

NATIONAL EVENT HOSTING GUIDE



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Section 1: Using This Manual

The Canadian Lacrosse Association (CLA) anticipates that this guide will assist all event coordinators in Lacrosse by aiding organizing committees in continuing to host successful, unified and distinguished events that will encourage the growth of our sport nationwide.

The CLA *National Event Hosting Guide* has been created to direct event coordinators through the process and steps expected by the CLA to generate a successful national lacrosse event. The policies, procedures and operations outlined are subject to change, and in the event of a dispute in matters pertaining to the information within this document, the CLA's Operations Manual and other published documents overrule all and/or any written information contained in this guide.

It is the intent of this guide to be used in combination with the current CLA Operations Manual, which can be obtained online at www.lacrosse.ca or by contacting the CLA office at 613-260-2028.

Where there is an inconsistency between what is included in this guide and the CLA operations manual, the policies as described in the CLA operations manual will prevail.



Section 2: Introduction

2.1 History

A detailed history of the origin of lacrosse can be found on our website at www.lacrosse.ca. Below is an excerpt from the 'short history' section:

In the 1840s, the first games of Lacrosse were played between the [settlers] and the Native people. Though it was many years before any significant wins were logged against the Natives, the game of Lacrosse quickly won the loyalty and interest of the newest North Americans. Lacrosse was named Canada's national game by parliament in 1859. In 1867, the Montreal Lacrosse Club, headed by Dr. George Beers, organized a conference in Kingston in order to create a national body whose purpose would be to govern the sport throughout the newly formed country. The National Lacrosse Association became the first national sport governing body in North America dedicated to the governance of a sport, the standardization of rules and competition, and the running of national championships to promote fellowship and unity across the country. The unforgettable motto of the organization was:

"OUR COUNTRY - OUR GAME"

Lacrosse was re-confirmed by Parliament as the National [summer] Sport of Canada in 1994. Visit www.lacrosse.ca for more information on the history of our game.





2.2 Guiding Policy

National championships are an important function of the CLA. The hosting of a national championship should be considered a privilege, and must involve commitment, cooperation, and communication amongst those involved.

It is the objective of every national championship to improve future competitions and at the same time, protect the heritage of the sport. This will be accomplished by developing opportunities for personal growth such as leadership, friendship, national awareness and fun, as well as recognition for athletes, coaches, and officials.

National championships should be competitive, organized, and representative of a first class event. Given this it is important that the host organization/club observe the following guidelines to appropriately showcase lacrosse to the public, the participants and the media.

National championships and competitions are a vehicle for the enhancement, growth, and promotion of the sport of lacrosse to, and through the following bodies:

-  The lacrosse community
-  The general public
-  The corporate sponsors
-  The media
-  The government

2.3 Application Procedures

The selection of the Member Association (MA)/Associate Member Association (AMA) to host a national championship is the decision of the governing sector. This choice will be made at the sector meeting held in conjunction with the CLA Semi Annual General Meeting (SAGM), in the year preceding the championship. Hosting rights are awarded to a MA/AMA in good standing¹ with the CLA. The right to host a national event is restricted to an MA/AMA who exemplifies the following:

- ✎ Remains in good standing with the CLA leading up to the national championship
- ✎ Participates in the championship in the year prior to hosting (Field Lacrosse ONLY)

See Section 24 of the CLA Operations Manual for the hosting rotation for national championships. Also contained within Appendix 5 of this guide is a calendar of CLA national championships detailing age, site selection, duration, deadlines, team eligibility, scheduling requirements and teams per Member Association for each championship.

In order to be considered eligible for hosting, the following criteria must be met and made available to the CLA upon bidding for the tournament:

- ✎ Facility information and principles of the hosting agreement
- ✎ Transportation: local and airport arrangements
- ✎ Accommodation information and agreement in principle
- ✎ Program strategy and information required for production
- ✎ Volunteer's areas of responsibilities and numbers required
- ✎ Media strategy and timelines to distribute information and attract coverage
- ✎ Internet web page content and access strategy for use throughout championship
- ✎ Identification of host committee
- ✎ Proposed event budget

Once it has established that the above requirements have been met, an application or bid can be submitted to the CLA office. This procedure is outlined below and in Figure 1.0.

