has been received.

24.12.5 The CLA is responsible for the following expenses:

24.12.5.1 Transportation – as per the guidelines in the Finance section of this manual.

24.12.5.2 Per Diem – as per the guidelines in the Finance section of this manual.

24.12.5.3 Accommodation – as per the guidelines in the Finance section of this manual.

24.12.6 Honorariums are paid as per the following schedule

<b>Box Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Mann Cup	CLA	\$500	To be paid upon submission of a report.
Minto Cup	CLA	\$500	To be paid upon submission of a report.

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Presidents' Cup	CLA	\$500	To be paid upon submission of a report.
Founders' Cup	CLA	\$500	To be paid upon submission of a report.
Minor Nationals	CLA	\$500 per event	To be paid upon submission of a report
<b>Men's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Masters	Host	\$200	To be paid upon submission of report
Senior	CLA	\$200	To be paid upon submission of report
U18	CLA	\$200	To be paid upon submission of report
U15	CLA	\$200	To be paid upon submission of report
U13	Host	\$200	To be paid upon submission of report
<b>Women's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Senior	CLA	\$200	To be paid upon submission of report
Junior	CLA	\$200	To be paid upon submission of report

### 24.13 CLA REFEREE-IN-CHIEF (RIC) OR UMPIRE-IN-CHIEF (UIC)

- 24.13.1 The RIC or UIC is responsible to and reports directly to the CLA Convenor. They serve as the technical resource for the CLA Convenor.
- 24.13.2 The RIC or UIC is a representative of the CLA at the competition. The RIC for National Championships or Competition is appointed by the Director National Championships, in consultation with the host MA and the Officiating Committee Chair.

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- 24.13.3 The RIC appointment to be made by the National Championships Committee in consultation with the Host and Chair of the Officiating Committee no later than April 1<sup>st</sup>.
- 24.13.4 The UIC of the Women's Field Lacrosse Sector shall be the event UIC. If this person is unavailable, the Women's Field Sector Chair shall nominate an alternate.
- 24.13.5 The RIC or UIC does not work as a game official in the Championship. Notwithstanding the above, should a situation arise which requires the RIC to participate as a game official, it can be approved by the CLA Convenor at the event.
- 24.13.6 Responsibilities include the following:
- 24.13.6.1 coordinate planning with the Host;
  - 24.13.6.2 attend pre-competition meeting and respond to all questions and issues pertaining to officiating;
  - 24.13.6.3 handle all communications between the participants and the officials;
  - 24.13.6.4 receive and distribute payments to officials;
  - 24.13.6.5 provide input to inquiries or discipline procedures as the representative of the officials under supervision
  - 24.13.6.6 supervise the officials at the competition;
  - 24.13.6.7 recommend assignments to the CLA Convenor for all games of the competition.
  - 24.13.6.8 Complete an event report and submit it to the CLA Officiating Committee Chair within 30 days of the end of competition, along with all of the individual evaluations of the officials. See Appendix 25-13 for the required information to be included in the report.
- 24.13.7 The CLA is responsible for the following expenses:
- 24.13.7.1 Transportation – as per the guidelines in the Finance section of this manual.
  - 24.13.7.2 Per Diem – as per the guidelines in the Finance section of this manual.
  - 24.13.7.3 Accommodation – as per the guidelines in the Finance section of this manual.
- 24.13.8 Honorariums are paid as per the following schedule:

<b>Box Competitions</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Sr. Box	CLA	\$500	To be paid upon submission of report

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Jr. Box	CLA	\$500	To be paid upon submission of report
Minor Nationals (4 separate events)	CLA	\$250 per Individual RIC	To be paid upon submission of report
<b>Men's Field Competitions</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Masters	Host	\$200	To be paid upon submission of report
Senior	CLA	\$200	To be paid upon submission of report
U18	CLA	\$200	To be paid upon submission of report
U15	CLA	\$200	To be paid upon submission of report
U13	Host	\$200	To be paid upon submission of report
<b>Women's Field Competition</b>	<b>Responsibility</b>	<b>Fees</b>	<b>Notes</b>
Senior	CLA	\$200	To be paid upon submission of report
Junior	CLA	\$200	To be paid upon submission of report

24.13.9 In Men's Field, the RIC in consultation with the CLA Convenor may appoint an Assistant RIC based on the need for one. This person should be selected from the host MA whenever possible and will be paid the same as the RIC. These costs are to be covered by the CLA.

### **24.14 DISCIPLINE AT NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

24.14.1 The Host MA will designate an individual to Chair the Championship or Competition Discipline Committee (CCDC). The other members of the committee will be determined by the Chair in consultation with the CLA Convenor and announced at the Pre-Competition Meeting. This committee will be comprised of a pool of five (5) people including the Chair, any three (3) of whom will sit as the panel of discipline hearings.



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- 24.14.2 If determined by the CLA Convenor, the Chair of the CCDC or the pre-determined discipline list below, the committee will review each incident to determine if further action is warranted.
- 24.14.3 All fines levied by the CCDC are payable to the CLA. The CLA Convenor will collect the fines and submit them within fifteen (15) days of the completion of the event along with a report of each incident to the CLA Head Office.
- 24.14.4 Application of any disciplinary action will be automatic in the competition unless, in the opinion of an interested party, the circumstances warrant further consideration or appeal, in which case a hearing will be scheduled by the CLA Convenor as per the guidelines in this Section.
- 24.14.5 Disciplinary actions taken will be considered specific to the Championship or Competition. All disciplinary matters and actions shall be reported to the CLA Head Office and then forwarded to the CLA President for further review. The CLA reserves the right to impose additional discipline as a result of a Code of Conduct violation.

### *24.14.6 General Discipline Guidelines*

- 24.14.6.1 In addition to any other disciplinary action which may result from an incident, the Head Coach shall be suspended for one (1) game and the team fined \$1,000 for failing to control the benches during an altercation which leads to a bench clearing brawl.
- 24.14.6.2 Any person suspended under the rules of play, these guidelines, by action of the CCDC or CLA Convenor shall not participate in pre-game, game, or post-game activities of the championship or competition including any medal ceremonies.

### *24.14.7 Box Sector Pre-Determined Discipline Guidelines*

- 24.14.7.1 The first player from each team who leaves the player's bench during an altercation shall be suspended for two (2) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
- 24.14.7.2 Any player who leaves the penalty box during an altercation shall receive a two (2) game suspension at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
- 24.14.7.3 Any person who receives a Gross Misconduct penalty shall be suspended for two (2) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
- 24.14.7.4 Any player who receives a Match penalty shall be suspended for three (3) games at a minimum and the incident shall be reviewed by the CCDC to determine if further action is warranted.
- 24.14.7.5 Any person who enters into acrimonious discussions, makes abusive or obscene comments or gestures, or threats to referees, the CLA

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RIC, the CLA Convenor, Minor Officials or CLA event Staff, shall be fined a minimum of \$100 and suspended for a minimum of two (2) games. The incident shall be reviewed by the CCDC to determine if further action is warranted.

24.14.7.6 Any person knowingly falsifying eligibility or certification documentation will be suspended indefinitely, until the CLA Discipline Committee can meet to render a decision.

### 24.14.8 *Men's Field Sector Pre-Determined Discipline Guidelines*

24.14.8.1 Any person who makes abusive or obscene comments or gestures, or threats to: referees, the CLA Convenor, the Referee In Chief, Minor Officials or CLA event staff shall be fined a minimum of \$100. The incident shall be reviewed by the CCDC to determine if further action is warranted.

24.14.8.2 Any person falsifying eligibility or certification documentation will be suspended indefinitely, until the CLA Discipline Committee can meet to render a decision.

24.14.8.3 Where a player, substitute, coach, trainer, non-playing member of a squad or any other person officially connected with a team commits an expulsion foul and has been assessed an expulsion penalty under any specific rule from the CLA - RULES OF MEN'S FIELD LACROSSE, the individual shall be suspended for the remainder of the game and any overtime. This is the minimum suspension for all Expulsion Fouls under Rule 77 and 78 and shall be at minimum, the remainder of the game. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.14.8.4 Any player who has been expelled from a game under Rule 78.2, Fighting - When benches frozen, which is the act of leaving the "frozen bench" in order to join in a fight, shall be suspended for a minimum of one (1) game. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.14.8.5 Any player who is assessed an expulsion for joining into a fight shall be assessed a minimum one (1) game suspension. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.14.8.6 Any player, substitute, coach, trainer, non-playing member of a squad or any other person officially connected with a team is assessed an expulsion penalty under Rule 78.4 for Refusal to accept the authority of the officials, or the use of threatening, foul or abusive language or gestures, or flagrant misconduct shall be assessed a one (1) game suspension. The incident shall be reported in writing and may be dealt with further by the CCDC.

24.14.8.7 Any player who is assessed an expulsion who attempts to injure an opponent, official, coach, manager or trainer shall be suspended until

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the CCDC rules on the incident. The incident shall be reported in writing and shall be dealt with further by the CCDC.

Any player who is assessed an expulsion who behaves in a manner of gross misconduct shall be suspended until the CCDC rules on the incident. The incident shall be reported in writing and shall be dealt with further by the CCDC.

Gross Misconduct shall be defined as:

- i. Makes derogatory comments based upon race, ethnic origin, religious background or gender.
- ii. Makes obscene gestures.
- iii. Persists in such behaviour after being expelled from a game.
- iv. Behaves in any manner to dishonour, embarrass, or disgrace the game.

## **24.15 APPEALS AT NATIONAL CHAMPIONSHIP AND COMPETITIONS**

24.15.1 The CLA convenor shall chair a committee of three announced prior to the Championship to decide on all protests and appeals arising from competitions under the jurisdiction of the Association.

24.15.2 Protests and appeals must be filed with the CLA Convenor of the Championship or Competition within twenty-four (24) hours of the end of the game, or the issuing of the decision being appealed. Such applications must be in writing and accompanied by a certified cheque or money order payable to the CLA, or cash in the amount of \$100.00. The appeal or protest shall then be dealt with by the appointed Appeal Committee. If the appeal is upheld, the fee shall be returned. If the appeal is rejected, the funds shall be forwarded to the CLA.

24.15.3 The Committee may call witnesses to help in making their decision.

24.15.4 If there is an appeal of an official's call, the CLA Convenor shall only consider the appeal based upon errors in fact or application of the rules, not on the official's judgment.

## **24.16 TRANSPORTATION FOR TEAMS, CLA CONVENOR, CLA RIC, AND REFEREES**

24.16.1 Teams, CLA Convenor and CLA RIC are responsible for their transportation costs to and from the Host community.

24.16.2 Participants are required to arrive prior to the first day of play. Teams failing to arrive prior to the first day of play may forfeit the opportunity to play in the tournament.

24.16.3 The Host Committee shall make arrangements for transportation for teams and referees, coming to and from the airport to the identified championship accommodation location. This will also be required for the CLA Convenor and the CLA RIC if necessary.

24.16.3.1 Teams are expected to travel together and the Host Committee is only responsible to make the appropriate arrangement. Anyone

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missing the scheduled transportation is responsible for making their own arrangements.

- 24.16.3.2 The Host Committee will have the option of charging a fee for team transportation to and from the airport to the identified championship accommodation location, if necessary, and are to inform teams of said fee prior to the date that teams are to confirm they are accepting the arrangements.
- 24.16.3.3 Teams and referees will have the option of accepting the arrangements or making their own.
- 24.16.3.4 Teams and referees must inform the Host Committee of their decision by the deadline set by the Host Committee.
- 24.16.4 Teams are responsible for their own transportation during the championship, with the exception of box minor nationals (as stated in policy 24.34.19)
- 24.16.5 The Host Committee is responsible for arranging and cost of ground transportation of the referees during the championship.
- 24.16.6 This policy does not apply to the Minto Cup or Mann Cup.

### **24.17 OFFICIALS TO NATIONAL CHAMPIONSHIPS AND COMPETITIONS**

#### *24.17.1 On-Floor or On-Field Officials*

- 24.17.1.1 Each MA attending a National Championship has the right to nominate one (1) official to participate in that National Championship. Any MA sending more than one (1) team to the National Championship shall have the right to nominate one (1) additional official for each subsequent team. Any MA not attending a National Championship has the right to nominate one (1) official to participate in that National Championship. All nominations are subject to criteria as stated in this section of the manual. The travel costs of these selected official(s) are the responsibility of the nominating MA.
- 24.17.1.2 The MA's can request in writing to send more than one official per participating team at their cost to a competition. The chair of officiating in consultation with the host MA will review that request.
- 24.17.1.3 The MAs shall provide the CLA Officiating Sector Chairperson with a list of officials to work at the National Championships and Competitions by July 1.
- 24.17.1.4 The identification of the number of officials required to work the championship is a function of the Chief Official in conjunction with the CLA Convenor and the Host Committee.
- 24.17.1.5 The travel costs of that Official are the responsibility of the Official's home MA. Each MA can apply to the CLA for reimbursement of the travel expenses for all referees as defined in this Section.

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24.17.1.6 The Host Committee is responsible for the following expenses for Officials:

Item	Fees	Notes
Accommodation		1 room/2 Officials - see note below
Per Diem		As per CLA Guidelines but Excludes Minor Box, Men's Field, and Women's Field
Game Fee Sr. A - Box	\$375.00	\$150/Official + \$75/standby Official for each game
Game Fee Sr. B – Box	\$250.00	\$100/Official + \$50/standby Official for each game
Game Fee Jr. A – Box	\$250.00	\$100/Official + \$50/standby Official for each game
Game Fee Jr. B – Box	\$200.00	\$80/Official + \$40/standby Official for each game
Game Fee – Masters Field	\$105.00	3 officials x \$35/Official for each game
Game Fee – Sr. Men's Field	\$140.00	4 officials x \$35/Official for each game

**Note:** If an official wishes to have single accommodations, stay at a location other than the option provided by the Host, or have spouse or spousal equivalent included, the Host shall make the arrangements. The official shall pay all costs and be reimbursed by the Host to half the room rate of the accommodation where the official would have stayed

24.17.1.7 For Men's Field – If an official attending a national championship has to travel over 400 kms to attend the tournament, the Host will be required to provide one additional night's accommodation (providing accommodation at one room per two officials) on the last evening of the competition to allow the official to travel home on the designated travel day.

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

24.17.1.8.1 Female Box- \$30/official/game

24.17.1.8.2 17U Box (Male/Female) - \$30/official/game

24.17.1.8.3 14U Box (Male/Female) - \$27/official/game

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- 24.17.1.8.4 12U Box - \$25/official/game
- 24.17.1.8.5 U18 Men's Field - \$35/official/game – 4 officials
- 24.17.1.8.6 U15 Men's Field- \$35/official/game – 3 officials
- 24.17.1.8.7 U13 Men's Field - \$35/official/game – 3 officials
- 24.17.1.8.8 Women's Field - \$40/official/game

### 24.17.2 *Minor Officials*

24.17.2.1 The Host Committee shall be responsible to ensure the presence of minor officials as per the rules of lacrosse for the various disciplines for all games. This includes but is not limited to scorers, game timekeepers, offensive timekeepers and, where applicable, goal judges.

24.17.2.2 These Officials shall come under the authority of the RIC.

24.17.2.3 In Men's Field, the following minor officials are required:

- 24.17.2.3.1 Timekeepers are persons recruited to operate the game watches must have a working knowledge of the equipment.
- 24.17.2.3.2 Scorekeepers are responsible for registering correctly all goals, assists and penalties as given by the Referee's. The game sheet must be signed by the all Referee's and given to the CLA Convener or their delegate after the game.
- 24.17.2.3.3 Statistician will get the game sheet from the CLA Convener or their delegate after the game. Game sheet information shall be faxed to the necessary media. As well individual and team statistics shall be compiled and posted on the Championship webpage and given to each team representative. At which time the game sheets will be returned to the CLA Convener or their delegate.
- 24.17.2.3.4 Game Registrar will have each team fill out the game sheet before each game. The registrar must pay special attention to identify suspended players and players not on team's eligibility list.
- 24.17.2.3.5 Ball Persons are required at each end of the field during all games to retrieve and make available balls that go out of bounds. All ball persons shall be a minimum 10 years of age, and shall wear a helmet, gloves and where appropriate a box/cup (Rule 14.3)

24.17.2.4 In Men's Field

- 24.17.2.4.1 Referees shall conduct themselves in a manner deemed socially acceptable on and off the field
- 24.17.2.4.2 Referees shall dress appropriately on and off the field.

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- 24.17.2.4.3 Each game will have the minimum number of referees as outline in the table under Policy 24.18.1.6

### *24.17.3 Reimbursement of MA Official's Costs*

24.17.3.1 An amount equal to two-thirds of the Officiating Clinic fees as defined in the Finance section of this manual collected from the previous fiscal year will be used to help offset the cost of transportation for Referees to National Championship incurred by their respective governing body based on the following conditions.

- 24.17.3.1.1 Only MAs can apply on behalf of their referees.
- 24.17.3.1.2 Claims must include original receipts and be submitted to the CLA Head Office by November 15 of the year that the expense was incurred.
- 24.17.3.1.3 All airline tickets must be purchased no later than 14 days prior to departure. If a ticket is booked within the 14 days prior to departure, a reason must be provided in writing which will be reviewed by the Director Administration.
- 24.17.3.1.4 Airline Transportation expenses include flight cost and one checked bag. Seat selection is not included as seats can be selected free of charge 24 hours prior to departure.
- 24.17.3.1.5 The MA is eligible for full reimbursement of the transportation costs provided there are sufficient funds to cover all claims.
- 24.17.3.1.6 Should there not be sufficient funds to cover all claims by MAs, payments will be made on a percentage based on the following formula:

$$\frac{\text{Amount Claimed}}{\text{Total of All Claims}} \times \text{Amount Available} = \text{Amount Paid out}$$

## **24.18 OFFICIALS CERTIFICATION**

### *24.18.1 For Mann Cup – Senior A*

- 24.18.1.1 Level 5 (some possible exceptions)
- 24.18.1.2 NOCP certified in current year
- 24.18.1.3 Previous experience in a National Championship
- 24.18.1.4 Recommended by the MA Officials' Association (RDC in Ontario).
- 24.18.1.5 Recommendation approved by the MA where applicable.
- 24.18.1.6 The Chair will take the recommended officials to the NOCP Committee for ratification

### *24.18.2 For Presidents' Cup – Senior B*

24.18.2.1 Level 4 (some possible exceptions)

24.18.2.2 NOCP certified in current year

24.18.2.3 Previous experience in:

24.18.2.3.1 A National Championship or

24.18.2.3.2 Provincial Championship or

24.18.2.3.3 CLA sanctioned Invitational Tournament

24.18.2.3.4 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.2.3.5 Recommendation approved by the MA.

24.18.2.3.6 The Chair will take the recommended officials to the NOCP Committee for ratification

### *24.18.3 For Minto Cup – Junior A*

24.18.3.1 Level 5 (some possible exceptions)

24.18.3.2 NOCP certified in current year

24.18.3.3 Previous experience in a National Championship

24.18.3.4 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.3.5 Recommendation approved by the MA.

24.18.3.6 The Chair will take the recommended officials to the NOCP Committee for ratification

### *24.18.4 For Founders' Cup*

24.18.4.1 Level 4 (some possible exceptions)

24.18.4.2 NOCP certified in current year

24.18.4.3 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.4.4 Recommendation approved by the MA.

24.18.4.5 The Chair will take the recommended officials to the NOCP Committee for ratification.

### *24.18.5 For Minor Nationals*

24.18.5.1 Level 3

24.18.5.2 NOCP certified referee in the current year

24.18.5.3 Recommended by the MA Officials' Association (RDC in Ontario).

24.18.5.4 Recommendation approved by the MA.

24.18.5.5 The Chair will take the recommended officials to the Committee for ratification

### *24.18.6 For Men's Field*



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24.18.6.1 For national competitions referees shall be certified at the following minimum levels for each age division;

Masters	Level III
Senior	Level III
Junior Mens (U18)	Level III
U16	Level III
U13	Level II

## **24.19 ACCOMMODATIONS**

24.19.1 Prior to the competition, the Host Committee must provide to the MA, and if known, the teams the information necessary to arrange accommodations. Where feasible, the Host shall reserve blocks of rooms in local hotel or residences. The Teams are responsible for booking their own accommodations. Teams are responsible for all personal expenses including accommodations, meals and incidentals during their stay in the host community.