The application/Bid Form (Appendix 1) to host a national championship must be submitted to the CLA office prior to SAGM in the year preceding the competition. For those national championships where site selection is based on a rotation, 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 March 1st in the year preceding the championship.

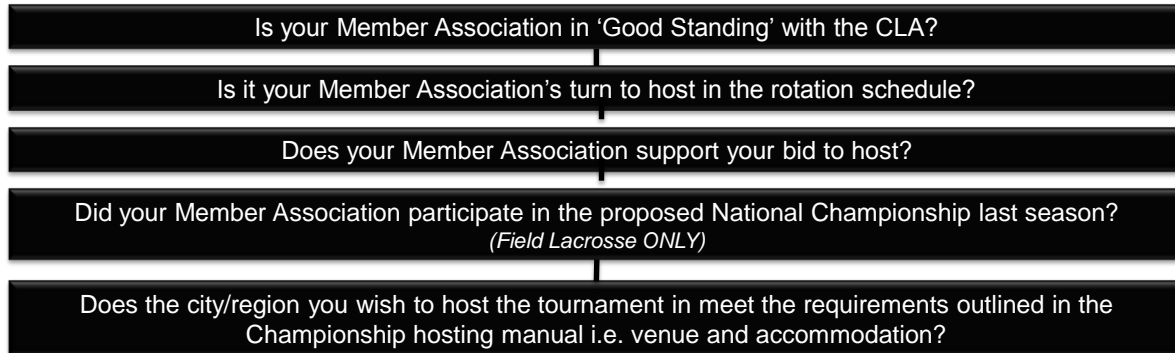
¹ Good Standings: the MA has no outstanding debts or unpaid fines owed to the CLA

The office will send the applications to the appropriate sector committee preceding the SAGM. The sector committees will review and select the host sites for the national championship. The selections are ratified at the sector meetings of the SAGM. The Board of Directors will approve the selections of the sectors, and amend as required, a standard hosting agreement, which will be the contract between the CLA and the host and the MA/AMA.

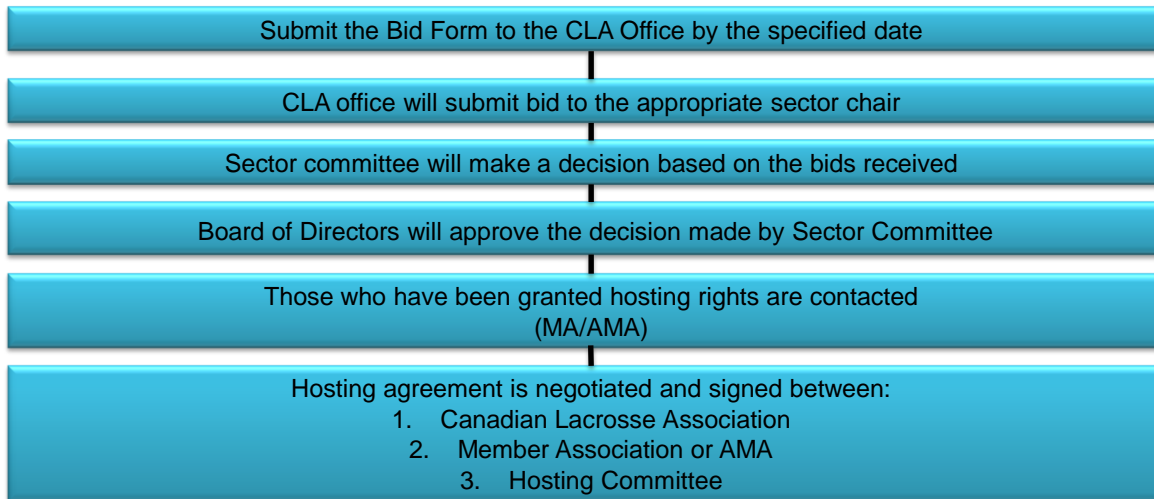
The Hosting Agreement shall be completed by the National Office and signed by the host and the MA or AMA to verify the awarding of the hosting rights. Upon signing the Hosting Agreement, a tournament sanction fee is due. The amount of the sanction fee is subject to change and is dependent upon the national championship that is being hosted. Refer to Appendix 2 for a copy of a blank Hosting Agreement form for each national championship, excluding both the Minto and Mann Cups as they are negotiated under contract which will be established upon the bid being approved.