24.19.1.1 The Host Committee is responsible for arranging and cost of accommodations for all officials.

24.19.1.2 Accommodations for the CLA Convenor and CLA RIC shall be booked and paid by the CLA head office.

24.19.1.3 This policy does not apply to the Minto Cup or Mann Cup.

24.19.2 When arranging accommodations, CLA sponsorship agreements must be adhered to unless unavailable or unsuitable as approved by CLA Executive Director.

24.19.3 A representative from each team shall complete the Accommodations Declaration Form before accepting rooms on behalf of their teams.

## **24.20 NATIONAL CHAMPIONSHIP OR COMPETITION TROPHIES**

24.20.1 Approved trophies for the various championships and competitions are listed by discipline in this Section.

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

24.20.3 All trophies must be returned "PREPAID" to the CLA Head Office, or other place specified by the CLA Executive Director. Trophies not returned by the specified date will result in a fine of \$100 per month until it is received in the CLA Head Office. Failure to return the trophy may also result in the suspension of the offending team.

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- 24.20.4 Each team in a national championship acts as a representative of their MA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA.
- 24.20.5 The Host Committee is responsible for the purchase of championship medals from the CLA, or for getting CLA approval of substitute awards. Substitute awards must be submitted to the CLA Head Office two (2) months prior to the championship for approval. The minimum guidelines for numbers and types of medals to be presented are set out in the Section.
- 24.20.6 The original Mann and Minto Cups are kept in the Canadian Lacrosse Hall of Fame. These trophies can only be removed from this repository under expressed (written) permission of the CLA. Presentation trophies shall fall under the regulations for national championship trophies as established in this section.

### **24.21 BANQUET AND CEREMONIES**

- 24.21.1 The Host Committee shall organize opening and closing ceremonies for all championships or competitions. The format and content of these ceremonies shall be up to the discretion of the Host in discussion with the CLA Convenor.
- 24.21.2 In Box Championships or Competitions the Host Committee is not obligated to have an awards banquet. However, if official Championship awards are being presented, an awards event that all participants (teams, referees and officials) must attend has to be organized and scheduled. The host committee may have the option of charging a fee if costs are incurred and deemed reasonable by the CLA Head Office. This awards event cost will be added to each teams registration fee, due at the appropriate date.
- 24.21.3 In Men's Field Championships and Competitions individual awards shall be given out at a formal or informal gathering after the preliminary round of the Championships. Team awards and the Championship Trophy/Cup shall be awarded at the end of the final game. The Host Committee is not obligated to have an awards banquet. However, if the Host Committee decides to hold a banquet for participants and approved guests of the National Championship tournament, it will be held on the night before the medal rounds. Effective in 2013, attendance at the banquet for all approved players, coaches and team personnel is mandatory. The costs for the banquet must be approved for reasonableness by the Sector Chair in consultation with the Director National Championships. The cost of the event will be added to the tournament entry fee and is to be paid with the entry fee according to the deadlines outlined in 24.10.2.
- 24.21.4 In Women's Field Championships and Competitions the Host is required to hold a banquet for the participants and guests of the National Championships tournament. The cost of such a function is recoverable by charging the participants a fee.

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- 24.21.4.1 All players, coaches and team personnel are expected to attend the banquet.
- 24.21.4.2 The Host Committee will schedule and organize both opening and closing ceremonies. The format of such ceremonies will be left to the discretion of the Host.
- 24.21.4.3 Participants must be informed of the dates and times of the ceremonies. Dress code and other specifics must be included with this information.
- 24.21.4.4 The production of a souvenir program is at the discretion of the Host Committee. Participants must meet the requirements and deadlines for printing, including photographs and rosters.

### **24.22 MARKETING AGREEMENTS**

- 24.22.1 The CLA is the owner of certain official marks, copyrights and other properties, such as but not limited to; name of event, logos, signage, merchandise, television rights, and is interested in organizing and implementing marketing programs for the purpose of promoting its objectives and supporting the operation of its National Championships and Competitions. The CLA shall work in conjunction with the Host Committee to ensure maximum exposure and return for this promotion.
- 24.22.2 The CLA shall have the right to enter into Official Supplier, Licensing or Sponsorship agreements in connection with certain products or services utilized at the National Championships or Competitions.
- 24.22.3 The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion or other use of the CLA products.
- 24.22.4 The proceeds from any marketing agreement, including contra, will be distributed as per the terms and conditions of the agreement and the Hosting Agreement.
- 24.22.5 The Host Committee(s) shall be obligated to use, display and actively promote the products or services, which are provided as per the terms and conditions of any agreement. This condition applies to a variety of circumstances when the Host Committee(s) is involved or connected with any project, activity or event sanctioned or operated in conjunction with National Championships or Competitions.
- 24.22.6 The CLA Executive Director will provide a list to Host Committee(s) by outlining National Championship or Competition sponsorship agreements.
- 24.22.7 CLA official sponsor's logos to be given to Host Committee by the CLA Head Office to be displayed on the cover sheet of all print material pertaining to the Championship or Competition.
- 24.22.8 The Host Committee has the option of creating an event specific logo for the championship they are hosting. The logo shall incorporate the CLA logomark and clearly identify the official title of the championship. The CLA has right to request edits and shall give final approval.

## 24.23 MEDIA RELATIONS

- 24.23.1 The CLA owns the exclusive rights to all media properties related or generated from CLA sanctioned championships or competitions, which originate in Canada. All transactions involving media rights must be exercised through the CLA and with the expressed written consent of the CLA Executive Director.
- 24.23.2 The Host Committee of the national championships or competitions will publicize the event and schedule of competition. They will ensure that game results are given to the media with sufficient time to meet deadline requirements.
- 24.23.3 The Host Committee shall publish a program for the event and shall provide the CLA with the 3 pages for advertising which are necessary to fulfill CLA sponsorship agreements. The CLA will provide print-ready content prior to July 15th.
- 24.23.4 The Host Committee shall invite area media (TV, Print & Radio) to all promotional events surrounding the championship.

## 24.24 TIE BREAKING

- 24.24.1 In the event of a tie in point standings in a competition, final standings shall be determined as follows:
- 24.24.1.1 In the event of a tie in points between **two** teams the final standings shall be determined as follows:
- 24.24.1.1.1 The team that won the greater number of points in games played, during the competition, between the teams tied shall be declared the winner of the higher position. **(HEAD TO HEAD)**
- 24.24.1.1.2 If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in the games during the competition shall be used in the goal average computation. (See Goal Average Formula below)
- 24.24.1.1.3 If a tie still exists, the team with least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number of games, the lowest average of the penalties in minutes in all Round Robin games shall be used to declare the winner.
- 24.24.1.1.4 If a tie still exists then a coin toss will decide the winner.
- 24.24.1.2 In the event of a tie in points between three or more teams the final standings shall be determined as follows:
- 24.24.1.2.1 The team(s) that won the greater number of points in games played, during the competition, between the team(s) tied shall be declared the winner of the higher position. **(HEAD TO HEAD TO HEAD)**
- 24.24.1.2.2 If any or all of the teams are still tied after the seeding of teams under 24.24.1.2.1, the Goal Average Formula will be

used to break the tie between the remaining tied teams. Only goals scored in games between the tied teams during the competition shall be used in the goal average computation.

(See Goal Average Formula)

- 24.24.1.2.3 If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in all games during the competition shall be used in the goal average computation. (See Goal Average Formula Below)

- 24.24.1.2.4 If a tie still exists, the team with the least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number The Goal Average Formula is defined as follows:

$$\frac{GF}{GF + GA} = \text{GOAL AVERAGE}$$

The team with goal average closest to 1.0 shall be declared the winner

- 24.24.1.3 In Men's Field, if a tie still exists between teams, the following will be used in order until one method results in a winner being identified:

24.24.1.3.1 Least penalty minutes between tied teams

24.24.1.3.2 Man Up goals

- 24.24.1.4 In Women's Field, if a tie still exists between teams, the WL Women's Field tie breaker rule will be followed.

## **24.25 CONTINGENCY PLANNING**

- 24.25.1 The local Host Committee must have a medical emergency contingency plan in place. The purpose of the emergency plan is to ensure that injured athletes or other parties will receive professional care as soon as possible.
- 24.25.2 The Host MA must have liability insurance in place, which will cover all reasonable hazards pertaining to competition.
- 24.25.3 The Host Committee must ensure adequate and proper crowd control at all competitive sites throughout the competition.

## **24.26 INFORMATION SERVICES**

- 24.26.1 Prior to the championship or competition, the Host Committee must provide to the participating teams if known or the MAs if team is unknown the information necessary to arrange accommodations.
- 24.26.2 The Host Committee will provide directions for participating teams to all game sites and accommodations.
- 24.26.3 A schedule of game times, transportation arrangements and ceremonies must be made available to the participating teams if known and to the MAs if team is unknown prior to the commencement of the championship or competition.

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24.26.4 At the beginning of and during the championship or competition, the Host is responsible for providing information on the competition, including results and updates on game times and transportation.

### **24.27 GAME PASSES OR TICKETS**

24.27.1 The Host Committee will provide Championship Game passes or tickets for the following approved groups:

24.27.1.1 Teams will be given a pass or ticket for each eligible player, three coaches, two managers, two trainers, one league commissioner and one MA representative.

24.27.1.2 Approved Officials or Umpires for the championship or competition will receive a pass or ticket.

24.27.1.3 Two Official or umpire evaluators.

24.27.1.4 Members of the discipline and appeals committee's shall receive two passes or tickets each.

24.27.1.5 The CLA Convenor, the CLA RIC and each attending CLA Executive, Director, Sector Chair, and CLA office staff will receive two passes or tickets. The Host Committee to confirm with the CLA Head Office the number of CLA passes or tickets required for each Championship or Competition.

### **24.28 FACILITIES AND EQUIPMENT**

24.28.1 Meeting Facilities

24.28.1.1 The Host Committee must ensure that there are facilities readily available for required meetings. These meetings shall include the pre-competition meeting, discipline and appeal committee meetings.

24.28.2 Fields for Men's Field:

24.28.2.1 Field markings shall be up to date and accurately applied on each field being used.

24.28.2.2 Adequate dressing rooms for all participants shall be provided by the host when necessary.

24.28.2.3 Washroom facilities shall be made available for participants and spectators during the championships

24.28.2.4 Every effort shall be made to make available food services to participants and spectators during the championships.

24.28.2.5 The Host is responsible to provide a certified trainer on site for the teams attending the National Championships. The teams shall provide their own tape and supplies if required for the training staff to look after their players.

24.28.3 Equipment

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24.28.3.1 Time keeper's watches, scoring table materials and weather covering, field chalking materials and two nets with proper dimensions for the age category playing shall be made available at each field.

## **24.29 INTERNET SERVICES**

### *24.29.1 Website*

24.29.1.1 Each National Championships has a website, with a stats program incorporated, that is provided by the CLA to the host (at no expense to the host). The host must use this website and will not create their own. The host will work with the CLA on the content set up and updates.

24.29.1.2 Information about all aspects of the Championship must be updated as it becomes available.

24.29.1.3 Throughout the competition, the website must be updated at least daily.

24.29.1.4 Website should contain the following:

24.29.1.4.1 Host Committee information;

24.29.1.4.2 Participating Teams;

24.29.1.4.3 Ticket prices;

24.29.1.4.4 Schedule, Game results and Standings;

24.29.1.4.5 Officials of the Championship or Competition;

24.29.1.4.6 Optional Areas:

24.29.1.4.6.1 Merchandise available;

24.29.1.4.6.2 Individual players stats;

24.29.1.4.6.3 Team pictures or individual players;

24.29.1.4.6.4 Game summaries

24.29.1.5 CLA sponsors must be listed on website

### *24.29.2 Web Cast*

24.29.2.1 Whenever or wherever possible, Championship and Competition games should be web cast.

24.29.2.2 CLA Official sponsors to be mentioned once per period or quarter of play during web cast.

## **24.30 FINANCIAL**

24.30.1 Each championship or competition will be budgeted to be self-sufficient. Unless otherwise determined by the Directors of the Association or the Hosting Agreement, the Host Committee will retain any profit resulting from a national championship or competition. Similarly, any deficit resulting from

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the championship or competition will be the responsibility of the Host Committee.

24.30.2 The Host Committee is required to file a financial statement with the CLA Head Office within (90) ninety days of the end of the championship or competition.

24.30.3 Failure to submit a financial statement for the Championship with the CLA Head Office will result in a fine of \$100.00 per month assessed to the MA for late reporting.

### **24.31 CHAMPIONSHIPS SUMMARY**

24.31.1 The Host Committee will be responsible for sending a summary of the Championship or Competition to the CLA within ninety (90) days after the final game.

24.31.2 The summary should include:

24.31.2.1 Game results, scoring statistics and highlights;

24.31.2.2 Game action, award winners and winning team pictures with names;

24.31.2.3 Statistics information on attendance, sales, and media, etc.;

24.31.2.4 Copy of Championship or Competition Program

24.31.3 Failure to submit a summary will result in host MA being fined \$500.00.

### **24.32 ADDITIONAL REGULATIONS AND REQUIREMENTS FOR MEN'S FIELD**

#### *24.32.1 General Championship Meetings*

24.32.1.1 The Host Coordinator will conduct regular organizing committee meeting during the year prior to the Championship.

24.32.1.2 The CLA Convenor and the CLA RIC will be invited to all meetings if individuals have been appointed. Attendance will be at the cost of the CLA Convenor and the CLA RIC. Minutes of these meetings will be kept and distributed within 7 days. A copy of the minutes shall be emailed or mailed to CLA Convenor, CLA RIC and CLA Head Office as required. An overview of these meetings shall be posted on the championship or competition website.

#### *24.32.2 Pre Championship Meeting*

24.32.2.1 The CLA Convenor will chair a meeting with the Host committee, CLA RIC, Officials and at least one representative per team. Discussions will center on Championship special events, rule interpretation, championship format and general information.

#### *24.32.3 Special Events*

24.32.3.1 Participants must be informed of the dates and times of the each special event. Dress code and other specifics must be included with this information.



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24.32.3.2 A press conference to introduce the Host committee and distribute information about the participants and Championship will be held days prior to the Championship.

## 24.32.4 *Game Announcer (Optional)*

24.32.4.1 In each game the game announcer will follow a script provided by the Host committee with the approval of the CLA Convenor.

24.32.4.2 The script will explain how to announce goals and penalties, as well as when to introduce sponsors and upcoming special events surrounding the championship.

24.32.4.3 The Game Announcer shall make game announcements in both official languages.

## 24.32.5 *Evaluation Committees (Optional)*

### 24.32.5.1 *Players*

24.32.5.1.1 The men's field and coaching sectors shall provide approved criteria to evaluate player's at all minor national championships.

24.32.5.1.2 A committee of 6 to 10 respected coaches and managers will be assembled to identify the top 36 players at each age level. Selected players to include; 4 goalies, 8 attackmen, 16 midfielders and 8 defensemen.

### 24.32.5.2 *Referees*

24.32.5.2.1 The RIC will evaluate all Referees participating in the national championships.

24.32.5.2.2 Where possible, all Referees will be evaluated at least twice during the event and a report submitted to the CLA and its officiating committee.

## 24.32.6 *Championship Merchandise or Promotions*

24.32.6.1 All championship merchandise and promotions information shall be sent to the contacts for each participating group and posted on the championship web site. as soon as finalized.

## 24.32.7 *Tickets*

24.32.7.1 Individual ticket and championship package prices to be sent to MAs early for advertising and pre sale. Complimentary tickets to be identified and set aside.

## 24.32.8 *Program*

24.32.8.1 Solicit advertising, championship schedule, format and general information, articles of interest about participating teams and individuals, pictures and archived championship information, etc.

## 24.32.9 *Clothing/Equipment*

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24.32.9.1 The championship shall solicit vendors to make available clothing and equipment that participants and the general public can purchase. Agreements with vendors shall follow CLA and MA guidelines. Information about clothing and equipment should be made available to the championship partners when finalized.

### 24.32.10 *Game Fundraisers*

24.32.10.1 Each host committee has an opportunity to include additional fundraising events as long as they do not detract from the championship and signed agreements.

### 24.32.11 *Championship Statistics*

24.32.11.1 In order to attract potential sponsorship for future championships, statistics shall be kept with regard to the following:

- Sponsors
- Vendors
- Merchandise/Equipment Sales
- Internet Visits
- Fundraising vehicles
- Food and Beverages
- Number of Teams
- Number of Participants
- Attendance
- Individual ticket sales
- Package Ticket Sales
- Game Results
- Award Winners

### 24.32.12 *Canadian Invitational Tournaments*

24.32.12.1 All Canadian Invitational Tournaments shall be operated under the same regulations and guidelines as Canadian National Championships including the following;

#### 24.32.12.2 *Approved Hosts*

24.32.12.2.1 The CLA may sanction any Association approved by their MA to host a National Invitational Tournament. In order to be sanctioned a National Invitational Tournament; there must be at least two non-host provinces in attendance.

#### 24.32.12.3 *MA Responsibilities*

24.32.12.3.1 The host MA is responsible for approving the host committee. As well as selection of the tournament convenor, chief of officials, discipline committee and appeals committee.

#### 24.32.12.4 *Registrations for Tournaments*

24.32.12.4.1 Each eligible association will register their Notice of Attendance as per the CLA Manual for each sector. All

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registered approved personnel from an MA are eligible to participate.

## 24.32.12.5 Registration Fees

24.32.12.5.1 Team registration fees are set by the Host and must be paid directly to the host committee.

## 24.32.12.6 MA Tournament Qualifications

24.32.12.6.1 Athletes and coaching staff must meet the CLA requirements for National Tournaments in the Sector the Invitational National Tournament has been sanctioned.

## 24.32.12.7 Transportation

24.32.12.7.1 Each participating team is responsible for all transportation requirements during the competition.

## 24.32.12.8 Approved Awards

24.32.12.8.1 All division winners shall receive trophies as per tournament structure. All-star team selections and awards are not required for this type of competition.

## 24.32.12.9 Tournament Information and Format

24.32.12.9.1 Each tournament shall operate under a format that is fair and necessary in order to accomplish its goals. All competitors shall be informed with in a workable time frame of tournament criteria and information. Failure to achieve this may result in their National Invitational Tournament status being evoked.

## 24.32.12.10 Special Events

24.32.12.10.1 All special events surrounding the tournament are at the option and expense of the Host Committee.

## 24.32.12.11 Evaluation Committees

24.32.12.11.1 These committees shall not be required at National Invitational Tournaments.

## 24.32.12.12 Tournament Merchandise/Promotions

24.32.12.12.1 All tournament merchandise and promotions are at the option and expense of the Host Committee.

## 24.32.12.13 Tournament Statistic

24.32.12.13.1 Statistics shall be kept and sent as part of the host committee report sent to their MA. The Host Committee shall complete all CLA reports within 30 days of the completion of the event and submit to their MA, for submission to the CLA Staff.

## 24.32.12.14 Duration of Games

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24.32.12.14.1 All game length in the Invitational National Competition will be determined by the current CLA rules of competition for the Sector involved in the competition.

## **24.33 MINOR NATIONALS**

### *24.33.1 Player Eligibility*

24.33.1.1 12U Players to be 12 years of age or under prior to December 31.

24.33.1.2 14U Players to be 14 years of age or under prior to December 31.

24.33.1.3 17U Players to be 16 years of age or under prior to December 31.

24.33.1.4 Must be a resident of Province/Territory or registered by the Province/Territory and being the closest MA for the player to play in where there is no lacrosse offered.

24.33.1.5 Must be registered and approved by the MA.

24.33.1.6 All teams must be an All-star format.

24.33.1.7 You can register up to 23 players.

24.33.1.8 You can only dress 18 players and 2 goalies.

### *24.33.2 Bench Personnel Eligibility*

24.33.2.1 All Bench Personnel must be certified and meet CLA guidelines.

24.33.2.2 Trainers must hold valid St. John's, Red Cross, or Sport Training Certificate MA recognized. (Medical Doctors, Registered Nurses, Fire Fighters and Paramedics.)

24.33.2.3 Bench Personnel must be registered and approved by the MA.

24.33.2.4 A minimum of 2 and a maximum of 5 Bench Personnel on the game sheet and on the bench during games, one of whom must be a certified trainer (Note: 1 less than the CLA Box rulebook)

### *24.33.3 Team Uniforms*

24.33.3.1 All MA's will have specified colours for your uniforms; permission would have to be given for any changes from the Box Sector.

24.33.3.2 MA's to work with CLA Office to find one supplier for all MA's to purchase uniforms.

### *24.33.4 Referees*

24.33.4.1 Must be certified in current season (Level 3 preferred)

24.33.4.2 Must be at least 18 years of age.

24.33.4.3 MA's responsibility to get the referee to the Host Province.

24.33.4.4 Host to supply accommodations.

24.33.4.5 Host to supply meals or per diem.

24.33.4.6 Host to supply transportation from the Official Hotel.

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## 24.33.5 Game Structure

24.33.5.1 CLA rules apply, with the following exceptions:

24.33.5.2 Offence/Defense style coaching not permitted at Minor Nationals.

24.33.5.3 Peewee

24.33.5.3.1 3-15 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.4 Bantam

24.33.5.4.1 3-17 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.5 Midget

24.33.5.5.1 3-20 minute periods, the 3rd period last 5 minutes stop time.

24.33.5.6 3 minute rest between periods

24.33.5.7 Full round robin if 6 or more teams participating, double round robin for less than 6 teams participating.

24.33.5.8 Preliminary Games ties stand.

24.33.5.9 Positioning games, Bronze and Gold games if tied after 3 Periods.

24.33.5.9.1 Full 10 minute overtime period.

24.33.5.9.2 If still tied sudden victory 10 minute periods.

24.33.5.9.3 3 minute break between periods.

24.33.5.9.4 In overtime the teams do not change ends as per CLA rule 19 situation 3.

## 24.33.6 Championship Round (based on 10 teams)

24.33.6.1 1st placed team gets a bye to the Gold A Game.

24.33.6.2 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.33.6.3 4th place team gets a bye to the A Bronze Game.

24.33.6.4 5th place team gets a bye to the Gold B Game.

24.33.6.5 6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.33.6.6 8th place team gets a bye to the B Bronze game.

24.33.6.7 9th vs. 10th for the Consolation.

## 24.33.7 (Based on 9 teams)

24.33.7.1 1st placed team gets a bye to the Gold A Game.

24.33.7.2 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.33.7.3 4th place team gets a bye to the A Bronze Game.

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24.33.7.4 5th place team gets a bye to the Gold B Game.

24.33.7.5 6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.33.7.6 8th place team gets a bye to the B Bronze game.

24.33.7.7 9th team eliminated.

### 24.33.8 *(Based on 8 teams)*

24.33.8.1 1st placed team gets a bye to the Gold A Game.

24.33.8.2 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.33.8.3 4th place team gets a bye to the A Bronze Game.

24.33.8.4 5th place team gets a bye to the Gold B Game.

24.33.8.5 6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser going to the Bronze B Game.

24.33.8.6 8th place team gets a bye to the B Bronze game.

### 24.33.9 *(Based on 7 teams)*

24.33.9.1 1st placed team gets a bye to the Gold A Game.

24.33.9.2 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.33.9.3 4th place team gets a bye to the A Bronze Game.

24.33.9.4 5th place team gets a bye to the Gold B Game.

24.33.9.5 6th place team vs. 7th place team for a positioning game winner going to the B Gold Game, loser eliminated.

### 24.33.10 *(Based on 6 teams)*

24.33.10.1 1st placed team gets a bye to the Gold A Game.

24.33.10.2 2nd place team vs. 3rd place team for a positioning game winner going to the A Gold Game, loser going to the Bronze A Game.

24.33.10.3 4th place team gets a bye to the A Bronze Game.

24.33.10.4 5th place and 6th place team gets a bye to the Gold B Game.

### 24.33.11 *(Based on 5 teams) – Double Round Robin*

24.33.11.1 1<sup>st</sup> place team gets a bye to the Gold A Game.

24.33.11.2 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.33.11.3 4<sup>th</sup> place team earns bye to Bronze A game. 5<sup>th</sup> place team is eliminated.

### 24.33.12 *(Based on 4 teams) – Double Round Robin*

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24.33.12.1 1<sup>st</sup> place team get a bye to the Gold A Game.

24.33.12.2 2<sup>nd</sup> place team vs 3<sup>rd</sup> place, winner going to Gold A game, loser going to Bronze A game.

24.33.12.3 4<sup>th</sup> place team earns bye into Bronze A game.

## 24.33.13 *Entry Fees*

24.33.13.1 \$1600.00 per team commitment to be made by January 31<sup>st</sup>, non refundable fee to be paid by April 30<sup>th</sup>. (if you decide you can not commit after your January 31<sup>st</sup> deadline the MA will be charged the entry fee.)

24.33.13.2 No gate fees to be charged except the Championship day all participating MA's will receive 50 free tickets per team.

## 24.33.14 *Practice Times*

24.33.14.1 To be arranged and paid for by the participating teams. (host to supply contact information)

## 24.33.15 *Opening Ceremonies*

### 24.33.15.1 Minimum Criteria

24.33.15.1.1 All teams will parade out on to the floor.

24.33.15.1.2 Referees will parade out on to the floor.

24.33.15.1.3 CLA President or delegate (must speak)

24.33.15.1.4 MA President and or their delegate.

24.33.15.1.5 O Canada in both English and French.

24.33.15.1.6 Host requirements to have Provincial flags for opening and closing ceremonies.

## 24.33.16 *Closing Ceremonies*

24.33.16.1 Teams come out in order of ranking (host to identify entry point)

24.33.16.2 Medal Presentations.

24.33.16.3 MVP of each team (host to supply award and selection criteria.)

## 24.33.17 *Arrival/Departure*

24.33.17.1 Host to announce Arrival and Departure dates by the CLA AM.

## 24.33.18 *Accommodations*

24.33.18.1 To be arranged by host MA, all participants must stay at the official residence.

## 24.33.19 *Transportation*

24.33.19.1 To be arranged by Host Committee, transportation will be provided from the Official Residence to the event.

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24.33.19.2 To be arranged by Host Committee, transportation to and from the Airport for all teams.

24.33.19.3 Cost Sharing of Transportation

24.33.19.3.1 To be approved by the Box Sector and added to this format.

24.33.19.3.2 does not apply to the Minto Cup or Mann Cup.



## **25 SECTION 25: APPENDICES AND FORMS**

# CLA Operations Manual

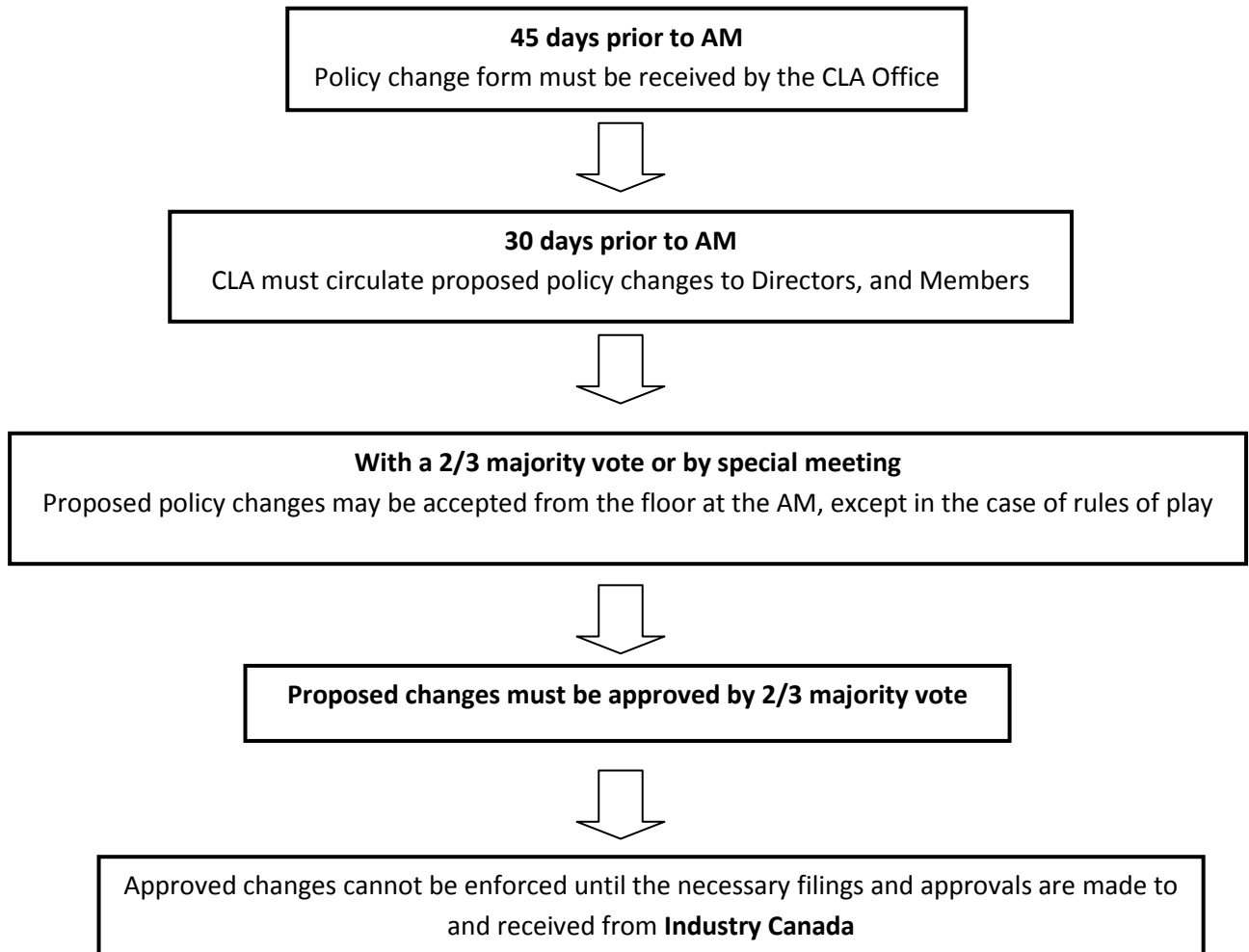
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## APPENDIX 25-1

### POLICY CHANGE PROCEDURE

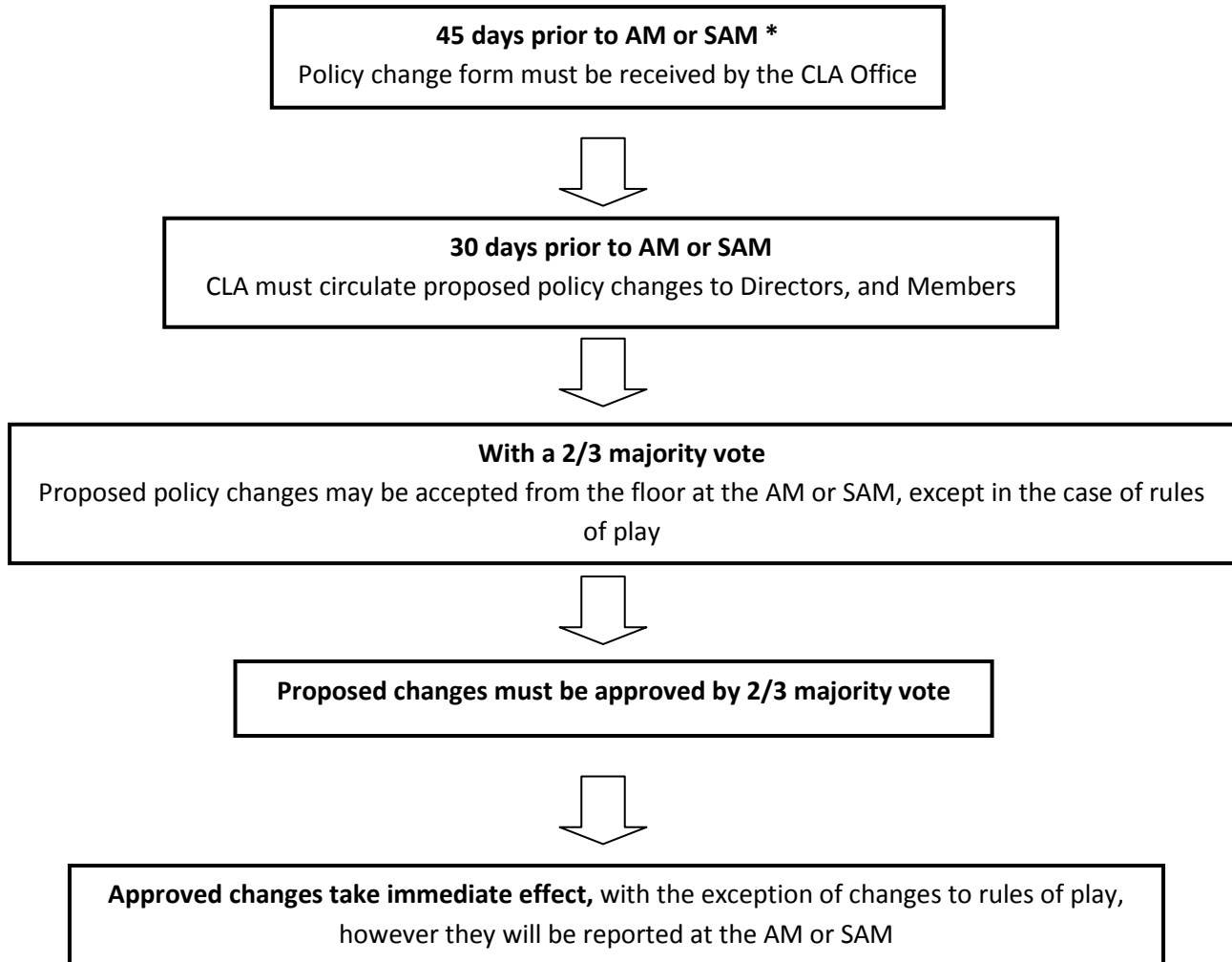
A.

- Applies to Articles of Continuance, and Bylaws.



**B.**

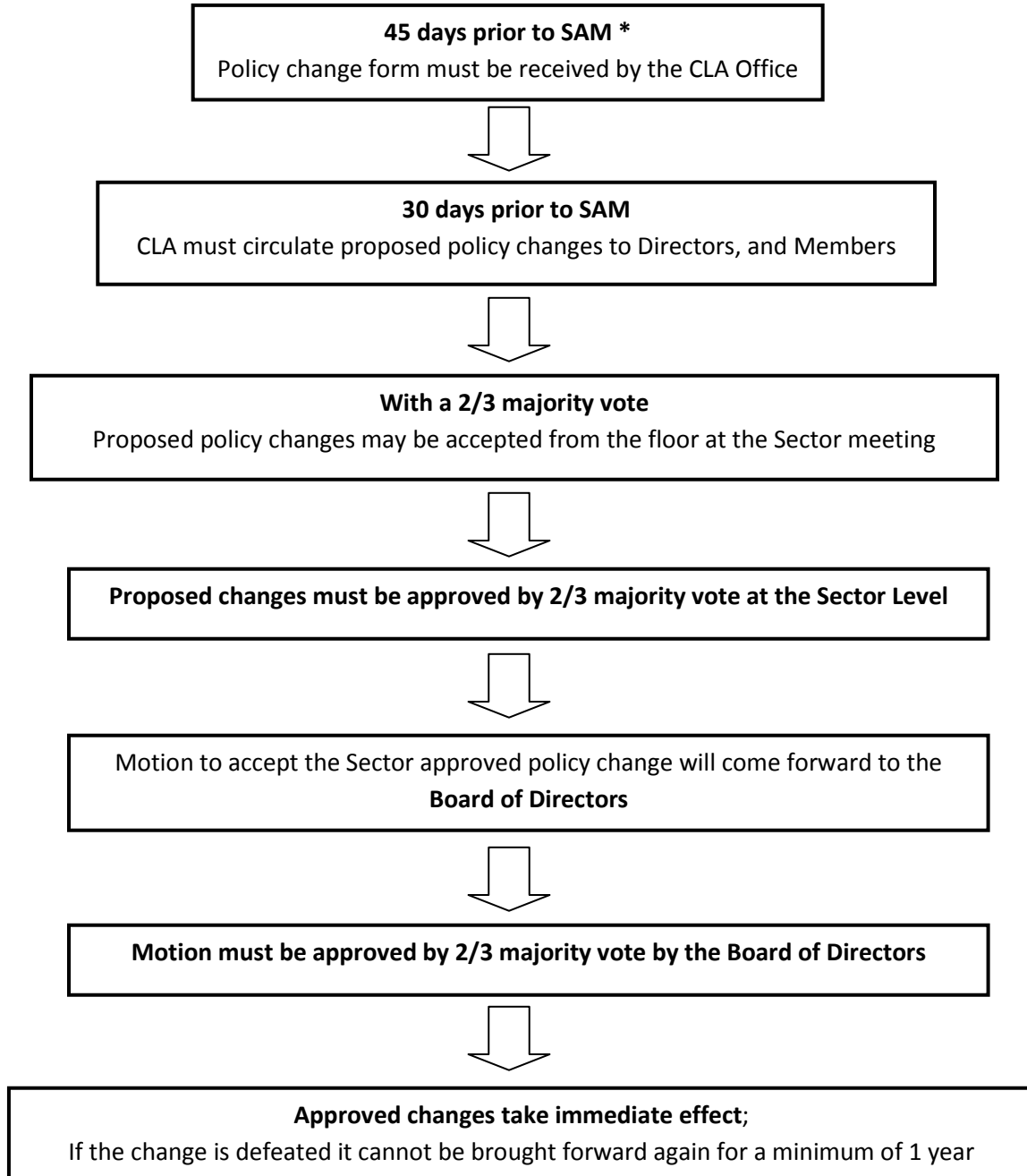
- **Applies to Regulations 3 through 17**



**\*In the period between the SAM and AM proposed policy changes, excluding rules of play, can be dealt with by Board E-Mail Ballot.**

C.

- **Applies to Regulations 18 through 24: Box Sector, Men’s Field Sector, Women’s Field Sector, Coaching Program, Officiating Program, National Championships.**



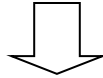
**\*At the discretion of the Sector Chair between Sector meetings proposed policy changes, excluding rules of play, can be dealt with by Sector E-Mail Ballot.**



**APPENDIX 25-2**  
**RULE CHANGE PROCEDURE**

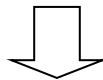
**Even Numbered Years**

Regulations relating to Rules of play may only be changed in even numbered years.



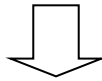
**Proposal Deadline March 1<sup>st</sup>**

Proposal for rule changes must be received by the CLA Head Office by **March 1<sup>st</sup>**.



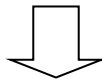
**Proposal submissions to Sector Chairs – March 15<sup>th</sup>**

Submissions will be forwarded to the appropriate Sector Chair and to the Coaching and Officiating Committee Chairpersons by **March 15<sup>th</sup>**.



**Submit Evaluations to CLA Office – April 15<sup>th</sup>**

The Coaching and Officiating Committee Chair will submit their evaluations to the CLA Head Office by April 15<sup>th</sup>. The Head Office will forward the evaluations to the appropriate Sector Chair and include the evaluations in a report to the Members at the Sector Meeting.



**Sector Approval requires 2/3 majority**

All proposals for rule changes must be considered at the Sector Meeting at which time a vote of the Member representatives will be taken. Any proposal approved by 2/3 majority will be referred to the Executive Director and President for ratification within 5 business days of receipt, unless they determine that it may (i) present unacceptable safety risks; (ii) threaten the image of the game; or (iii) impose financial costs not accommodated in approved budgets, in which case the proposal will be referred to the Board of Directors who will proceed with a formal approval or rejection process within 15 business days of receipt of it. Any proposals that are defeated cannot be brought forward again for a minimum of two (2) years.