Figure 1.0- Bidding Process

First Ask...



If YES then...



*** For specific application deadline dates related to the hosting agreement refer to the current CLA Operations Manual. Failure to comply with these deadlines will result in a monthly fine until the deadline is met.**

2.4 Sanction Fees

Upon signing the hosting agreement a sanction fee will be paid to the CLA from the organizing committee in the amount that is agreed upon and outlined in the hosting agreement. This fee is variable and will change based on the event.

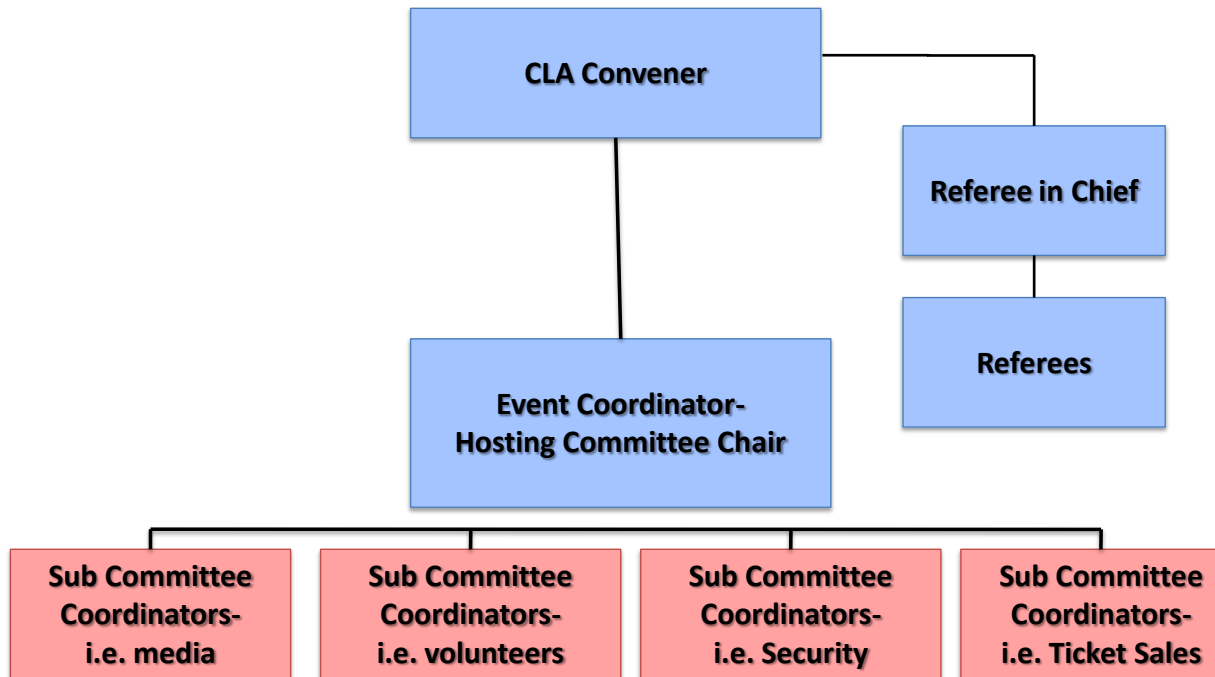
2.5 Dates and Scheduling of National Championship Events

Refer to Appendix 5: Calendar of CLA National Championships in this guide for the dates, scheduling, age and team eligibility, duration and deadlines related to national championships.