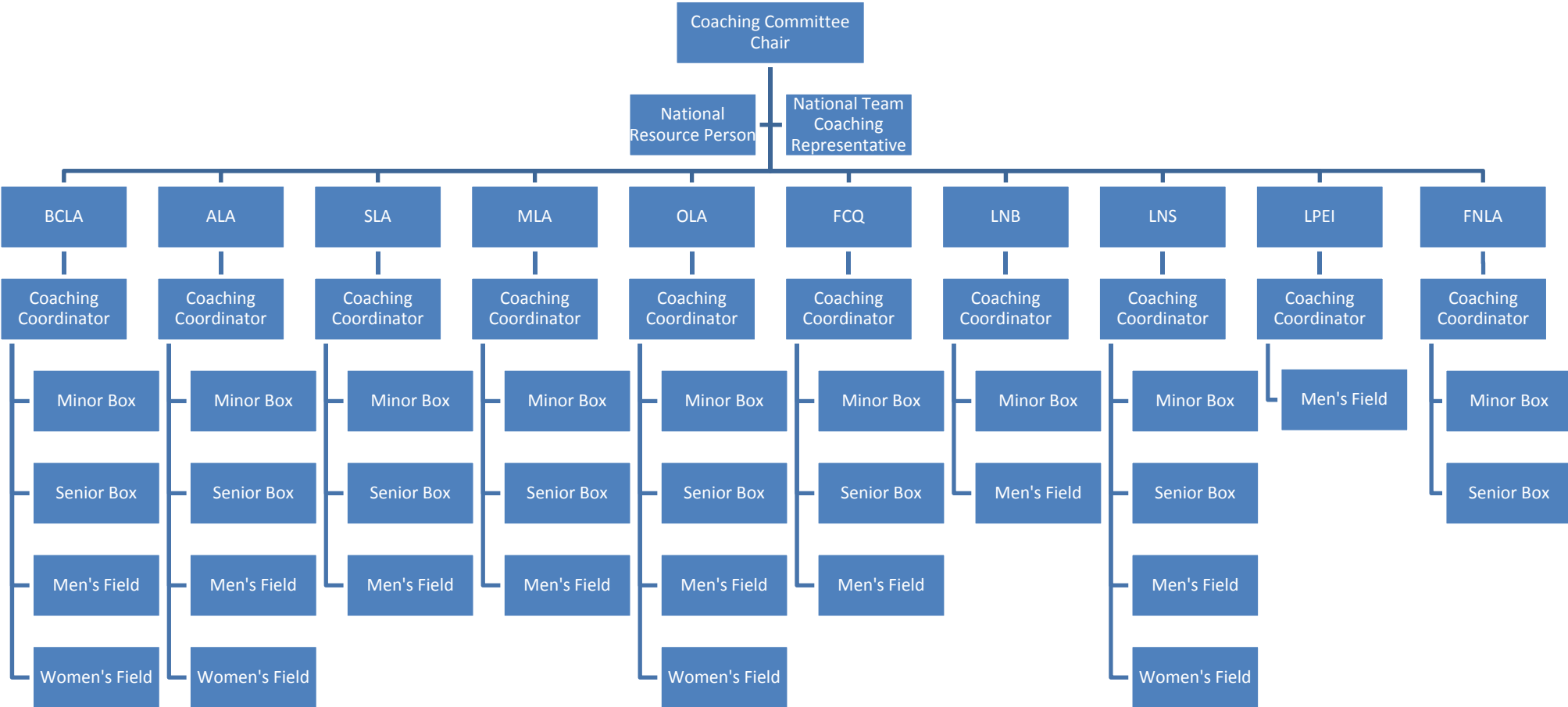


Rule changes not rejected by the Directors of the Association will be incorporated into the playing rules for the following playing season of the Sector unless immediate implementation is necessary in the interest of safety or integrity or image of the game.





# Appendix 25-3: CLA NCCP Organizational Chart







**It is mandatory that the clubs/associations have this form completed and returned to the appropriate body for registration.**

<b>Club or Association Name:</b>	
<b>Division and Calibre:</b>	
<b>Year of Current Season:</b>	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with a Member Association of the CLA.

<b>Coaching Staff Registration (PLEASE PRINT OR TYPE)</b>				
	<b>Head Coach</b>	<b>Assistant Coach</b>	<b>Assistant Coach</b>	<b>Assistant Coach</b>
<b>Name:</b>				
<b>Address:</b>				
<b>City:</b>				
<b>Postal Code:</b>				
<b>Phone Number:</b>				
<b>E-Mail Address:</b>				
<b>NCCP #</b>				
<b>Police Check (If Required):</b>				
<b>Date of Birth (MM/DD/YYYY):</b>				

**Please submit the appropriate registration fee for each listed coach above, along with this form. Coaches are not considered registered until registration fees are paid.**

<b>Bench Personnel Registration</b>			
	<b>Name:</b>	<b>Address:</b>	<b>Phone #</b>
<b>Manager:</b>			
<b>Trainer:</b>			
<b>Equip. Manager:</b>			
<b>Other:</b>			

- Please note:
1. Team Head Coaches are responsible for the conduct of ALL personnel.
  2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.



**Association  
canadienne  
de crosse**



**Canadian  
Lacrosse  
Association**

**Notice of Attendance at National Competition**

**Notice of Intent to Attend a National Competition**

Provincial/Associate Member Association: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**Competition**

**Box**

- Masters       Senior A       Senior B       Junior A       Junior B       Junior (Female)
- Midget       Bantam       Peewee       Midget (Female)       Bantam (Female)

**Men's Field**

- Senior A       Senior B       Junior       Midget

**Women's Field**

- Senior       Junior

**Identification of Club/Team**

Has the participating Club/Team been Identified       Yes       No

*If the Club/Team has been identified, please complete the following:*

Name of Club/Team \_\_\_\_\_

City \_\_\_\_\_

*Contact Information for Club/Team:*

Name of Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

**Registration Fee - Payable to the Canadian Lacrosse Association**

- Full Payment Enclosed       Deposit       Payment to Follow





## **NATIONAL CHAMPIONSHIP LIABILITY WAIVER AND CODE OF CONDUCT**

For Participants Under the Age of Majority in the Province or Territory in which the Athletic Activities are Provided by the Organization

**WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!**

The Parent/Guardian Must Read and Understand this Waiver Prior to the Minor Participating in Athletic Activities

### **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY**

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me on behalf of the Minor Participant (the "Minor") with and for the benefit of Canadian Lacrosse Association, its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). "Occupiers" is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

1. I am the Parent/Guardian of the Minor and am executing this waiver on behalf of the Minor in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Minor for all legal purposes.
2. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Minor by the Organization.
3. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to the Minor's state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which the Minor conducts him or herself while participating in Athletic Activities.
4. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from the Minor's participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me or the Minor in the Minor's participation in Athletic Activities.
5. I acknowledge on behalf of the Minor the Minor's obligation to immediately inform the nearest employee or others of the Organization if he or she feels any pain, discomfort, fatigue or other symptoms that he or she may suffer during and immediately after his or her participation in Athletic Activities. I understand the Minor may stop participation at any time, and may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
6. In addition to consideration given to the Organization for the Minor's participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns, as well as the Minor and his or her heirs, next of kin, executors, administrators and assigns (collectively our "Legal Representatives"), agree:
  - a. to waive all claims that I or the Minor have or may have in the future against the Organization;
  - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from the Minor's participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and
  - c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with the Minor's participation in Athletic Activities.

7. I acknowledge that the minor's image may be replicated by photograph or video during a CLA event and I hereby release any proprietary rights that I may have in those images to the CLA and its member associations for the purposes of promoting the sport of lacrosse in Canada.
8. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself as Parent/Guardian, the Minor and our Legal Representatives.

### CODE OF CONDUCT

- This code for conduct identifies the standard of behaviour, which is expected of all CLA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, CLA contractors, game announcers, authorized social media representatives, and employees involved in CLA activities and events.
- CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA shall conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.
- During the course of all CLA activities and events, members shall avoid behaviour, which brings the CLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- CLA members and participants shall at all times adhere to the CLA's operational policies, to rules and regulations governing CLA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the CLA.
- Members and participants of the CLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- Members of the CLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the CLA's Harassment policy.
- Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of the CLA. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in CLA activities and events, both present and future.

By signing below, I (participant) am indicating that I have read and understand the Acknowledgement of Risk and Release of Liability and agree to abide by the Code of Conduct for this CLA National Championship.

<b>Minor Participant Name</b>	<b>Parent/Guardian Name</b>	<b>Organization Witness Name</b>
<b>Minor Participant Address</b>	<b>Parent/Guardian Address</b>	<b>Organization Witness Title</b>
	<b>Parent/Guardian Signature</b>	<b>Organization Witness Signature</b>
	<b>Date</b>	<b>Date</b>





## **NATIONAL CHAMPIONSHIP LIABILITY WAIVER AND CODE OF CONDUCT**

For Participants Over the Age of Majority in the Province or Territory in which the Athletic Activities are provided by the Organization

**WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!**

Every Person **MUST** Read and Understand this Waiver before Participating in Athletic Activities

### **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY**

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me (the "Participant") with and for the benefit of Canadian Lacrosse Association, its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). "Occupiers" is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

1. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Participant by the Organization.
2. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to my own state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which I conduct myself while participating in Athletic Activities.
3. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from my participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me in my participation in Athletic Activities.
4. I acknowledge my obligation to immediately inform the nearest employee or others of the Organization if I feel any pain, discomfort, fatigue or other symptoms that I may suffer during and immediately after my participation in Athletic Activities. I understand I may stop participation at any time, and I may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
5. I confirm that I have reached the age of majority in the province or territory in which I am participating in Athletic Activities.
6. In addition to consideration given to the Organization for my participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns (collectively my "Legal Representatives"), agree:
  - a. to waive all claims that I have or may have in the future against the Organization;
  - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from my participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and
  - c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with my participation in Athletic Activities.
7. I acknowledge that my image may be replicated by photograph or video during a CLA event and I hereby release any proprietary rights that I may have in those images to the CLA and its member associations for the purposes of promoting the sport of lacrosse in Canada.

8. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself and my Legal Representatives.

## CODE OF CONDUCT

- This code for conduct identifies the standard of behaviour, which is expected of all CLA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, CLA contractors, game announcers, authorized social media representatives, and employees involved in CLA activities and events.
- CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA shall conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.
- During the course of all CLA activities and events, members shall avoid behaviour, which brings the CLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- CLA members and participants shall at all times adhere to the CLA's operational policies, to rules and regulations governing CLA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the CLA.
- Members and participants of the CLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- Members of the CLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the CLA's Harassment policy.
- Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of the CLA. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in CLA activities and events, both present and future.

By signing below, I (participant) am indicating that I have read and understand the Acknowledgement of Risk and Release of Liability and agree to abide by the Code of Conduct for this CLA National Championship.

<b>Participant Name</b>	<b>Organization Witness Name</b>
<b>Participant Address</b>	<b>Organization Witness Title</b>
<b>Participant Signature</b>	<b>Organization Witness Signature</b>
<b>Date</b>	<b>Date</b>





**Association  
canadienne  
de crosse**



**Canadian  
Lacrosse  
Association**

## Accommodations Declaration Form

On behalf of the \_\_\_\_\_ (team) I declare that our rooms are in adequate condition at check in.  
With the following noticeable exceptions:

Room #	
Room #	
Room #	
Room #	
Room #	
Room #	
Room #	

<i>Team Representative:</i>	<i>Dated:</i>
<i>Host Representative:</i>	<i>Dated:</i>





## Appendix 25-10

# Championship Trophy/Cup Agreement

I \_\_\_\_\_ (Team Representative) on behalf of the \_\_\_\_\_ team sign this form indicating possession of the \_\_\_\_\_ Championship Trophy/Cup on this day \_\_\_\_\_. I hereby guarantee that the \_\_\_\_\_ Championship Trophy/Cup will be back to the Canadian Lacrosse Association in the same condition as received by the second Friday of June following the year it is won.

### CLA Operations Manual-Section 24: National Championships

- 24.21.2. Winning teams may retain possession of the trophy or cup until the end of February. A Championship Trophy/Cup Agreement Form must be filled out by the team manager of the winning team. This form must be returned to the CLA Convenor before the team can take possession of the trophy or cup. The form will be sent to the CLA Head Office along with the Convenor report.
- 24.21.3. All trophies must be returned "PREPAID" to the CLA Head Office, or other place specified by the CLA Executive Director. Trophies not returned by the specified date will result in a fine of \$100 per month until it is received in the CLA Head Office. Failure to return the trophy may also result in the suspension of the offending team.
- 24.21.4. Each team in a national championship acts as a representative of their MA. Repair or replacement of any trophy while in the possession of the winning team shall be billed to the MA.

Team Representative: \_\_\_\_\_ Date: \_\_\_\_\_

CLA Convenor: \_\_\_\_\_ Date: \_\_\_\_\_

To be included with report to the CLA Office by Championship Convenor







**TRAVEL AND ADMINISTRATIVE EXPENSE CLAIM  
DEMANDE DE REMBOURSEMENT DE FRAIS DE  
DÉPLACEMENT ET D'ADMINISTRATION**  
(Please print/Écrire en lettres moulées S.V.P.)

Gladstone Sports & Health Centre, Suite 310  
18 Louisa Street  
Ottawa, Ontario, K1R 6Y6  
(phone) (613) 260-2028  
(fax) (613) 260-2029

NAME / NOM: \_\_\_\_\_

ADDRESS/ADRESSE: \_\_\_\_\_

\_\_\_\_\_

EVENT / ÉVÉNEMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TRAVEL EXPENSE / FRAIS DE DÉPLACEMENT		AMOUNT / MONTANT
<input type="checkbox"/>	Air, rail / Par avion, train	
<input type="checkbox"/>	Airport transportation (receipt required) Transport à ou de l'aéroport (reçu obligatoire)	
<input type="checkbox"/>	Taxi (receipt required / reçu obligatoire)	
<input type="checkbox"/>	Car rental (requires prior approval and receipts) Location de voiture (autorisation préalable et reçus obligatoires)	
<input type="checkbox"/>	Private motor vehicle / Par voiture particulière Kilometers / kilomètres @ \$0.40	
MEALS / REPAS		AMOUNT / MONTANT
<input type="checkbox"/>	Breakfast / Petit déjeuner _____ @ \$15.00 _____	
<input type="checkbox"/>	Lunch / Déjeuner _____ @ \$15.00 _____	
<input type="checkbox"/>	Dinner / Souper _____ @ \$30.00 _____	
ADMINISTRATIVE / ADMINISTRATION		AMOUNT / MONTANT
<input type="checkbox"/>	Postage / Frais de poste	
<input type="checkbox"/>	Telephone / Téléphone (Attach telephone log / Dresser la liste des appels)	
<input type="checkbox"/>	Printing and duplication / Impression et polycopie	
<input type="checkbox"/>	Stationery and supplies / Fournitures de bureau	
<input type="checkbox"/>	Other (Specify / Préciser)	

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature / Signature de demandeur

\_\_\_\_\_  
Authorized signature / Signature autorisée



## APPENDIX 25-12: CALENDAR OF CLA NATIONAL CHAMPIONSHIPS

Championship	AUGUST				SEPTEMBER		OCTOBER
	1st Week	2nd Week	3rd Week	Final Week	Labour Day W/E	2nd-3rd Week	Thanksgiving W/E
Pee Wee (Box)							
Bantam (Box)							
Bantam Girls (Box)							
Midget (Box)							
Founders - Jr. B (Box)							
Minto - Jr. A (Box)							
President's - Sr. B (Box)							
Mann - Sr. A (Box)							
Alumni - U16 (MF)							
First Nations - U19 (MF)							
Ross - Sr. A (MF)							
Victory - Sr. B (MF)							
Jenny Kyle - Jr. (WF)							
Robertson - Sr. (WF)							

Championship	Age	Site Selection	Duration	Team Eligibility	Teams/MA	Notice of Attendance	Entry Fee Deadline
Pee Wee (Box)	11-12 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Bantam (Box)	13-14 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Bantam Girls (Box)	13-14 yrs.	Bid	4 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Midget (Box)	15-16 yrs.	Bid	7 days	Prov. All-Stars	1	Jan. 31	Apr. 30
Founders - Jr. B (Box)	17-21 yrs.	Rotation	9 days	Clubs	1 + host	Jun. 1	Jun. 1
Minto - Jr. A (Box)	17-21 yrs.	Rotation	9 days	Clubs	1 + host	n/a	n/a
President's - Sr. B (Box)	22+ yrs.	Rotation	9 days	Clubs	1 + host	Jun. 1	Jun. 1
Mann - Sr. A (Box)	22+ yrs.	Rotation	11 days	Clubs	1	n/a	n/a
Alumni - U15 (MF)	14-15 yrs.	Rotation	3 days	Prov. All-Stars	1	Jul. 5	Jul. 5
First Nations - U18 (MF)	16-18 yrs.	Rotation	3 days	Prov. All-Stars	1	Jul. 5	Jul. 5
Ross - Sr. A (MF)	20+ yrs.	Rotation	3 days	Clubs	1 + host	Aug. 9	Aug. 9
Victory - Sr. B (MF)	20+ yrs.	Rotation	3 days	Clubs	1 + host	Aug. 9	Aug. 9
Jenny Kyle - Jr. (WF)	15-16 yrs.	Bid	3 days	Prov. All-Stars	1	Jun. 1	Jun. 1
Robertson - Sr. (WF)	17-19 yrs.	Bid	3 days	Prov. All-Stars	1	Jun. 1	Jun. 1

\* The first week of a month is understood to be the first week containing a Friday.

<b># of Teams</b>	<b>Format</b>	<b>Playoffs</b>	<b>Max. # of Games</b>
2	Best of 7 series	Best of 7 series	7
3	Double round-robin	Championship game (1 v. 2)	5
4	Full round-robin	Semi-Final (2 v. 3) Final (1 v. Winner of 2 v. 3)	7
5-7	Full round-robin	Medal games (1 v.2; 3 v. 4)	7
8	Two pools (full round robin within the pool)	Cross-over semi-finals (A1 v. B2; B1 v. A2) Medal games	5 (8 teams)
9-10	Two pools (full round robin within the pool)	Cross-over semi-finals (A1 v. B2; B1 v. A2) Medal games	6 (9-10 teams)

## APPENDIX 25-13

### RIC REPORT – NATIONAL FINALS / COMPETITION

#### 1) FACILITY REPORT: For Each arena:

- 1) Team Dressing Rooms / Visitor and Home Bench Areas  
including access to the floor
- 2) Referee Dressing Room  
including access to the floor
- 3) Arena  
Markings and dimensions; ie. back of crease area.  
Nets ie standard size and appropriate mesh  
Boards, Doors, Glass, Mesh or netting  
Padding on Glass Corners  
Location of the Benches  
Location of the Penalty Box Area  
Timing Equipment: Main Clock, 30 sec Clock, Back up two stop watches.

#### 2) PRE-COMPETITION MEETING:

- 1) Team Representative List and Officials List – inc. address and telephone #:
- 2) Introduction of Officials
- 3) Introduction of Team Representatives
- 4) Lines of Communication:  
Team Representative → CLA Convenor → RIC → Officials
- 5) Emphasis on Rules and Interpretations:  
List of Rules Discussed and Interpretation Explained  
Other Issues brought up by team or officials

#### 3) OFFICIALS MEETINGS:

- PRE-TOURNAMENT: - Issues discussed.  
DURING TOURNAMENT: Issues discussed.

#### 3) TOURNAMENT SCHEDULE:

- 1) Games and officials assigned to the game.
- 2) Daily Game Assessments-
  - a) The complexity for each of the games.
  - b) Officials Assigned, Evaluations / Assessment
  - c) Minor Officials Assessment
  - d) Major Game issues that resulted as part of the games.
  - e) Any and all injuries to officials must be reported.

#### 4) PAY SUMMARY SHEET:

- 1) For individual officials:

#### 5) INDIVIDUAL EVALUATION OF OFFICIALS

- 1) Official game evaluations.
- 2) Summary evaluation of official performance through the tournament.

***Please Note: Final Report must be submitted to the CLA Officiating Committee  
Chairperson within 15 days after the competition has been completed!***



## Appendix 25-14 Player Transfer Form

(All fields must be completed)

### SECTION 1 – TO BE COMPLETED BY PLAYER WISHING TO BE TRANSFERRED (Please Print)

**DATE RECEIVED IN THE CLA OFFICE:** \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth: (DD/MM/YY) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Member Association last registered with: \_\_\_\_\_ Team Name/  
Division (Jr/Sr A/B): \_\_\_\_\_

Member Association Transferring to: \_\_\_\_\_ Team Name/  
Division (Jr/Sr A/B): \_\_\_\_\_

Player Signature \_\_\_\_\_ Parent/Guardian Signature (if required) \_\_\_\_\_

### SECTION 2 – TO BE COMPLETED BY MEMBER ASSOCIATION PLAYER IS TRANSFERRING FROM RETURN TO THE CLA OFFICE BY :

Step 1: Is the player on a negotiation list? (Circle one)	Yes  No	Step 2: Is the in good standing/not suspended? (Circle one)	Yes  No
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If you answered NO in step 2, please indicate reason(s):

Step 3: If player is on a negotiation list, please indicate any terms/conditions require to obtain a release:  
(if more space is required, please attach additional sheets)

1.

2.

3.

Please print the name of person with Signing authority for MA	Signature	Date
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### SECTION 3 – TO BE COMPLETED BY RECEIVING MEMBER ASSOCIATION (By signing this section indicates that you will be bound by the conditions attached to the transfer) RETURN TO THE CLA OFFICE BY:

Please print the name of person with Signing authority for MA	Signature	Date
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## APPENDIX 25-15

# CANADIAN LACROSSE ASSOCIATION SOCIAL MEDIA GUIDELINES

## OVERVIEW

The Canadian Lacrosse Association (CLA) has begun to use social media networking accounts in a way to increase the reach of CLA news and information to all interested parties, which include but is not limited to: members, fans, sport enthusiasts, and supporters. There are two main social media outlets that will be used by the CLA, Facebook and Twitter. The CLA has created a Facebook account (Lacrosse Canada), as well as a fan page (Canadian Lacrosse Association). The CLA has the Twitter handle (name) of LacrosseCanada.

These guidelines were developed to sit under the framework for the Canadian Lacrosse Association (“the Association”, “we”, “us”, “our”) By-laws and/or Regulations, as well as be a complement to any additional policies and codes of conduct implemented by the Association.

We recognize the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. **The Social Media Guidelines have been developed to help empower you to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game.**

The vision that serves as the basis to all our initiatives is guided by certain shared values that we live by as an organization and as individuals:

- **HEALTH:** provide developmentally-appropriate opportunities to experience fitness, fun and friendship in the fastest game on two feet;
- **EXCELLENCE:** achieve high standards in all aspects of our sport: playing, coaching, officiating, volunteering, managing, leading;
- **ACCOUNTABILITY:** operate with integrity and transparency, accepting responsibility for outcomes and results;
- **RESPECT:** unite communities by embracing inclusion, accessibility and diversity; and
- **TEAMWORK:** achieve more working together in a climate of collaboration and trust.

The Association encourages all MAs, AMAs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of CLA players (hereinafter referred to as “participants of the game”) to explore and engage in social media communities at a level at which they feel comfortable. **Have fun but be smart.** The best advice is to approach online worlds in the same way we do the physical one -- by using **sound judgment** and **common sense**, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached.

Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters. Both the Facebook and Twitter accounts are measurable, to which the user(s), in this case the CLA, can identify how many people follow the organization's accounts.

Both forms of social media that the CLA utilizes are used to engage the audience. Creating awareness, generating interest, and increasing the visibility of the CLA should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.

Facebook can provide the CLA with multiple channels for community outreach. Facebook can be used to highlight an organization's news and highlights, inform their followers or "fans" on Facebook with up to date information. The CLA can highlight the organization's recent activity, post links to related stories already posted on the CLA website or other related websites. It can also share photo albums and videos. Facebook allows for the CLA to operate and manage "groups" as well - groups allow the CLA to post/share information to specific members (ex. 2012 U19 Men's Field group page allows for only members of the team to view and post information - this allowed for another method of sharing important team information outside of emails and conference calls).

Twitter provides an opportunity to interact with individuals, groups and provide conversations and member interactions. Twitter can be used to highlight an organization's news and highlights informing the CLA's "followers". The user(s) can only post messages and links to the CLA website or any other lacrosse related story. Messages must be 140 characters or less. Photos and videos can be linked as well.

Using the CLA's social media accounts effectively will include but will not limit to

- Add value to consumers, the sport industry, and the organization
- Communicate with respect, professionalism, and courtesy
- Provide insight, expertise, and relevant conversation
- Communicate ethically and morally in support of the organization's professional goals

## **COMPLIANCE**

Non-compliance with these guidelines may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law.

Those who fail to comply with these guidelines may be disciplined under the Association By-laws and/or Regulations as a participant of the game

## **DEFINITIONS**

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

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

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

## ASSOCIATION GENERAL GUIDELINES

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

**Respect** of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with the Association's communications contact to make informed, appropriate decisions. When in doubt, please contact [alain@lacrosse.ca](mailto:alain@lacrosse.ca)

**Utilization** of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.

**Guidance for navigating legal issues.** The following is offered as general guidance to assist you in complying with the obligations set out in these guidelines. When in doubt, seek further guidance from the organization's Operations Manual.

**Privacy, confidentiality and information security.** You should **not** publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. The CLA's *Privacy Policy* applies.

**Copyright.** You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.

**Harassment and bullying.** The CLA's *Harassment Policy* applies online and in the physical workplace. Workplace bullying and harassment includes any bullying or harassing comments employees make online, even on their own private social networks or out of office hours.

Abusive, harassing, threatening or defaming postings are in breach of the CLA's *Harassment Policy* in the *CLA Operations Manual*, and may result in disciplinary action being taken.

All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

**Defamation.** You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

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

### SOCIAL MEDIA ACTIVITIES

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

of engaging in forms of social media and online conversations that reference the Association and/or the representative's relationship with the Association and its brand, and that they recognize when the Association might be held responsible for their behavior.

## **PERSONAL USE**

### ***Our Expectations for Personal Behavior in Social Media***

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

1. **Adhere to all applicable policies.** All participants of the game are subject to the Association's Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behavior with respect to the disclosure of information; these policies are applicable to your personal activities online.
2. **You are responsible for your actions.** Anything you post that can potentially tarnish the Association's image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of the Canadian Lacrosse Association".
3. **Be a "scout" for compliments and criticism.** Even if you are not an official online spokesperson for the Association, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Association or its brands online that you believe are important, consider sharing them by forwarding them to [alain@lacrosse.ca](mailto:alain@lacrosse.ca).
4. **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Association or its brands or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the CLA staff who are trained to address such comments, at [alain@lacrosse.ca](mailto:alain@lacrosse.ca).
5. **Be conscious when mixing your business and personal lives.** Online, your personal and business personas are likely to intersect. The Association respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family and know that information originally intended just for friends and family can be forwarded on.

**REMEMBER:** Do not represent yourself as an Official Spokesperson of the Association (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of the Association (including confidential information). Be aware that taking public positions online that are counter to the Association's interests may be harmful and could be considered a breach of compliance.

### **Specific applications and situations**

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

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

For any other questions, please refer to the Association's *Operations Manual*, or contact [alain@lacrosse.ca](mailto:alain@lacrosse.ca).

## PROFESSIONAL USE OF SOCIAL MEDIA

### ***Our Expectations for Professional Behavior in Social Media***

#### Becoming Authorized To Use, Post And Comment

- Before using the CLA's social media accounts you must be a representative of the organization.
- You may not use, post or comment as a representative of the organization unless you are **authorized** to do so.

#### Rules Of Engagement

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

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

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

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the CLA's reputation or bring it into disrepute.



## TERMS OF REFERENCE – CLA INDIGENOUS DEVELOPMENT COMMITTEE

Name	<b>Indigenous Development Committee</b>
Mandate	The Indigenous Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in fulfilling its strategic priority and responsibility to ensure inclusion of Indigenous peoples in the sport of lacrosse, development of Indigenous-specific programming, education and promotion of the historical significance of Indigenous ancestry and contributions to the sport of lacrosse.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of the Canadian Lacrosse Association of activities, opportunities, programming and events that further the Association's strategic priorities with regard to Indigenous development.</li> <li>• Determine the adequacy of the Canadian Lacrosse Association's policies and communications to appropriately and responsibly include Indigenous peoples and communities.</li> <li>• Review the Canadian Lacrosse Association's Member Association policies and communications to appropriately and responsibly include Indigenous peoples and communities and provide advice, assistance and recommendations.</li> <li>• Ensure that all member associations are tracking the Indigenous status of athletes, coaches and officials and reporting and changes in participation numbers to the Canadian Lacrosse Association.</li> <li>• Propose participation-based and educational programming to the Board of the Canadian Lacrosse Association for consideration.</li> <li>• Develop strategic partnerships with other organizations, such as Indigenous associations and funding agencies.</li> <li>• Create and maintain a resource list available to all Canadian Lacrosse Association members including but not limited to: community champions, cultural facilitators, literature, etc.</li> <li>• Access and expose as many Indigenous communities as possible to the sport of lacrosse.</li> <li>• Create a strategic plan to further increase the participation numbers of Indigenous peoples and communities.</li> <li>• Develop, update and educate the entire lacrosse community on cultural sensitivity.</li> <li>• Such additional duties as may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct meetings and to retain strategic partnerships with the approval of the Board of Directors and upon approved and allocated budgetary expense of the Canadian Lacrosse Association</p>
Authority	The Committee is a limited agent of the Board in relation to Indigenous matters, and is an active advisor to the Board on all matters related to Indigenous programming, resources and events. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee will be composed of the CLA's Indigenous Director, CLA Director Domestic Development, CLA Program Coordinator, CLA Atlantic Coordinator(s) and a representative appointed by each provincial association annually at the CLA AM.
Meetings	The Chair of the Committee will be the CLA's Indigenous Director. The CLA Program Coordinator will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as

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



## TERMS OF REFERENCE – CLA MINTO CUP COMMITTEE

Name	<b>Minto Cup Committee</b>
Mandate	The Minto Cup Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in providing direction on and in fulfilling the multi-party contractual obligations and in renewing contract terms related to the Junior A Box National Championship, the Minto Cup.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Initiate and manage the renewal and terms of the Minto Cup agreement.</li> <li>• Advise the Board of the Canadian Lacrosse Association of all new contractual obligations or changes to the existing Minto Cup agreement.</li> <li>• Ensure all terms of the Minto Cup agreement are carried out accordingly.</li> </ul> <p>The Committee will have the authority to conduct meetings as per the Minto Cup agreement, which presently include one meeting on the Thursday prior to the SAM and one meeting at the Minto Cup.</p>
Authority	The Committee is a limited agent of the Board in relation to all matters related to the Minto Cup and is an active advisor to the Board on all matters related to Canadian Junior A Lacrosse and the Junior A National Championship. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the CLA President, Director National Championships, Director Administration, Box Sector Chair, ALA president or Designate and League Commissioner, BCLA President or Designate and League Commissioner, OLA President or Designate and League Commissioner and CLA Communications and Marketing Coordinator or staff designate. The CLA Box Sector Chair will act as Chair of the Minto Cup Committee.</p> <p>Members of the Committee will serve terms for the length of each Minto Cup agreement and will continue to serve terms for as long the structures carries over during renewal periods.</p>
Meetings	<p>The Chair of the Committee will be the CLA's Box Sector Chair. The CLA Communications and Marketing Coordinator or staff designate will normally attend meetings of the Committee, for information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per the Minto Cup agreement. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Events and Communications Coordinator or staff designate.
Reporting	<p>The Committee will report through the CLA Box Sector Chair to the Board at the AM and SAM in writing.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the</p>

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	<p>MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on June 2, 2012.</p>
Review	<p>The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the SAM, if warranted.</p>

**TERMS OF REFERENCE – CLA FINANCE AND AUDIT COMMITTEE**

Name	<b>Finance and Audit Committee</b>
Mandate	The Finance and Audit Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of the Canadian Lacrosse Association in fulfilling its oversight responsibilities related to corporate auditing and reporting, financial policies and strategies, and financial risk management.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of the Canadian Lacrosse Association on the compliance with legal and regulatory requirements.</li> <li>• Determine the adequacy of the Canadian Lacrosse Association’s internal financial controls and procedures for financial reporting to the Board, members and funding agencies.</li> <li>• Develop and oversee the implementation of financial policies to safeguard the Canadian Lacrosse Association’s assets and revenue streams.</li> <li>• Review and approve the scope of the annual audit and audit fees to be paid, and recommend annually to the Canadian Lacrosse Association Members the appointment of the auditor.</li> <li>• Ensure that any problems, issues or concerns raised by the auditor are promptly and satisfactorily addressed by the Board and staff.</li> <li>• As required, receive reports and advise the Board on any material government investigation, litigation, contractual dispute or legal matter.</li> <li>• Advise the Board on Canadian Lacrosse Association risk management and insurance policies and programs.</li> <li>• Work with staff to review and assess budgets, and advise on budget recommendations to the Board of Directors. The Board of Directors approves and brings annual budgets to the Members for final approval.</li> <li>• Review financial reporting of national properties, including but not limited to national championships and national teams.</li> <li>• On an ongoing basis provide expertise to enhance the quality of Board discussion on financial matters, and facilitate effective Board decision-making in this area.</li> <li>• Such additional duties as may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct investigations and to retain, with the approval of the Board of Directors and at the expense of the Canadian Lacrosse Association, the services of outside resources, including legal counsel or other experts.</p>
Authority	The Committee is a limited agent of the Board in relation to audit matters, and is an active advisor to the Board on all other financial matters. The Board of Directors in discussion with the Committee may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of the Director Administration and three additional persons who are appointed by the Board at the Annual Meeting or by email ballot if necessary between meetings of the Board. At least one member of the Committee will be a CA, CGA, CMA or its equivalent or will be financially literate as such qualifications is interpreted by the Board in its business judgment.</p> <p>Members of the Committee will serve terms of two years.</p>
Meetings	The Chair of the Committee will be the Director Administration. The Executive Director will

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	<p>normally attend meetings of the Committee, for information purposes. The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee will receive the necessary resources from the Canadian Lacrosse Association to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Executive Director.
Reporting	The Committee will report through the Director Administration to the Board at the AM and SAM in writing.
Approval	These Terms of Reference were approved by the Board of Directors of the Canadian Lacrosse Association on November 17, 2012.
Review	The Committee will review these terms of reference on an annual basis at the Annual Meeting and will make recommendations to the Board on any revisions, if warranted.

**TERMS OF REFERENCE - CLA APPEALS COMMITTEE**

Name	<b>Appeals Committee</b>
Mandate	The Appeals Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the Canadian Lacrosse Association in hearing, deliberating and formulating written decisions on appeals by CLA members. Appeals may be submitted on decisions for which the CLA bylaws or regulations provide a right of appeal, any discipline decisions dealt with at the CLA level or decisions of a MA where the Chairperson grants leave to appeal.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Have no involvement with the decision being appealed and shall be free from actual or perceived bias or conflict.</li> <li>• Attend a hearing within 21 days of being appointed to the Appeal Committee.</li> <li>• Review and consider all pertinent submission and information pertaining to the appeal.</li> <li>• Assist in formulating the written appeal decision within 5 days of the hearing.</li> </ul>
Authority	As per Section 7 of the CLA's Operation Manual
Composition	<p>The Directors of the CLA shall appoint on an annual basis at the AM a Chairperson of the Appeals Committee who must be a past or present member of the Board of Directors or a past or present member of the Board of Directors, or its equivalent, of an MA.</p> <p>Two additional members for the Appeals Committee will be selected by the Chairperson from the Board of Directors and the Sector Chairpersons. Only two of the three members may be members of the CLA Board of Directors. This group of three will be the Appeals Committee to hear the appeal.</p> <p>In the event that the Chairperson cannot exercise his or her duties, by reason of bias or conflict of interest or absence or otherwise, then the Chairperson, or in his or her absence the President, shall appoint a past or present member of the Board of Directors or a past or present member of the Board of Directors or its equivalent of an MA to serve as Chairperson in the interim.</p>
Hearing Process	<p><b>PART 1 – Introduction</b></p> <p>1. This is intended to provide guidance to those who are involved in Appeals.</p> <p><b>Part 2 – Natural Justice</b></p> <p>2. The Committee is required to follow the rules of natural justice. Put simply, it is the duty to be fair. The specific requirements are flexible, depending on the issues in question and the seriousness of the consequences. The typical requirements are:</p> <ul style="list-style-type: none"> <li>(a) Adequate notice of the hearing;</li> <li>(b) Adequate preparation time;</li> <li>(c) A disinterested (unbiased) deciding body;</li> <li>(d) A fair hearing allowing presentations from both sides and an opportunity to rebut submissions;</li> <li>(e) Representation by an agent or lawyer;</li> <li>(f) A decision based on the evidence and arguments heard;</li> <li>(g) A decision in a reasonable time;</li> <li>(h) Reasons for the decision, preferably in writing;</li> </ul> <p>3. It is not necessary to conform to the requirements of a formal court.</p> <p><b>PART 3 – Application of the Rules of Natural Justice to the Appeal Process</b></p> <p>4. The Rules apply to this Committee as follows:</p> <ul style="list-style-type: none"> <li><b>(a) Adequate notice of the hearing</b> <ul style="list-style-type: none"> <li>• all interested parties must receive notice of the date, time, and place of the</li> </ul> </li> </ul>

	<p>hearing</p> <ul style="list-style-type: none"> <li>• within reason, the hearing must be scheduled so that all interested parties are able to attend but must be heard within the deadlines in the Bylaws</li> <li>• the parties should be directed to the policies which govern the process</li> </ul> <p><b>(b) Adequate preparation time</b></p> <ul style="list-style-type: none"> <li>• this speaks for itself</li> </ul> <p><b>(c) A disinterested (unbiased) deciding body</b></p> <ul style="list-style-type: none"> <li>• in sporting organizations, especially like ours, it may be impossible to find members for a tribunal who do not know the parties. Fortunately, that is not necessary</li> <li>• so far as is possible, the members of the tribunal must not have any biases in favour of or against any of the issues or parties or any interest in the outcome. Nor can there be any appearance that there is (in the eyes of a reasonable person who is not involved in the matter)</li> </ul> <p><b>(d) A fair hearing allowing presentations from both sides and an opportunity to rebut submissions</b></p> <ul style="list-style-type: none"> <li>• each party must be allowed to fully state and present their argument</li> <li>• the tribunal may require information to be provided</li> <li>• use the following order:             <ol style="list-style-type: none"> <li>(i) appellant</li> <li>(ii) respondent</li> <li>(iii) reply of appellant</li> </ol> </li> </ul> <p>in the presentation of arguments for an efficient and orderly process</p> <p><b>(e) Representation by an agent or lawyer</b></p> <ul style="list-style-type: none"> <li>• some people are not confident or adequately skilled in presenting their case, so let them be represented by a lawyer or agent, e.g. club president, parent, coach, if they wish</li> </ul> <p><b>(f) A decision based on the evidence and arguments heard</b></p> <ul style="list-style-type: none"> <li>• the tribunal cannot make a decision based on something the parties did not know about or had an opportunity to call evidence about or argue about</li> </ul> <p><b>(g) A decision in a reasonable time</b></p> <ul style="list-style-type: none"> <li>• this means that the time from when the complaint was made to when the decision was made must be reasonable but it must comply with the deadlines in the Bylaws. It depends on the circumstances. Sometimes the delay of two months will cause no prejudice, so that would not be unreasonable. In other cases, the delay of one week could be highly prejudicial, e.g. suspension during the playoffs. But, it only has to be done in a time that is reasonable, which includes consideration of the ability of the organization to organize the hearing.</li> </ul> <p><b>(h) Reasons for the decision, preferably in writing</b></p> <ul style="list-style-type: none"> <li>• this is very important because the parties need to know why decision was reached.</li> <li>• Examples are found on the CLA website (decisions of the Transfer Review Committee, the Discipline Committee and the Appeals Committee)</li> <li>• all arguments and issues presented by the parties should be dealt with in the decision</li> <li>• it is acceptable and desirable to render the result of the decision and issue reasons later, within a reasonable time but within the deadlines in the Bylaws</li> </ul> <p><b>PART 4 – Appeal limits</b></p> <p>5. Normally, an appeal is not a hearing <i>de novo</i>, meaning the whole hearing is repeated. This is very inefficient and, so long as the tribunal below did not break any rules, unnecessary. If the hearing below was unfair, however, it will be necessary to do it over and</p>
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	<p>then the process for the Discipline Committee should be followed.</p> <p>6. An appeal hearing may receive evidence that was not heard below but it should not if the evidence would have been made available below by the exercise of reasonable diligence or if the evidence could not make a difference.</p> <p>7. In order to conduct an appeal without doing the hearing over, it is necessary that there be an adequate record from the hearing below. If there is any dispute over what the <i>viva voce</i> (living voice) evidence was, the evidence will have to be heard again. The best way to handle this is to audio record the hearing.</p> <p>8. Because there may be further appeals or even review by a Court, the appeal hearing should also be audio recorded.</p> <p>9. When an appeal is heard, so long as the hearing below was fair and there is an adequate record, the standard of review should be reasonableness. In other words, if the appeal tribunal would have reached a different result, but it has not been shown that the decision appealed from was one that no reasonable tribunal could reach, the appeal should be dismissed. This preserves the true function of an appeal which is not just a “do-over” opportunity. It reduces the number of appeals, is efficient, and gives the authority to the original tribunal that it should have.</p>
Meetings	Hearings and meetings of the Appeals Committee shall be lead by the Appeals Committee Chairperson. The Committee may hold hearings by phone.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report appeal decisions to the CLA Executive Director who will forward the decision to all known interested parties and post on the CLA website.
Approval	These Terms of Reference were amended by the Board of Directors of the Canadian Lacrosse Association on November 14, 2014.
Review	The Committee terms of reference will be reviewed on an annual basis by the Appeals Committee Chairperson and any recommended revisions will be made to the Board at the AM, if warranted.