2.6 National Event Organizing Committee Structure

All those participating in the planning and execution of a National Lacrosse Championship in Canada will refer and adhere to the following structure of authority (Figure 1.2) pertaining to decision making for clarity of an issue or a dispute:

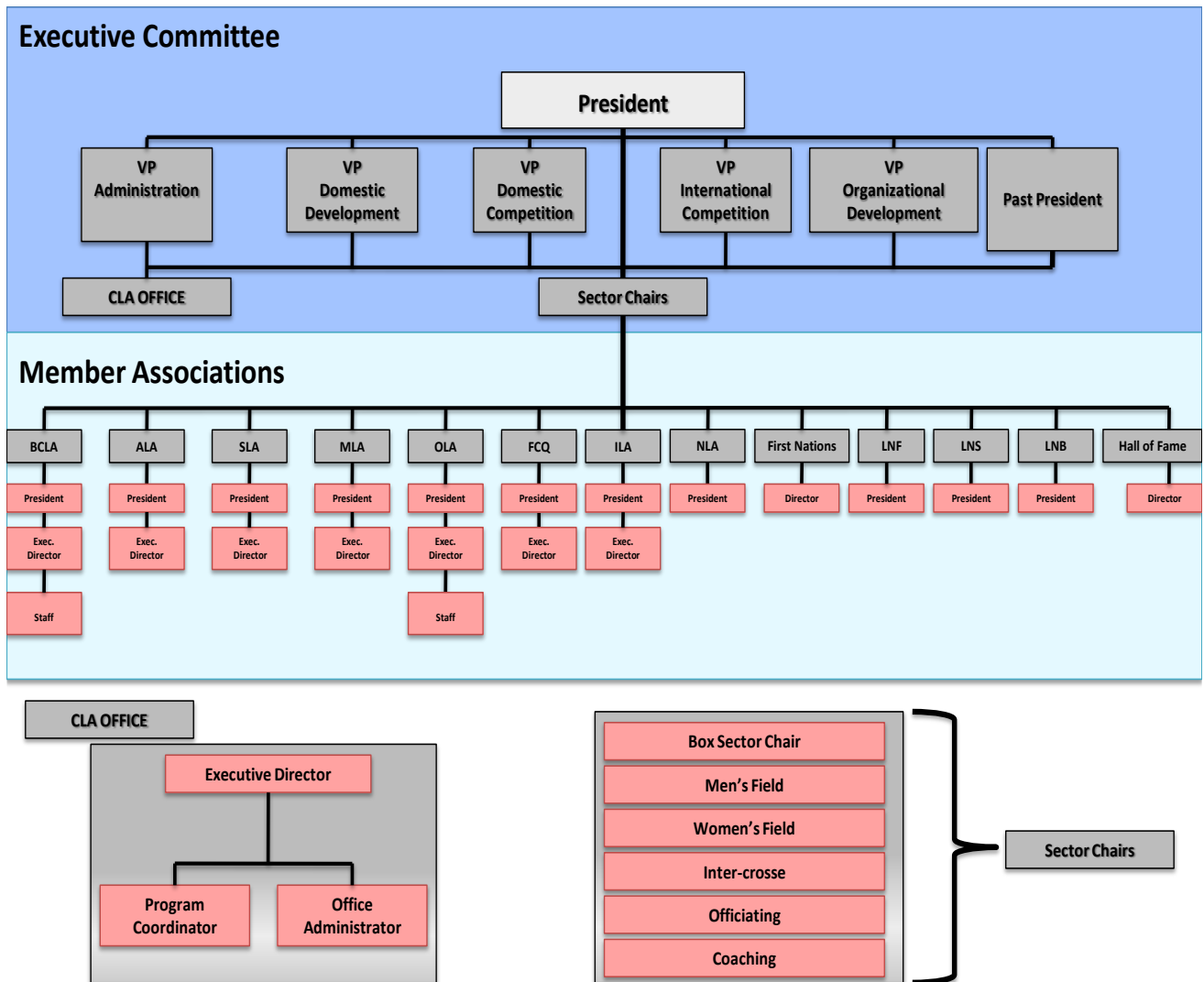
Figure 1.2



2.7 Canadian Lacrosse Organizational Structure

Below (Figure 1.3) is a representation of the organizational structure of the CLA. If for some reason there is a dispute that cannot be resolved within the organizing committee structure please contact the next appropriate individual in the structure outlined below.