**TERMS OF REFERENCE - CLA DISCIPLINE COMMITTEE**

Name	<b>Discipline Committee</b>
Mandate	The Discipline Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the Canadian Lacrosse Association in hearing, deliberating and formulating written decisions in cases where a possible breach or violation of the CLA Code of Conduct may have occurred.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Review and consider all submissions from parties involved in the case.</li> <li>• Attend a hearing within fifteen business days of appointment to a Discipline Committee.</li> <li>• Call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.</li> <li>• Assist in formulating the final written decision within seven (7) days of the hearing.</li> </ul>
Authority	As per Section 6 of the CLA Operations Manual.
Composition	<p>For each hearing, members of the DC will be appointed by the CLA President and be drawn from the Board of Directors or Sector Chairs (excluding the Chair of the Appeals Committee) or those persons who have a significant lacrosse background and are serving or have served on the BOD or Committees of the MAs.</p> <p>Each Discipline Committee will be comprised of one or three members, depending on the discretion of the President.</p> <p>When there are three, the President shall appoint one of them as Chair.</p>
Hearing Process	<p><b>PART 1 – Introduction</b></p> <p>1. This is intended to provide guidance to those who are involved in Discipline hearings.</p> <p><b>Part 2 – Natural Justice</b></p> <p>2. The Committee is required to follow the rules of natural justice. Put simply, it is the duty to be fair. The specific requirements are flexible, depending on the issues in question and the seriousness of the consequences. The typical requirements are:</p> <ul style="list-style-type: none"> <li>(a) Adequate notice of the facts and offence alleged;</li> <li>(b) Adequate notice of the hearing;</li> <li>(c) Adequate preparation time;</li> <li>(d) A disinterested (unbiased) deciding body;</li> <li>(e) A fair hearing allowing presentations from both sides and an opportunity to rebut allegations;</li> <li>(f) Representation by an agent or lawyer;</li> <li>(g) A decision based on the evidence and arguments heard;</li> <li>(h) A decision in a reasonable time;</li> <li>(i) Reasons for the decision, preferably in writing;</li> <li>(j) An opportunity for independent review (appeal) of the decision.</li> </ul> <p>3. It is not necessary to conform to the requirements of a formal court trial or appeal.</p> <p><b>PART 3 – Application of the Rules of Natural Justice to the Discipline Process</b></p> <p>4. The Rules apply to this Committee as follows:</p> <p><b>(a) Adequate notice of the facts and offence alleged</b></p> <ul style="list-style-type: none"> <li>• all parties must receive all the information that the tribunal has - the person in jeopardy must know exactly what wrong is alleged against him, citing any applicable Bylaw, Rule, or Regulation</li> </ul> <p><b>(b) Adequate notice of the hearing</b></p> <ul style="list-style-type: none"> <li>• all interested parties must receive notice of the date, time, and place of the hearing</li> <li>• within reason, the hearing must be scheduled so that all interested parties are able to attend but must be heard within the deadlines in the Bylaws</li> </ul>

	<ul style="list-style-type: none"> <li>• the parties should be directed to the policies which govern the process</li> </ul> <p><b>(c) Adequate preparation time</b></p> <ul style="list-style-type: none"> <li>• this speaks for itself</li> </ul> <p><b>(d) A disinterested (unbiased) deciding body</b></p> <ul style="list-style-type: none"> <li>• in sporting organizations, especially like ours, it may be impossible to find members for a tribunal who do not know the parties. Fortunately, that is not necessary</li> <li>• so far as is possible, the members of the tribunal must not have any biases in favour of or against any of the issues or parties or any interest in the outcome. Nor can there be any appearance that there is (in the eyes of a reasonable person who is not involved in the matter)</li> </ul> <p><b>(e) A fair hearing allowing presentations from both sides and an opportunity to rebut allegations</b></p> <ul style="list-style-type: none"> <li>• each party must be allowed to fully state and present their evidence and argument</li> <li>• each party must be allowed to question witnesses</li> <li>• the tribunal may question witnesses or require information to be provided</li> <li>• use the following order:             <ul style="list-style-type: none"> <li>(i) complainant/appellant</li> <li>(ii) accused/respondent</li> <li>(iii) reply of complainant/appellant</li> </ul> </li> </ul> <p>in the presentation of evidence and arguments for an efficient and orderly process</p> <p><b>(f) Representation by an agent or lawyer</b></p> <ul style="list-style-type: none"> <li>• some people are not confident or adequately skilled in presenting their case, so let them be represented by a lawyer or agent, e.g. club president, parent, coach, if they wish</li> </ul> <p><b>(g) A decision based on the evidence and arguments heard</b></p> <ul style="list-style-type: none"> <li>• the tribunal cannot make a decision based on something the parties did not know about or had an opportunity to call evidence about or argue about</li> </ul> <p><b>(h) A decision in a reasonable time</b></p> <ul style="list-style-type: none"> <li>• this means that the time from when the complaint was made to when the decision was made must be reasonable but it must comply with the deadlines in the Bylaws. It depends on the circumstances. Sometimes the delay of two months will cause no prejudice, so that would not be unreasonable. In other cases, the delay of one week could be highly prejudicial, e.g. suspension during the playoffs. But, it only has to be done in a time that is reasonable, which includes consideration of the ability of the organization to organize the hearing.</li> </ul> <p><b>(i) Reasons for the decision, preferably in writing</b></p> <ul style="list-style-type: none"> <li>• this is very important because the parties need to know why decision was reached.             <ul style="list-style-type: none"> <li>- Examples are found on the CLA website (decisions of the Transfer Review Committee, the Discipline Committee and the Appeals Committee)</li> </ul> </li> <li>• if witnesses contradict each other, on significant issues, and the tribunal prefers one over the other, the tribunal must say why</li> <li>• all arguments and issues presented by the parties should be dealt with in the decision</li> <li>• it is acceptable and desirable to render the result of the decision and issue reasons later, within a reasonable time but within the deadlines in the Bylaws</li> </ul>
Meetings	In the discretion of the Chair, the Committee may hold hearings by phone.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse

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	Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report decisions to the CLA Executive Director who will forward the decision to all known interested parties and post to the CLA website
Approval	These Terms of Reference were amended by the Board of Directors of the Canadian Lacrosse Association on November 14, 2014.
Review	The Committee terms of reference will be reviewed on an annual basis by the Director Administration and any recommended revisions will be made to the Board at the AM, if warranted.



**TERMS OF REFERENCE – CLA NOMINATIONS COMMITTEE**

Name	<b>Nominations Committee</b>
Mandate	The Nominations Committee is a standing committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board and Members of the Canadian Lacrosse Association by identifying and recommending eligible candidates for volunteer positions on the CLA Board of Directors as per the CLA nomination process and by identifying and recommending eligible candidates for volunteer position within the Federation of International Lacrosse (FIL) as per the FIL nomination process.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"> <li>• Ensure that the nomination process as outlined in the CLA Operations Manual is followed fairly.</li> <li>• Identify and recommend a slate of candidates of at least a minimum of one candidate per vacant position to be elected on the CLA Board of Directors or within the Federation of International Lacrosse.</li> <li>• Solicit nominations from Member Associations for individuals to be considered for a position on the CLA Board of Directors or within the Federation of International Lacrosse.</li> <li>• Communicate the CLA and FIL nomination process to the CLA Member Associations.</li> <li>• Explain to potential candidates their duties and responsibilities as members of the Board of Directors prior to elections at the AM.</li> <li>• Obtain from each candidate a written consent to the nomination prior to elections at the AM.</li> </ul>
Authority	As per Section 9 of the CLA Operations Manual. The Committee is a limited agent of the Board in relation to all matters related nominations and the nomination process for volunteer positions on the CLA Board of Directors or within the Federation of International Lacrosse.
Composition	The Committee will be composed of a chairperson, who shall be appointed by the President from amongst the Directors whose positions are not up for election plus two other committee members nominated by the Members at the Semi-Annual Meeting. If the Members fail to appoint the additional 2 committee members, then the Board will appoint them. The CLA Executive Director shall be an ex-officio, non-voting member of the Committee.
Meetings	The Committee will meet by telephone as required and meetings will be at the call of the Chair.
Resources	The Committee shall request any necessary resources from the Canadian Lacrosse Association Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Executive Director.
Reporting	The Committee will report through the Chairperson to the Board at the AM in writing.
Approval	These Terms of Reference were approved by the Members of the Canadian Lacrosse Association on September 26, 2015.
Review	The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the AM, if warranted.





## Appendix 25-22 Team International Travel Form

\*This form must be completed and returned to the CLA office prior to team departure\*

**Destination:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

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Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Player: \_\_\_\_\_

Head Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

NCCP #: \_\_\_\_\_

Manager: \_\_\_\_\_

### Accommodation Information

Hotel Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Emergency Team Contact: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Member Association: \_\_\_\_\_

MA Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received in CLA Office: \_\_\_\_\_







## Appendix 25-23 CLA Officials' International Travel Form

All Canadian Referees who wish to referee outside of Canada must notify both their Member Association as well as the Canadian Lacrosse Association. **This form must be completed and submitted to Member Association (MA) where the applying official is registered. At least fifteen (15) days prior to travel, the MA shall provide notification to the CLA using this form.**

### Personal Information

Name		Member Association	
Address	City	Prov.	Postal Code
Telephone (Res.)	Telephone (Other)	Fax	
E-mail			Date of Birth
Years Experience as a Lacrosse Referee _____ Field _____ Box		Current Cert. Level ____ Field _____ Box	
			Year of last Cert. Clinic

### Event Details

The event I am traveling to is	Field Discipline	Box Discipline
Name of Event	Location of Event	
Date of Event	Applicant Travel Dates	
Name of Event Referee in Chief	Email Contact for Event RIC	

Officials' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approved By

MA Representative	Title	CLA Representative	Title



## **Canadian Lacrosse Association (CLA)**

### **BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES**

#### **Overview**

The primary role of the CLA Board of Directors is to govern by providing leadership and direction for CLA in pursuit of its vision and mission. The Board is elected by the membership of the CLA and is ultimately accountable to the membership for competent stewardship that will ensure the long-term viability of the CLA.

Good governance requires maintaining a distinction between the functions of the Board and the functions of Sectors, committees and staff. It also requires that the Board follow the principles of sound governance endorsed by Sport Canada, namely:

- Recognizing high standards of ethical behaviour as a core principle in all governance activities;
- Demonstrating commitment to the CLA's vision, mission, values and strategic plan;
- Promoting clarity of roles and responsibilities within CLA's governance structure;
- Providing continuity for CLA by ensuring financial health and appropriate human resources; and
- Being transparent and accountable to members and others, for outcomes and results.

This Policy establishes roles and responsibilities for the Board of Directors. Separate Terms of Reference are also available for Sectors, Standing Committees and Operating Committees.

#### **General Role of the Board of Directors:**

- Maintain authority over, and responsibility for, the systems and structures employed by the CLA to direct and manage its general operations;
- Oversee the development of strategies, plans and policies that guide the CLA and provide direction for Sectors, Committees, management and staff;
- Ensure that longer-term strategic plans and annual operational plans for the CLA are in place;
- Ensure that there are sufficient and appropriate human and financial resources for the CLA to accomplish its work;
- Fulfill all legal requirements that pertain to the CLA and its Directors;
- Remain attentive to the changing needs of the CLA's membership and key stakeholders;
- Participate in the governance of the Canadian Lacrosse Foundation in accordance with the Foundation's bylaws; and
- Operate as a unified corporate body, speaking with one voice through formal motions adopted at its meetings.

#### **Responsibilities of the Board of Directors:**

##### Accountability:

- Is accountable to the CLA's membership and abides by its decisions and directives– more particularly, the membership will have the authority to elect directors, approve the annual budget,

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approve membership fees, approve financial statements, appoint the Auditor, approve strategic plans and approve changes to Articles and Bylaws.

- Maintains the trust and support of the CLA's membership;
- Ensures that the CLA operates within all applicable laws, rules and regulations;
- Ensures that the overall governance, organizational and staffing structure facilitates the pursuit of the CLA's strategic plan;
- Ensures that policies and procedures exist to identify and monitor principal organizational risks; assess risks and determine what risks are acceptable to the CLA; and ensure that appropriate measures are in place to manage such risks. While the Board acknowledges that Sectors have authority to make decisions on technical matters including policies, rules and regulations, the Board retains the right of veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.
- Ensures effective reporting of CLA activities to stakeholders, funders and regulators on a timely and regular basis; and
- Ensures that the CLA operates in accordance with high ethical standards.

### Selection, Support and Evaluation of Executive Director (ED):

- Selects the ED, determines the ED's compensation, and sets out in clear terms the ED's authority, responsibilities and accountability;
- Provides support to the ED to enable him/her to carry out his/her responsibilities;
- Develops and employs effective procedures for the monitoring and evaluation of the ED, and as required, for the ED's termination;
- Conducts a formal evaluation of the ED on an annual basis; and
- Makes provision for the ED's continuing professional development.

### Financial Oversight:

- Governs the CLA with a view to its long-term financial health, by safeguarding the CLA's assets and resources;
- Approves the CLA's audited year-end financial report, annual operating budget, and other financial reports as required, and presents these to the membership for approval;
- Appoints a Finance and Audit Committee to assist the Board in fulfilling its financial oversight responsibilities;
- Provides every support to the ED to ensure that he/she is able to carry out his/her responsibilities of financial analysis and effective utilization of the CLA's financial resources;
- Approves policies that implement sound financial controls for the CLA and ensures policy compliance by Sectors, committees and staff;
- Ensures that an effective relationship is maintained between the CLA and all funding agencies and financial partners; and
- Approves major financial decisions and actions and presents these to the membership for approval.

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### Board Governance:

- Governs in accordance with the CLA's Articles of Incorporation, Bylaws, this Policy and any other applicable governance policies of the CLA;
- Approves any changes to the Articles of Incorporation or Bylaws for subsequent ratification by the membership;
- Approves and updates other CLA policies, including those pertaining to risk management, conflict of interest, and member conduct;
- Approves a detailed Terms of Reference for the Members' Council, Sectors, Standing Committees and Operating Committees to assist the CLA in carrying out its work and pursuing its mandate, provided these Terms of Reference are consistent with the mandates and powers of such entities as stated in the Bylaws;
- Determines the policies, procedures and norms governing Board meetings;
- Appoints persons to sign all contracts, documents, cheques or like instruments, at least one of whom will be an Officer;
- Assesses the performance of the Board and its Directors on an annual basis; and
- Provides an orientation and training program for new Directors.

### External Relations:

- Develops policies regarding the conduct of relationships with external agencies, corporate partners and stakeholders;
- Develops policies regarding the protection and enhancement of the CLA's image and reputation.
- Actively participates in the activities of the Canadian Lacrosse Foundation on fund raising and financial matters.
- Approves appointments and/or nominations of CLA staff or volunteers to external bodies, including FIL (Federation of International Lacrosse); and
- Approves the selection of CLA representatives to attend national and international events and competitions.



**TERMS OF REFERENCE - MEMBER COUNCIL**

Name	<b>Member Council</b>
Mandate	<p>The Member Council is a committee of the Canadian Lacrosse Association (CLA), duly constituted under its bylaws. The Council is responsible for maintaining effective communication between and among Member Associations and the CLA, and for advising the Board, Sectors and committees of the CLA on matters of importance to the development of the sport of lacrosse at the local and provincial/territorial level.</p>
Key Duties	<p>The Member Council will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Every year, Nominate 2 individuals of its choosing for election by the members as Directors at Large on the CLA Board (4 Directors at Large sit on the Board, however 2 Directors at Large are up for election each year at the end of their alternating term). Of the 2 nominations, one must be from a “large” MA and one from a “small” MA.</li> <li>• Appoint 2 individuals of its choosing to the CLA Nominating Committee.</li> <li>• Identify suitable candidates for various committees of CLA for appointment by the CLA Board.</li> <li>• Review recommendations of CLA operating committees and advise the Board and staff on operational implications at the local and provincial level.</li> <li>• Upon request, provide input on technical matters, including policies, rules and regulations proposed by Sectors.</li> <li>• Exchange information and best practices, relay information from the CLA Board or committees, and collaborate on inter-member matters.</li> <li>• Provide organized input into plans, policies and programs of the CLA and, in particular, engage fully in the development of CLA strategic plans in accordance with the CLA’s process and timetable.</li> <li>• Assist with the coordination and implementation of CLA plans, programs and policies within Member Associations.</li> <li>• Identify Member Association, league, club or other stakeholder issues that should be brought to the attention of the CLA Board, Sectors, CLA committees or staff.</li> <li>• Carry out such additional duties as may be agreed to by the CLA Board and Member Council from time to time.</li> </ul> <p>Individual members of the Member Council are expected to maintain regular communications with their respective Member Association.</p>
Authority	<p>The Member Council is an advisory body and its decisions and recommendations are not binding upon any Member Association or upon CLA.</p> <p>The Member Council has authority to carry out its own initiatives to advance its mandate of improving communication and information exchange among Member Associations, provided these initiatives incur no extra expense to the CLA without prior approval of the CLA Board.</p>
Composition	<p>The Member Council will be composed of 1 representative appointed by each Member Association. Each Member Association will have the discretion to determine the method of appointment of its representative, and the term to be served. A Member Association may change or remove its representative from the Member Council at any time. Each Member Association will notify the CLA in writing of the appointment of its representative and of any change of representative.</p> <p>The Council will appoint one Member Association Executive Director to also serve on the Member Council in a non-voting role.</p> <p>Representatives to be appointed to the Member Council must be: in an employment or volunteer role within their Member Association, knowledgeable about Member Association governance and policy issues, responsive to requests for written input, and available to</p>

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	<p>participate in Member Council meetings.</p> <p>The Member Council will be chaired by a Director at Large, appointed by the CLA Board. The CLA Executive Director, or a designate, will participate in all meetings of the Member Council but will have no vote.</p>
Meetings	<p>Each Member Association will exercise one vote at meetings of the Member Council. At its meetings, the Member Council may authorize the attendance of staff support from Member Associations. The Member Council will meet at least twice per year in person, and may meet more frequently by means of telephone conference. Meetings will be at the call of the Chair, who will ensure that a meeting is held in the three-week period before a CLA Board meeting so that the Chair may provide input to the Board on Member Council activities and issues.</p>
Resources	<p>The Member Council will be allocated an annual budget by the CLA Board which will include the cost of direct administrative support from CLA staff. Travel arrangements for any meetings will be arranged exclusively by CLA staff in accordance with CLA policy.</p>
Reporting	<p>The Member Council will maintain minutes of its meetings and will submit its minutes to the CLA Board and the National Office on a timely basis. The Member Council will report to the membership, in writing, at each meeting of the Members.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Member Council as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Member Council as stated in the Bylaws.</p>
Other	<p>Any provisions of the CLA's Bylaws as they relate to the Member Council will also apply.</p>



**TERMS OF REFERENCE - BOX SECTOR**

Name	<b>Box Sector</b>
Mandate	The Box Sector is one of three standing discipline Sectors of the Canadian Lacrosse Association (CLA). Its role is to have technical authority over the discipline of Box Lacrosse and manage the discipline's activity and development in accordance with the CLA's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Box Lacrosse:</p> <ul style="list-style-type: none"> <li>• Govern Box Lacrosse activities at all age group levels.</li> <li>• Oversee the implementation of the CLA's Strategic Plan and annual Operational Plans as they relate to Box Lacrosse.</li> <li>• Oversee any CLA budget allocation to the discipline of Box Lacrosse.</li> <li>• Make decisions on technical matters including policies, rules and regulations related to Box Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li> <li>• Ensure monitoring of Box Lacrosse games for compliance with the CLA's policies, procedures, regulations and standards.</li> <li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li> <li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li> <li>• Oversee the application of minimum coaching standards in Box lacrosse.</li> <li>• Collaborate with, and provide input to, any of the CLA's Operating Committees to fulfill related key duties.</li> </ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of the CLA on technical matters related to the Major Box Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Box Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association will appoint representatives to serve on the Sector. The Sector will elect a Chair from among the representatives.</p> <p>A Chair will be elected every two years from among the representatives on the Sector.</p>
Meetings	<p>A staff designate from the CLA National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Box participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

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Resources	The Sector will receive the necessary resources from the CLA to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.
Reporting	<p>As a Sector of the CLA, the Box Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by the CLA at any meeting of the Members.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Box Sector as stated in the Bylaws.
Other	Any provisions of the CLA's Bylaws as they relate to Sectors will also apply.