Figure 1.3



SECTION 3: CLA RESPONSIBILITIES

3.1 ROLES & RESPONSIBILITIES

The CLA is responsible for providing the following for sanctioned national events:





- ✍ A formal application form to be used when applying for official approval and sanctioning (Appendix 1)
- ✍ A checklist to help with the organization of the event (see page 38)
- ✍ Trophies for CLA recognized awards
- ✍ Sponsorship signage for national sponsors
- ✍ A signed national championship contract that will meet or exceed the standards as outlined in this document
- ✍ Administration of Notice of Attendance at National Championship as filed by the MAs/AMAs
- ✍ Appointment and funding support for the attendance of the CLA Convenor
- ✍ Appointment and funding support for the attendance of the Referee in Chief
- ✍ Marketing and promotional support and a sponsorship schedule outlining the national championship sponsorship agreements
- ✍ CLA official sponsor logos to be displayed in all print material pertaining to the championship
- ✍ *CLA Event Hosting Manual*

3. 2 Code of Conduct

The code for conduct implemented by the CLA identifies the standard of behavior expected of all CLA members and participants, including all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, and employees involved in CLA activities and events.

The CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA will conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.

The appropriate CLA Acknowledgement of Risk and Release of Liability Waiver and Code of Conduct Form must be completed and signed by the following individuals:

-  All players
-  All team personnel
-  Officials
-  Personnel as identified as by the CLA Convenor

Any of the above who have not signed the waiver will not be permitted to play or participate in the event.

Refer to Appendix 3 for a copy of the CLA Code of Conduct and Acknowledgement of Risk and Liability form.

SECTION 4: TECHNICAL REQUIREMENTS

4.1 Medical Support/ Contingency Planning

It is the responsibility of the organizing committee to have a medical emergency contingency plan in place prior to the beginning of the event. The purpose of the emergency plan is to ensure that injured athletes or other parties will receive professional care as soon as possible should an accident or medical emergency arise. This contingency plan should consist of the following:

- ✎ A communication organizational chart to be used in the event of an emergency (ex. who will be contacted first, who contacts the first person, who contacts the second, who is responsible for reporting whether or not all who should be contacted have been contacted)
- ✎ Procedures put into place to ensure there is adequate and proper crowd control at all competitive sites throughout the competition.

In addition to the contingency plan it is the responsibility of the MA/AMA of the host site to have liability insurance in place, which will cover all reasonable hazards pertaining to competition.

4.2 Support Personnel

4.2.1. Chief of Officials

The Chief Official (Referee-in-Chief, Umpire-in-Chief) of a national championship competition is appointed by the Chair of Officiating upon consultation with the Host MA/AMA as per the “National Officiating Program” guidelines.

The Chief Official is responsible to the CLA Convenor and reports directly to that person. The Chief Official serves as the technical resource for the CLA Convenor.

Transportation, accommodations and per diem for the Chief of Officials are to be paid for by CLA as per CLA guidelines.

4.2.2. CLA Convenor

The CLA Convenor is the representative of the CLA at the championship. The Vice President of Domestic Competition in consultation with the Executive Committee, host MA or AMA, and the appropriate sector chairperson appoint the CLA Convenor. The Convenor is responsible to the CLA for making decisions on behalf of the association.

The role of the CLA Convenor is to act as the general supervisor of the competition. The function of the CLA Convenor is to ensure that the competition adheres to the following:

- ✎ The policies of the CLA
- ✎ The rules of play
- ✎ The Hosting Agreement

Additional CLA Convenor duties include:

- ✎ Confirming all required forms are complete prior to the event
- ✎ Supervising the competition
- ✎ Verifying the registration of the participants prior to the start of the competition
- ✎ Serving as the chair person of the appeals committee
- ✎ Conducting a pre-competition meeting with host, the referee-in-chief, and the representatives of the participants
- ✎ Maintaining a close liaison with the host
- ✎ Reviewing all games sheets ensuring that they are complete and accurate, and dealing with any items requiring further action.