**TERMS OF REFERENCE - MEN'S FIELD SECTOR**

Name	<b>Men's Field Sector</b>
Mandate	The Men's Field Sector is one of three standing discipline Sectors of the Canadian Lacrosse Association (CLA). Its role is to have technical authority over the discipline of Men's Field Lacrosse and manage the discipline's activity and development in accordance with the CLA's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Men's Field Lacrosse:</p> <ul style="list-style-type: none"> <li>• Govern men's field lacrosse activities at all age groups.</li> <li>• Oversee the implementation the CLA's Strategic Plan and annual Operational Plans as they relate to Men's Field Lacrosse</li> <li>• Oversee any CLA budget allocation to the discipline of Men's Field Lacrosse.</li> <li>• Make decisions on technical matters including policies, rules and regulations related to Men's Field Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li> <li>• Ensure monitoring of Men's Field games for compliance with the CLA's policies, procedures, regulations and standards.</li> <li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li> <li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li> <li>• Oversee the application of minimum coaching standards in Men's Field lacrosse.</li> <li>• Work in conjunction with, and provide input to, any of the CLA's Operating Committees to fulfill related key duties.</li> </ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of the CLA on technical matters related to the Men's Field Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Men's Field Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association may appoint representatives to serve on the Sector. The Sector will elect a Chair from among the representatives.</p> <p>A Chair will be elected every two years from among the representatives on the Sector.</p>
Meetings	<p>A staff designate from the CLA National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Men's Field participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Sector will receive the necessary resources from the CLA to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.

Appendix 25-27

<p>Reporting</p>	<p>As a Sector of the CLA, the Men's Field Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by the CLA at any meeting of the Members.</p>
<p>Approval and Review</p>	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Men's Field Sector as stated in the Bylaws.</p>
<p>Other</p>	<p>Any provisions of the CLA's Bylaws as they relate to Sectors will also apply.</p>

## TERMS OF REFERENCE - WOMEN'S FIELD SECTOR

Name	<b>Women's Field Sector</b>
Mandate	The Women's Field Sector is one of three standing discipline Sectors of the Canadian Lacrosse Association (CLA). Its role is to have technical authority over the discipline of Women's Field Lacrosse and manage the discipline's activity and development in accordance with the CLA's mission, strategic direction, priorities and policy framework.
Key Duties	<p>The Sector will perform the following key duties related to Women's Field Lacrosse:</p> <ul style="list-style-type: none"> <li>• Govern Women's field lacrosse activities at all age groups.</li> <li>• Oversee the implementation of the CLA's Strategic Plan and annual Operational Plans as they relate to Women's Field Lacrosse.</li> <li>• Oversee any CLA budget allocation to the discipline of Women's Field Lacrosse.</li> <li>• Make decisions on technical matters including policies, rules and regulations related to Women's Field Lacrosse, except that the Board will retain a veto over such technical matters if, in the opinion of the Board: (i) they present unacceptable safety risks; (ii) they threaten the image of the game; or (iii) they impose financial costs not accommodated in approved budgets.</li> <li>• Ensure monitoring of Women's Field games for compliance with the CLA's policies, procedures, regulations and standards.</li> <li>• Determine ratings for each team sent by a Member Association to a National Championship or Competition.</li> <li>• Monitor eligibility, releases, negotiation lists, transfers, and possible tampering with players in the sector.</li> <li>• Oversee the application of minimum coaching standards in Women's Field lacrosse.</li> <li>• Collaborate with, and provide input to, any of the CLA's Operating Committees to fulfill related key duties.</li> </ul>
Authority	<p>The Sector is a limited agent of the Board on matters related to the sport of lacrosse and the authority of the CLA on technical matters related to the Women's Field Lacrosse discipline.</p> <p>The Sector determines technical matters including policies, rules and regulations related to Women's Field Lacrosse. The Sector may seek input from the Member Council and from other Operational Committees on such technical matters.</p> <p>The Sector may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Sector, provided they do not give rise to costs that are not accommodated in approved budgets.</p>
Composition	<p>Each Member Association may appoint representatives to serve on the Sector. The Sector will elect a Chair from among the representatives.</p> <p>A Chair will be elected every two years from among the representatives on the Sector.</p>
Meetings	<p>A staff designate from the CLA National Office will normally attend meetings of the Sector, for information purposes, and will not have a vote. The Sector will meet by telephone or in person. Meetings will be at the call of the Chair.</p> <p>Representatives will have weighted voting privileges based on Women's Field participant numbers in the representative's Member Association.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Sector will receive the necessary resources from the CLA to fulfill its mandate. The Sector may, from time to time, receive administrative support from the National Office.

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<p>Reporting</p>	<p>As a Sector of the CLA, the Women's Field Sector operates independently of management, the Board, the Member Council, and the Committees. Status reports at a meeting of the Board, or full reports at a meeting of the Members, will be presented by the Chair.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p> <p>The Chair (or a designate) is required to attend all meetings, workshops, and seminars hosted by the CLA at any meeting of the Members.</p>
<p>Approval and Review</p>	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 15, 2013. The Board will review these Terms of Reference on a regular basis, with input from the Sector as required and may make changes, provided these Terms of Reference remain consistent with the mandate and powers of the Women's Field Sector as stated in the Bylaws.</p>
<p>Other</p>	<p>Any provisions of the CLA's Bylaws as they relate to Sectors will also apply.</p>

Appendix 25-29

**TERMS OF REFERENCE  
CLA LACROSSE FITS COMMITTEE**

Name	<b>Lacrosse FITS Committee</b>
Mandate	The Lacrosse FITS Committee is a committee of the Canadian Lacrosse Association (CLA). Its role is to assist the Board of the CLA in fulfilling its strategic priority and responsibility to ensure grass roots development, education on the history of lacrosse and promotion of the participation in the sport of lacrosse to all elementary-aged children in Canada.
Key Duties	<p>The committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of the CLA of activities, opportunities, programming and events that further the Association’s strategic priorities as they pertain to development and participation.</li> <li>• Develop strategic partnerships with other organizations, such as sports with similar grass roots programs.</li> <li>• Ensure that funding applications are submitted to partner organizations (i.e. Sport Canada) on an annual basis.</li> <li>• Develop annual strategic priorities, based on funding levels for that fiscal year, which meet funding requirements and parallel the CLA strategic plan.</li> <li>• Ensure that all written material and equipment is current, safe and readily available upon request.</li> <li>• Maintain a communication strategy and plan that leverages the program for all stakeholders.</li> <li>• Such additional duties as required may be delegated to the Committee by the Board from time to time.</li> </ul> <p>The Committee will have the authority to conduct meetings and to retain strategic partnerships with the approval of the Board of Directors and upon approved and allocated budgetary expense of the CLA.</p>
Authority	<p>The Committee is a limited agent of the Board in relation to grass roots development and is an active advisor to the Board on all matters related to programming, resources and events. The Committee, with the approval of the Director of Domestic Development, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee is bound by the CLA Operations Manual, included but not limited to the Code of Conduct and Conflict of Interest policies.</p>
Composition	<p>The Committee will be composed of the following members.</p> <ul style="list-style-type: none"> <li>• One (1) Lacrosse FITS Committee Chair (appointed bi-annually in even numbered years by the CLA Director Domestic Development)</li> <li>• One (1) History Chair (appointed bi-annually in odd numbered years by the CLA Director Domestic Development and Committee Chair)</li> <li>• One (1) Indigenous (IN) Representatives (appointed in-annually in even numbered years by the Chair and Director of Domestic Development)</li> <li>• Up to two (2) interested CLA members (recommended by the committee Chair and approved bi-annually in odd numbered years by the CLA Director of Domestic Development)</li> <li>• CLA Program Coordinator</li> <li>• CLA Director Domestic Development (<i>ex officio</i>)</li> </ul>

Intellectual Property	All documentation, videos, programs and literature created or written by any member of the Committee past or present remains the sole property of the Canadian Lacrosse Association and may not be copied, distributed, or used without prior consent of the CLA. Committee members are not entitled to any royalties or honorarium past, present or future.
Financial Authority	Any expenses contemplated by the Committee are subject to pre-approval by the CLA Program Coordinator. Any expenses exceeding \$5,000 will be subject to pre-approval of the CLA Executive Director.  The Committee may not enter into any binding agreement, financial or otherwise, with any third party, on behalf of the Committee or the CLA, without the necessary approvals as outlined in the CLA Operations Manual.
Meetings	The CLA Program Coordinator will normally attend meetings of the Committee for reciprocal information purposes and to record Committee discussion. The Committee will meet by telephone or in person, as required and as per allocated Board approved funding should it exist. Meetings may be called at the discretion of the co-chairs in conjunction with the CLA Program Coordinator. The CLA reserves the right to call a meeting of the committee as it deems necessary.  Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.
Resources	The Committee shall request any necessary resources from the CLA Board which will determine approval of such requests. The Committee shall receive administrative support from the CLA Program Coordinator.
Reporting	The Committee will report through the Committee co-chairs to the Board at the AGM & SAGM in writing. The CLA Program Coordinator & Director Domestic Development will be responsible for presenting reports and responding to any questions arising from the report.
Approval	These terms of reference were drafted in November 2013 and approved by the CLA Executive Committee on an interim basis, with final approval by the Board of Directors at the 2014 SAGM.
Review	The Committee and/or CLA Board of Directors will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions at the AM, if warranted.



**TERMS OF REFERENCE - COACHES COMMITTEE**

Name	<b>Coaches Committee</b>
Mandate	The Coaches Committee is an operating committee of the Canadian Lacrosse Association (CLA). It is responsible for the guidance and direction of the CLA's National Coaches Certification Program (NCCP), which is the recognized national standard for coach training and certification in Canada, delivered through NCCP workshops that are designed to meet the needs of all types of coaches.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Advise the Board of CLA on budget matters relating to coaching development.</li> <li>• Develop technical materials for coaches.</li> <li>• In conjunction with Sectors, establish priorities and conduct overall program planning for coaching development across the sport.</li> <li>• Recommend the minimum standards of coach certification and annually submit these recommendations to the Sectors.</li> <li>• Ensure the training of Master Learning Facilitators (MLFs) who meet minimum standards for MLFs outlined by NCCP policies.</li> <li>• Communicate with MLFs and coaching coordinators from Members.</li> <li>• Assist Members with the development of program delivery.</li> <li>• Oversee registration of coaches within the CLA.</li> <li>• Submit recommendations to the Sectors related to coach development, certification, and program delivery.</li> </ul> <p>The CLA NCCP is based upon the belief that every athlete deserves a certified coach. The CLA is committed to enhancing the effectiveness of all levels of coaching and coaches in each of the Sectors.</p>
Authority	<p>The Committee is an advisor to the Sectors and the CLA Board on matters related to coaching. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Chair established by the Board of Directors</li> <li>• Director responsible for Domestic Development</li> <li>• CLA's Program Coordinator</li> <li>• Representative from each MA</li> <li>• 1 National Team Coach</li> <li>• Other individuals appointed by the CLA Board, as appropriate</li> </ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	<p>The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National Office.</p>
Reporting	<p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p>

## Appendix 23-30

	<p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may choose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
Other	<p>Any provisions of the CLA's Bylaws and Regulations as they relate to Operating Committees will also apply.</p>

**TERMS OF REFERENCE - OFFICIALS COMMITTEE**

Name	<b>Officials Committee</b>
Mandate	The Officials Committee is an operating committee of the Canadian Lacrosse Association (CLA). It is responsible for the guidance and direction of the National Officiating Certification Program (NOCP), which is a comprehensive system of theoretical, technical, and practical information that is intended to provide the basic skills and proficiencies to officiate lacrosse in Canada.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Use the NOCP to educate and upgrade officials through instruction, observation, and evaluation.</li> <li>• Maintain the goals of the NOCP which are: <ul style="list-style-type: none"> <li>• Recruit new officials</li> <li>• Develop the abilities of existing officials</li> <li>• Standardize the methods and techniques of officiating</li> <li>• Offer recognition for achievements</li> </ul> </li> <li>• Advise on NOCP budget submissions, program planning, and development of technical manuals.</li> <li>• Monitor and maintain the NOCP database.</li> <li>• Set priorities on tasks identified in conjunction with the Sectors.</li> <li>• Communicate with referees-in-chief and umpires-in-chief of Member Associations.</li> <li>• Assist Member Associations with program delivery of the NOCP.</li> <li>• Submit recommendations to the Sectors related to officiating development, certification, rules changes, and program delivery.</li> <li>• Generate funds through specific projects to support the activities of the NOCP.</li> <li>• Recognize excellence in officiating through and Officials Recognition Program.</li> </ul>
Authority	<p>The Committee is an advisor to the Sectors and the CLA Board on matters related to officiating. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Officials Chair (appointed by the CLA Board)</li> <li>• CLA's Director Domestic Development</li> <li>• CLA's Program Coordinator</li> <li>• Representative from each MA</li> <li>• Other individuals appointed by the CLA Board, as appropriate</li> </ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.

## Appendix 25-31

	<p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	<p>These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
Other	<p>Any provisions of the CLA's Bylaws and Regulations as they relate to the Operating Committees will also apply.</p>

**TERMS OF REFERENCE - LTAD COMMITTEE**

Name	<b>LTAD Committee</b>
Mandate	The LTAD Committee is an operating committee of the Canadian Lacrosse Association (CLA). It is responsible for leading and advising the CLA and its partners in the development of a Long Term Athlete Development Plan for Lacrosse and for the development of new programs, events and/or projects that will foster developmentally-appropriate opportunities in the sport of Lacrosse.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Prepare plans for LTAD integration and implementation for lacrosse in Canada, with the intent to support the optimal preparation of athletes in all LTAD stages.</li> <li>• Determine annually whether any proposed policy, program or rule revisions that are technical in nature and required for alignment with LTAD will be submitted to the appropriate sector and to submit proposed program and rule revisions to the appropriate sector in writing.</li> <li>• Provide input as requested to the Board of Directors in furtherance of policies on LTAD.</li> <li>• Align the CLA's NCCP materials with the CLA's LTAD plan.</li> <li>• Liaise with the Members on all issues relating to LTAD.</li> <li>• Liaise with other Committees on issues of mutual concern.</li> <li>• Report on progress on a regular basis through its Meeting Minutes or communications to the CLA Board.</li> <li>• Prepare an LTAD plan for athletes with a disability.</li> <li>• Prepare a Long Term Officials Development Plan.</li> <li>• Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.</li> </ul>
Authority	The Committee is an advisor to the CLA Board, Sectors and other committees on matters related to the CLA's LTAD program and initiatives. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.
Composition	<p>The Committee will be composed of 4-5 persons. The Board will designate the Chairperson of the Committee. The CLA Director Domestic Development and CLA Program Coordinator will members of the Committee.</p> <p>The Board appoints members to the Committee at the Annual Meeting. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.</p>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.

## Appendix 25-32

Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	The provisions of the CLA's Bylaws and Regulations as they relate to the LTAD Committee will also apply.

**TERMS OF REFERENCE - NATIONAL CHAMPIONSHIPS COMMITTEE**

Name	<b>National Championships Committee</b>
Mandate	The National Championships Committee is an operating committee of the Canadian Lacrosse Association (CLA). Its role is to provide leadership, guidance, and expertise to oversee the successful planning and delivery of all National Championships (except the Minto Cup, which is the National Junior A Box Championship), in partnership with respective National Championships host committees as selected by the CLA.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Recommend policies, standards and guidelines to govern all aspects of all National Championships (except the Minto Cup which is overseen by a stand-alone committee).</li> <li>• Receive and review all qualified bids and, if necessary, have a representative visit the site of each candidate venue.</li> <li>• Coordinate with the appropriate Sectors to select winning bids for each National Championships and identify Host Committees.</li> <li>• Appoint CLA Convenors for each National Championship</li> <li>• Appoint the RIC for each National Championship, in consultation with the Host Member and the Chair of the Officiating Committee</li> <li>• Review all budgets, significant contracts, significant sponsors and the proposed schedule of events for all National Championships and provide feedback to Sectors and CLA staff.</li> <li>• Ensure that all policies, rules and guidelines pertaining to the delivery of all National Championships are adhered to by Host Committees.</li> <li>• Carry out an evaluation of each National Championships and provide this report to the current host, to future hosts, the Board, and to CLA staff.</li> <li>• Liaise with Sectors and other CLA Committees, as appropriate</li> <li>• Perform such additional tasks as may be assigned to the Committee by the Board, Sectors, or CLA staff.</li> </ul>
Authority	<p>The Committee appoints all Convenors &amp; RIC's.</p> <p>The Committee is an advisor to the Sectors and the CLA Board on matters related to the CLA's National Championships. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee will propose the following for approval by the CLA Board: the policies, event hosting rules, standards and guidelines to govern National Championships. In reviewing and recommending such policies, rules, standards and guidelines, the Committee will consult with the Sectors as required.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• The Director responsible for National Championships (who will be the Chair)</li> <li>• CLA Communications and Marketing Coordinator</li> <li>• Other individuals appointed by the CLA Board, as appropriate</li> </ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

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Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National Office.
Reporting	<p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the CLA’s Bylaws and Regulations as they relate to the Operating Committees will also apply.



**HIGH PERFORMANCE COMMITTEE**  
**Terms of Reference**

Name	CLA High Performance Committee
Mandate	Operating committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership and direction for the CLA's high performance program, working with the High Performance Director of the CLA to ensure strategic directives of the CLA are implemented and operate/oversee the national team program and the national teams which compete for Canada in international competition.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Oversee all aspects of the CLA's high performance programs, including it's National Teams that include Senior Men's Box, Senior Men's Field, Junior Men's Field, Senior Women's Field, and Junior Women's Field and any other national team as composed from time to time.</li> <li>• Operate using the 2014 National Team Program Guide as amended. The Committee will review the guide from time to time and make recommendations to the Board for changes to ensure that it can better carry out it's duties with respect to operating/overseeing the National teams.</li> <li>• Establish and supervise leadership teams to oversee National Teams. Leadership teams will consist of National Team General Managers, Head Coaches, Assistant Coaches, administrative staff, IST (integrated support team) representatives and volunteer advisors, with each leadership team specifically structured so as to best serve the needs and circumstances of the respective team.</li> <li>• Develop and implement policies and criteria for selection of athletes to National Teams and within the CLA National Team Policies and Guidelines.</li> <li>• Communicate regularly to ensure consistency, uniformity and effectiveness in the administration of high performance programs.</li> <li>• Liaise with Sectors and other CLA committees on matters pertaining to high performance and National Teams.</li> <li>• Perform such additional tasks as may be assigned to the Committee by the Board.</li> <li>• From the approved Budget amount approved by the Board of Directors, to create an Annual Operating Plan and Budget for submission to the Board.</li> <li>• Develop and deliver National Team Promotional Events utilizing Team Canada Players (present or alumni) and Staff to promote the Team Canada brand nationally.</li> <li>• Adhere to Sponsorship agreements to ensure compliance at all events.</li> </ul>
Authority	<p>The Committee will have decision-making authority over all aspects of its mandate, with the exception that the Board of Directors will approve the global budgets and program operating plan for National Teams and amendments to national team policy and guidelines.</p> <p>Any material changes to the National Team program operating plan, even if there is no change to the budget, must be approved by the Board of Directors to ensure there is communication and cooperation with the operation of the MAs current leagues and programs and to ensure Sport Canada criteria are being met.</p> <p>The Committee may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee, such as scouting, selection camps, staff recruitment, team fundraising.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• The Director High Performance and International Relations, who will also be the</li> </ul>

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	<p>chair</p> <ul style="list-style-type: none"><li>• National Team General Managers (Box, Men's Field, Women's Field, Youth)</li><li>• The Athlete Director</li><li>• The CLA Executive Director (non-voting)</li><li>• CLA High Performance Coordinator (non-voting)</li><li>• Two Athlete Reps (Male and Female)</li><li>• Director Administration (interim position)</li><li>• Any other individuals having high performance expertise as appointed by the Board of Directors including the Women's Field, Men's Indoor, and Men's Field General Manager</li></ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared by the Board and approved by the CLA Board on May 2019. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to Operating Committees will also apply.