4.3 Protests, Appeals and Discipline

Discipline:

The host MA/AMA will designate an individual to chair the Discipline Committee. The other members of the committee will be determined by the chair in consultation with the CLA Convenor.

Each sector will provide approved minimum suspension and fine guidelines to be utilized at national championships. The designated discipline chair will review each incident to determine if further action is warranted. All fines levied under these guidelines are payable to the CLA.

Appeals:

The CLA Convenor will 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.

Protests and appeals must be filed with the CLA Convenor within 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. The appeal or protest will then be dealt with by the appointed Appeal Committee.

4.4 Tie Breaking

In the event of a tie in point standings in a competition the final standings will be determined as per section 24 of the CLA Operations Manual.

4.5 The Venue

4.5.1 Minimum Venue Requirements

Each venue must have the following minimum requirements to be considered for hosting privileges:

- ✎ Changing facilities for players
- ✎ Changing facilities for referees
- ✎ Meeting rooms
- ✎ Fully functioning washroom facilities for patrons and players
- ✎ Emergency procedures and policies in place
- ✎ Wheel chair accessibility
- ✎ Adequate benches for both home and visitor teams
- ✎ Fully functioning score board
- ✎ A 30 sec shot clock for applicable tournaments
- ✎ Nets and floor/field lines in accordance with all current regulations and restrictions set by the CLA
- ✎ Appropriate signage
- ✎ Floor and turf standards met
- ✎ A media room or press box (for applicable tournaments)
- ✎ Food services available to spectators and participants during tournament

All venues will be approved through the application process on the bases that these standards have been met, or that the appropriate renovation(s) and/ or construction will take place to ensure that these standards are met by the date of the tournament, and will continue to be met for the duration of the tournament.

4.5.2 Security

It is the responsibility of the organizing committee to ensure that security personnel are located at all entrances. In addition to security at entrances, adequate security must be in place in and around the premises of the building to ensure the safety of spectators and players.

It is also the responsibility of the organizing committee to ensure that an effective and efficient means of communication is in place between all securities personnel in case of an emergency. These requirements, as well as the number of security personnel, will vary depending on which tournament is being hosted. Decision regarding what extent of security is adequate for the tournament, as well as how many personnel are required, is left up to the discretion of the organizing committee, in conjunction with the CLA. This decision will be agreed upon and made in the months prior to the tournament.

SECTION 5: SUPPORT SERVICES

5.1 Team Registration Requirements

MAs/AMAs must file with the CLA office a copy of the 'Notice of Attendance at National Championship' for leagues or teams in accordance with the deadlines specified by each sector. In addition MAs/AMAs are to pay to the CLA office the agreed upon championships fee(s) in accordance with the deadlines specified by each sector.

A Team Registration Form and the CLA Acknowledgment of Risk and Release of Liability Waiver/Code of Conduct Form (Appendix 3) are to be brought to the coaches meeting held prior to tournament.

- ✎ MAs/AMAs not complying with the specified deadlines, as outlined in the current Operations Manual will be fined and may have their teams deemed ineligible for the Championship. Teams are determined ineligible by the Vice President of Domestic Competition in consultation with the CLA Convenor and CLA office.

Refer the CLA Operations Manual for certification requirements for coaches and assistant coaches participating in National Championships.

5.2 Accommodations

- ✎ Prior to the championship, the organizing committee must provide the necessary information for participants to arrange accommodation. Where feasible, the host will reserve blocks of rooms in local hotels or residences. Participants are responsible for all personal arrangements and expenses during the tournament in the host community, including accommodation, meals, and incidental fees.

- ✎ When arranging accommodations, CLA sponsorship agreements must be adhered to unless they are unavailable or unsuitable determined as by the CLA.

5.3 Meetings and Meeting Rooms

It is the responsibility of the organizing committee to arrange for and facilitate regular committee meetings in the year prior to the championship. It is recommended that these meetings be held monthly until two (2) months prior to the tournament, at which time meetings may need to occur weekly. Ultimately, the scheduling of meeting will be the responsibility of the organizing committee chair.