**TERMS OF REFERENCE - SAFETY AND EQUIPMENT COMMITTEE**

Name	<b>Safety and Equipment Committee</b>
Mandate	The Safety and Equipment Committee is an operating committee of the Canadian Lacrosse Association (CLA). It is responsible for making recommendations to the CLA on policies, standards, regulations and guidelines to promote safety in the sport of lacrosse. It also reviews lacrosse equipment and recommends whether such equipment should be approved for use in CLA sanctioned activities.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"> <li>• Review existing and new lacrosse equipment on the sporting goods market.</li> <li>• Make recommendations to manufacturers on possible changes to their equipment.</li> <li>• Meet annually to draft and propose policies, procedures and rules related to equipment and safety for consideration by the Sectors and Board.</li> <li>• Liaise with testing agencies, such as the Canadian Standards Association and National Operating Committee on Standards for Athletic Equipment.</li> </ul>
Authority	The Committee cannot approve changes to policies, standards, regulations or guidelines, but rather serves as an advisor to the Sectors and the CLA Board on matters related to safety, equipment and injury prevention.  The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee will be composed of the following individuals: <ul style="list-style-type: none"> <li>• Chair to be appointed by the Board</li> <li>• Board Member</li> <li>• Coaching representative</li> <li>• Officiating representative</li> <li>• CLA Program Coordinator, as an ex-officio and non-voting member</li> <li>• Any other individuals having equipment and manufacturing expertise or other relevant expertise as appointed by the Board of Directors.</li> </ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair. Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.  The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the CLA office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered

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	approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the CLA Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Operating Committees will also apply.

**TERMS OF REFERENCE - MEMBERSHIP COMMITTEE**

Name	<b>Membership Committee</b>
Mandate	The Membership Committee is a standing committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership in defined membership and registered participant activities, including proposing to the CLA Board of Directors policies and procedures to improve member relations, communications, set participant fees, review online registration and database systems.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Analyze and present a proposal for increasing national participant fees effective 2016, including any recommendations for changes in fee structure as required;</li> <li>• Prepare and present a long term strategy for national participant fee increases;</li> <li>• Present input for the Quadrennial Plan and the annual operational plan to address and enhance participant registration and communication with the CLA;</li> <li>• Develop a plan to enable CLA to capture the entire lacrosse participant numbers across all MAs and non-MAs (e.g. NT, YT, NL, NU) for statistical and funding application purposes etc.;</li> <li>• Review the status of participation in the sport over the past 5 years and recommend initiatives for development;</li> <li>• Research possible online participant registration systems to enable a national database to be maintained at the national office and present these options to the Board of Directors. (Note: for Sport Canada purposes, NSOs are required to report all registered participant numbers including participant category (e.g. coach, official, player, or volunteer), residency information, gender, and language preference.)</li> <li>• Report in writing to the CLA President;</li> <li>• Participate by invitation in meetings of the CLA Board of Directors;</li> <li>• Perform other duties as assigned by the CLA Board of Directors.</li> </ul>
Authority and Term	<p>The Committee is an advisor to the CLA Board on matters related to membership growth, enhancement, participant fees and registration.</p> <p>The Committee will remain active until the purpose is achieved or the CLA Board of Directors dissolves the Committee. The first term will run from March 15, 2015 – March 15, 2017.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Chair (Director of Administration)</li> <li>• CLA's Director Domestic Development</li> <li>• CLA's Executive Director</li> <li>• 4 individuals from a variety of MAs appointed by the CLA Board, two of whom must be chosen from BCLA, ALA and OLA and two from the rest</li> </ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the CLA Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>
Resources	<p>The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee may, from time to time, receive administrative support from the CLA National</p>

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	Office.
Reporting	The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared and approved by CLA Board on March 13, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Standing Committees will also apply.

### TERMS OF REFERENCE - BID REVIEW COMMITTEE

Name	<b>Bid Review Committee (Events)</b>
Mandate	The Bid Review Committee is a standing committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership and evaluation of interested event hosts to bid on international events. It is responsible to make formal and technically sound recommendations to the Board of Directors in support of Canadian bids to the FIL.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Send out reminders for call for bids and maintain the FIL bid deadlines section of the CLA website up to date;</li> <li>• Receive intents to bid from interested parties for FIL major international events</li> <li>• Receive interim bids from potential event hosts;</li> <li>• Design and prepare a standardized bid review template and process to evaluate and score each bid in the most objective manner possible;</li> <li>• Review interim bid documents using the above bid review template;</li> <li>• Make recommendations to the Board of Directors as to the ranking and rationale for selecting a particular future host;</li> <li>• Work with the potential host to complete a detailed final bid document to submit to the FIL;</li> <li>• Secure CLA-Event Host agreements prior to the final submission of the bid;</li> <li>• Communicate with the potential or selected event host throughout the process.</li> </ul>
Authority and Term	<p>The Committee is an advisor to the CLA Board on matters related to international level event bids</p> <p>The Committee will remain active but will only be required to meet each time there is an international bid deadline.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• Director of HP and International Relations (Chair)</li> <li>• Director of Marketing and Communications</li> <li>• Sector Chair of the applicable discipline of the event (Box, Men's Field or Women's Field)</li> <li>• CLA Executive Director</li> <li>• CLA Communications and Marketing Coordinator (ex-officio)</li> </ul> <p>Note: The President may or may not sit on the committee depending on the timelines involved; the complexity of the bid situation, to ensure a fair and objective evaluation process. He/she will review the information prior to having it brought forward to the Board for approval.</p>
Meetings	The Committee will meet by telephone or through email exchange, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office.
Reporting	The Committee will report to the Board of Directors at the time of a required proposal, or they will report at the next scheduled Board of Directors meeting; based on critical time restraints or deadlines.

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Approval and Review	These Terms of Reference were prepared and approved by CLA Board on July 27, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required. Any changes require Board approval.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Standing Committees will also apply.



**BOARD OF DIRECTORS**  
**Terms of Reference**

Name	Board of Directors
Mandate and Duties	<p>As a member of the Canadian Lacrosse Association (CLA) Board of Directors, all Director positions have incumbent in them, all of the duties and responsibilities as outlined below (Composition and Key Duties by Position section) in addition to those found in Appendix 25-24 of the Operations Manual. In addition, there are specific representative responsibilities included in these positions.</p> <p>All Directors shall be responsible for abiding by the Bylaws, Regulations, and procedures of the CLA. Each Director is required to:</p> <ul style="list-style-type: none"> <li>a) attend general meetings of the Association, meeting of the Board and other meetings called by the President;</li> <li>b) submit a written annual and semi-annual report of his/her program areas and activities at least four weeks prior to each meeting of the Board;</li> <li>c) prepare an annual budget for programs under his/her jurisdiction;</li> <li>d) monitor the financial position of his / her program area;</li> <li>e) formulate recommendations to the Board as necessary;</li> <li>f) promote the positive image of the CLA and objectively represent the decisions made by the Board and its members;</li> <li>g) sit on CLA committees as per their individual terms of reference and as appointed by the President;</li> <li>h) maintain contact with the sport community, the corporate sector, the media and the general public speaking on behalf of the CLA on specific issues related to the sport and the CLA;</li> <li>i) represent the CLA to specific events where appointed (e.g. convenors, international, national, or provincial events);</li> <li>j) complete and provide to the Board the CLA Conflict of Interest declaration, and alert the CLA immediately when a potential conflict arises during ones term in office; and,</li> <li>k) perform other duties as outlined below or assigned by the Board.</li> </ul>
Authority	Please refer to the CLA Bylaws
Composition and Key Duties by Position	<p>The Board of Directors will be composed of the following individuals:</p> <p><b><u>PRESIDENT:</u></b></p> <p>The President is an officer of the Corporation and will be responsible for the general supervision of the affairs of the Corporation; will preside at meetings of Members and at meetings of the Board; will be responsible for the operation of the Board; will be the official spokesperson of the Corporation; and will perform such other duties as may from time to time be established by the Board.</p> <p>The President has the power, on an emergency basis and/or in the best interests of</p>

lacrosse, to discipline any player, coach, manager, trainer, lacrosse team or official for any conduct which is in breach of the Articles, Bylaws, Regulations or Rules of the Corporation, subject to the right of appeal to Appeals Committee.

In addition, the President:

- a) provides leadership toward the accomplishment of the mandate and objectives of the CLA;
- b) chairs or appoints a chairperson for the SAM, the AM, and the Board of Directors meetings;
- c) monitors, directs and coordinates the activities of the other Directors as required;
- d) ensures all duly resolved directions of the Board are put into effect.;
- e) monitors and supervises the overall direction of CLA activities;
- f) acts as the official representative of the CLA to the Federation of International Lacrosse;
- g) acts as official representative of the CLA to Sport Canada and other government agencies;
- h) maintains contact with the sport community, the corporate sector, the media and the general public, speaking on behalf of the CLA on overall issues related to the sport and the CLA;
- i) liaises with the Canadian Lacrosse Foundation. The President, by mutual agreement, may delegate this role to the CLA Director Administration;
- j) Is a member of and participates on the following CLA committees:
  - Minto Cup
  - Ex-officio on all CLA standing and operational committees

#### **DIRECTOR ADMINISTRATION:**

The Director Administration is an officer of the Corporation and will be responsible for overseeing the finances of the Corporation; strategic and operational planning; office administration and operations; and Corporation governance. He/she will ensure the care and custody of all the funds and securities of the Corporation in such banks or other financial institutions as the Board of Directors may direct, and will perform such other duties as may from time to time be established by the Board. The Director Administration will act for the President if the President is unable to act.

In addition, the Director Administration:

- a) Calls and Chairs meetings of the following CLA committees:
  - Finance and Audit Committee
  - Membership Committee
- b) Is a member of and participates on the following CLA committees:
  - Minto Cup

#### **DIRECTOR MARKETING AND COMMUNICATIONS:**

The Director Marketing and Communications is responsible for the following duties:

- a) Marketing;
- b) Sponsorships;

- c) Publications;
- d) Volunteer Recognition;
- e) performs such other duties as may from time to time be established by the Board.

**DIRECTOR HIGH PERFORMANCE AND INTERNATIONAL RELATIONS:**

The Director High Performance and International Relations is responsible for the following duties:

- a) represents the CLA at all meetings of international lacrosse organizations (Federation of International Lacrosse (FIL));
- b) recommends to the CLA President a designate to attend any international meeting in the event that he/she is unable to attend. The final approval rests with the President;
- c) direct the CLA's role in International Development;
- d) in consultation with the CLA executive determine who will receive CLA endorsement as a International Board representative;
- e) management of the CLA's bid process to select a host for an International Event;
- f) management of all National Team programs;
- g) sanctioning of national teams
- h) attends National Team competitions when deemed necessary;
- i) liaises and communicates with the Athlete Director on all National Team plans and issues;
- j) selection of Canadian Officials to attend International Competitions;
- k) performs such other duties as may from time to time be established by the Board;
- l) Calls and Chairs meetings of the following CLA committees:  
National Teams Committee  
Bid Review Committee

**DIRECTOR NATIONAL CHAMPIONSHIPS:**

The Director National Championships is responsible for the following duties:

- a) National Championships;
- b) National Invitational Tournaments;
- c) Appointment of Event Convenors;
- d) Manages the selection of Officials to National Championship events;
- e) performs such other duties as may from time to time be established by the Board;
- f) Calls and Chairs meetings of the National Championships Committee;
- g) Is a member of and participates on the following CLA committees:  
Minto Cup

**DIRECTOR DOMESTIC DEVELOPMENT:**

The Director Domestic Development is responsible for the following duties:

- a) Oversees the development of the CLA Coaching program (including NCCP);
- b) Oversees the development of the CLA Officiating program (including NOCP);
- c) Oversees athlete development and grassroots programming;
- d) School Programs;
- e) Technical Bulletins;
- f) How to Programs;
- g) Sector Administration;
- h) Domestic Development Initiatives;
- i) performs such other duties as may from time to time be established by the Board;
- j) Is a member of and participates on the following CLA committees:
  - Coaches Committee
  - Officials Committee
  - LTAD Committee
  - Membership Committee
  - Lacrosse FITS Committee (ex-officio)

**INDIGENOUS DIRECTOR:**

The Indigenous Director is responsible for the following duties:

- a) provide education on First Nation lacrosse culture and history to the CLA Board of Directors, sectors and members;
- b) act as a liaison with First Nation and Indigenous organizations in conjunction with the MAs;
- c) assist the CLA and its Members in contacting and accessing First Nation and Indigenous communities to initiate development in conjunction with the MAs;
- d) represent the CLA at events that are specific to First Nation and Indigenous development;
- e) performs such other duties as may from time to time be established by the Board;
- f) calls and chairs meetings of the Indigenous Development Committee.

**ATHLETE DIRECTOR:**

The Athlete Director will have the following responsibilities:

- a) Provide oversight of the National Team Athletes
- b) Attend and actively participate in all Board of Director meetings
- c) Perform such tasks as assigned by the Board of Directors in a timely manner
- d) Responsible for assisting the CLA with the promoting, monitoring and auditing of the CLA High Performance policies with all aspects of National Team program in particular, the National Team Athletes:
- e) Communicate and advocate the views and interests of the High Performance

	<p>Team athletes in coordination with the Director High Performance &amp; International Relations</p> <ul style="list-style-type: none"> <li>f) Keep athletes informed of relevant policies, programs and their development;</li> <li>g) Keep in constant, direct contact with National Team athletes during the course of their individual term as a National Team athlete.</li> <li>h) Attend when necessary any meeting of the national team program</li> <li>i) Lead the development of an Alumni base to support national team programming.</li> <li>j) Liaison between NT Athletes and CLA Board of Directors</li> <li>k) Attend AthletesCAN Forum</li> <li>l) Conduct National Team Player surveys post World Championship events</li> <li>m) With the CLA Office Staff, ensure players are informed about any changes to the Canadian Anti- Doping Program and WADA Policies, and Insurance.</li> <li>n) Ensure players are informed about appeals procedure, including CLA procedures, Sport Dispute Resolution Centre of Canada (SDRCC) and Court of Arbitration for Sport (CAS)</li> <li>o) Ensure players are informed about external funding and grant programs</li> <li>p) Ensure athletes are informed of post-playing opportunities within the CLA (board positions, coaching positions)</li> </ul> <p><b><u>DIRECTORS AT LARGE:</u></b></p> <p>The Directors at Large are responsible for the following duties:</p> <ul style="list-style-type: none"> <li>a) acts as a liaison between the Members and the CLA Board;</li> <li>b) provide Member Association type background to Board topics of discussion;</li> <li>c) performs such other duties as may from time to time be established by the Board;</li> </ul>
Meetings	The Board will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Board of Directors will receive the necessary resources from the CLA to fulfill its mandate. The Board of Directors will receive administrative support from the CLA National Office.
Reporting	The Board of Directors report to the Members.
Approval and Review	These Terms of Reference were prepared by the Board of Directors and were updated by the CLA Members on November 2018. The Board will review these Terms of Reference on a regular basis, with input from the Members as required.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Operating Committees will also apply.





## APPENDIX 25-39

### Declaration of Conflict of Interest (Real or Potential)

Name: \_\_\_\_\_

Please print

CLA Position/Role: \_\_\_\_\_

Please print

(See CLA Conflict of Interest Policy – Operations Manual s.59 and 3.7 for details)

*I declare that, to the best of my knowledge, I am fulfilling my obligation to advise the CLA, under the Conflict of Interest Policy, by stating that I have no circumstances - real or perceived, that place me in a Conflict of Interest position with my position/role with the Canadian Lacrosse Association; or*

*I declare that, to the best of my knowledge, the circumstances described below, depending on circumstances, may place me in a Conflict of Interest position with my position/role with the Canadian Lacrosse Association, however by truthfully providing the below information and obtaining approval from the Association to continue, I am fulfilling my obligation to advise the CLA of any real or perceived potential conflict of interest situations.*

*Please describe/list all your current situation(s) or potential Conflict of Interest. Include any lacrosse positions/roles/affiliations/companies, either (CLA, MA or non-CLA/MA sanctioned); company names and numbers; or name of company/associations you may be affiliated with below and the type of work being performed (use a separate sheet if required.)*

*By signing below I acknowledge that I have read, understand and agree to abide by the Canadian Lacrosse Association's Conflict of Interest Policy and that the information contained in this declaration is true and correct to the best of my knowledge. I also understand that to knowingly fail to disclose any potential real or perceived conflict situation that I may be subject to disciplinary action as determined by the CLA.*

*I also agree to notify the Canadian Lacrosse Association immediately should my circumstances change or any situation/action arise that may be perceived as a potential conflict of interest prior to my next declaration.*

Signed by:

Date: YYYY-MM-DD





**TERMS OF REFERENCE – CANADA GAMES COMMITTEE**

Name	CLA Canada Games Committee
Mandate	The Canada Games Committee is a standing committee of the Canadian Lacrosse Association. Its role is to assist the Board of Directors and the Box Sector of the Canadian Lacrosse Association in providing direction on, and assisting in fulfilling, the multi-provincial Canada Games obligations.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>➤ Monitor and ensure that the Canada Games Technical package is being fulfilled</li> <li>➤ Provide assistance and information to all provincial lacrosse organizations to ensure that the Canada Games Technical package is being fulfilled and provide direction when necessary.</li> <li>➤ Provide direction and assist the Technical Representative in fulfilling his/her duties</li> <li>➤ Develop and implement policies and criteria for selection of athletes in abidance with the Canada Games Consensus statement for lacrosse, coaches in abidance with CAC coaching requirements for Canada Games, and officials in abidance with CLA National Championship policies.</li> <li>➤ Determine ratings for each team sent by a province to the Canada Summer Games</li> <li>➤ Monitor player eligibility of all athletes in keeping with Canada Games eligibility criteria.</li> <li>➤ Exchange information and best practices between provincial lacrosse organizations in preparation for Canada Games.</li> <li>➤ Liaise with all provinces on all issues related to the Canada Games</li> <li>➤ Liaise with the CLA Board of Directors, CLA Program Coordinator and the CLA Box Sector on all issues related to the Canada Games.</li> <li>➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the Committee and the provinces.</li> <li>➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the CLA and the Canada Games Council</li> <li>➤ The CLA Technical Representative (CLA Program Coordinator) will communicate and be the main point of contact between the CLA and the Canada Games Host Committee.</li> <li>➤ Perform such additional duties and tasks as may be delegated to the Committee by the CLA Board of Directors or the CLA Box Sector</li> </ul>
Authority	The CLA Canada Games Committee is a limited agent of the CLA on all matters related to lacrosse's participation in the Canada Games. All decisions pertaining to technical requirements of the Canada Games must abide by the Canada Games Technical Package and CAC coaching criteria.
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"> <li>• CLA Box Sector Chair will also be the chair</li> <li>• CLA Director National Championships</li> <li>• CLA Domestic Development</li> <li>• CLA Indigenous Director</li> <li>• CLA Executive Director</li> <li>• CLA Program Coordinator</li> </ul>

## Appendix 25-40

	<ul style="list-style-type: none"> <li>• CLA Coaching Chair or designate (identified by Coaching Chair)</li> <li>• CLA Officiating Chair or designate (identified by Officiating Chair)</li> <li>• One representative from each province and territory</li> <li>• Aboriginal Sport Circle representative to be included on all discussions in relation to the Canada Games Consensus statement for lacrosse</li> <li>• Any other individuals having Canada Games expertise as appointed by the Board of Directors.</li> </ul>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office.
Reporting	The Committee will report at every meeting of the Board, meeting of the Box Sector and will submit a written report at every meeting of the Members.
Approval and Review	These Terms of Reference were prepared by the Board and approved by the CLA Board on May 2019. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to Standing Committees will also apply.