Once appointed, the CLA Convenor and the CLA Chief of Officials must be invited to attend all meetings that are arranged by the organizing committee. All expenses for the CLA Convenor and the CLA Chief of Officials to attend these meetings will be at the cost of the CLA Convenor and the CLA Chief of Officials.

A pre championship meeting will be held which the CLA Convenor will chair with the organizing committee, CLA Chief of Officials, the tournament officials and one representative from each team. Arrangements for this meeting must be made by the organizing committee.

Items to be discussed at the pre-championship meeting will include:

- ✎ Championship special events
- ✎ Rule interpretation
- ✎ Venue rules, regulations and layout
- ✎ Championship configuration
- ✎ General information and other business

The number of meeting rooms required for meetings is based on the tournament that is being held. This will be determined at the discretion of the CLA Convenor through communication with the organizing committee.

The organizing committee must ensure that there are facilities readily available for required meetings. These meetings will include the pre-championship meeting discussed above, as well as any discipline and appeal committee meetings.

5.4 Transportation Schedule

- The organizing committee must provide agreed upon transportation for all teams, officials and referees coming to and from the airport. The organizing committee may charge a fee for transportation if costs are incurred and deemed reasonable by the CLA office.
- The organizing committee must provide local transportation for all teams, officials and CLA representatives to and from the hotel to the competition sites for the box lacrosse pee wee, bantam and Founders tournaments only. Officials must be separate from team transportation.
- Teams are expected to travel together according to the arrangements made by the organizing committee.
- Any person that does not acquire a copy of the arranged schedule for transportation is responsible for finding alternate travel arrangements.
- Transportation of referees to the host site is to be paid for by their governing body as per CLA guidelines.
- An amount equal to the officiating clinic fees, collected from the previous fiscal year, will be used to help offset the cost of transportation for referees to the national championship incurred by their respective governing body based on the following conditions:
 - ✎ Only MAs can apply on behalf of their referees
 - ✎ Claims must include original receipts and be submitted to the CLA office by December 15th of the year that the expense was incurred.
 - ✎ All airline tickets must be purchased no later than 14 days prior to departure. If a ticket is booked within 14 days prior to departure, a reason must be provided in writing which will be reviewed by the Vice President of Administration.
 - ✎ The MA is eligible for full reimbursement of the transportation costs provided there are sufficient funds to cover all claims. Refer to the current CLA Operations Manual for policy and the current calculation formula for percentage regarding reimbursements.

SECTION 6: FINANCIAL RESPONSIBILITIES

Event hosting must be financially sustainable for both the hosts and the CLA.

- ✎ It is the philosophy of the CLA that each championship will be budgeted to be entirely self-sufficient. Unless otherwise determined by the Board of Directors or the Hosting Agreement, the organizing committee will retain any profit resulting from a national championship. Similarly, any deficit resulting from a competition will be the responsibility of the organizing committee.
- ✎ The organizing committee is required to file a financial statement with the CLA office after the close of the competition, within the specified number of days outlined in the current CLA Operations Manual.
- ✎ Failure to submit a financial statement for the Championship with the CLA office will result in a fine per month billed to the MA for late reporting. Refer to the current CLA Operations Manual for the current fine amount.

6.1 Preliminary Budget

All Master, Senior, Junior and Intermediate national competitions are designated by the CLA as Major Championships. The following list outlines the possible expenses for a Major National Championship:

Major Championship- Expenses

- Transportation
- Accommodation
- Arena Rental
- Awards
- Balls and Ice
- Food and Hospitality
- Press Conference
- Programs and Promotional Materials
- Referee Game Fees
- Signage
- Stationary
- Tickets
- Scoring and Statistics
- Security
- Website
- Photographer
- CLA Sanction Fees
- Meetings

All Midget, Bantam, Peewee and Youth national championship are designated by the CLA as Minor Championships. The following list outlines the possible expenses for a Minor National Championship:

Minor Championship- Expenses

- Awards
- Staffing
- Advertising
- Ceremonies and Special Events
- Administration
- Accommodation
- Transportation
- Floor Rental

In order to make hosting sustainable business for both the organizing committee and the CLA the listed below outlines possible sources of revenue for all National Championships:

All National Championships

- Entry fees
- Merchandising
- Corporate sponsors
- Grants
- Donations
- Ticket Sales
- Transportation
- 50/50 raffle
- Fundraising**

***Each organizing committee has the opportunity to include additional fundraising events as long as they do not detract from the championship and signed agreements*

For sample budgets from previous tournaments refer to Appendix 4

6.2 Performance Bonds

A 'deemed' performance bond will be used to cover all or part of the expenses that may arise due to negligence or wrongful activity on the part of the participant to cover each team attending a national championship.

The performance bond will be considered 'held' under the permanent bond each MA/AMA must have with the CLA. Where a recovery must be made against the performance bond, the deduction will be made against the standing permanent bond of the appropriate MA/AMA.

The amount the performance bond will depend on which national championship is being hosted. For all current costs of performance bonds, refer to the current CLA Operations Manual or contact the CLA office.

6.3 Programs, Game Passes and Tickets

Programs

It is the responsibility of the organizing committee to produce and distribute a program for the national championship they will host. The program will be created for the purpose of soliciting advertising and distributing information effectively and efficiently with regards to:

- ✎ CLA sponsors
- ✎ Local tournament sponsors
- ✎ The championship schedule, configuration and general information
- ✎ Articles of interest about participating teams and individuals
- ✎ Pictures

One (1) page of the program must be reserved for advertising for the CLA, and one half (1/2) page of advertising for the host MA/AMA.

Game Passes and Tickets

Unless otherwise agreed to, the host may determine the national championship ticket price. Prior to distribution any complimentary tickets, both individual tickets and tournaments ticket packages, are to be identified and set aside.

The organizing committee must provide Championship Game passes and/or tickets for the following approved groups:

 Teams

Each team must be given a pass/ticket for each eligible player, three coaches, two managers, two trainers, one league commissioner and one MA/AMA representative.

 Officials

Each approved referee or umpire; two referee/umpire evaluators and two Chief Officials must receive a pass/ticket.

 Members of the discipline and appeals committee

Each member must receive two passes/tickets each.

 The following CLA representative must receive two passes/tickets

- CLA Championship Convenor
- CLA Executive
- Director
- Sector Chair
- CLA office staff

The organizing committee must confirm the number of CLA passes/tickets required for each Championship with the CLA office.

6.4 Per Diem or Honoraria

A per diem is a dollar figure that is allotted to cover meal expenses for all CLA personnel attending national championships.

An honorarium is a dollar amount that is given in appreciation to individuals for their time and assistance.

A per diem for referees is to be paid by the organizing committee as per CLA guidelines.

For box championships, an honorarium for the Chief of Officials is to be paid by the CLA upon receipt of the Chief of Officials report.. For field championships, a honorarium is to be paid by the organizing committee to the CLA in advance of the tournament. A payment will be made by the CLA upon receipt of the Chief of Officials report.

SECTION 7: PROTOCOL

7.1 Medal Presentations

The organizing committee is responsible for the purchase of championship medals from the CLA, or for obtaining CLA approval for substitute awards. Substitute awards must be submitted to the CLA for approval prior to the championship, as specified in the Operations Manual. The minimum guidelines for numbers and types of medals to be presented at championships are specified by sector specific policies.

The organizing committee is not obligated to have an awards banquet. However if official Championship awards are being presented, an awards event that all participants, including teams, referees and officials must attend, has to be organized and scheduled. The organizing committee may have the option of charging a fee if costs are incurred and deemed reasonable by the CLA Office. Should a fee decide to be charged for the awards event, the cost will be added to each team's registration fee.

7.2 Awards and Trophies

All trophies awarded for competition are subject to the terms and conditions of the applicable insurance policy. Where feasible, under the terms of the policies, winning teams may retain possession of the trophy or cup until the second Friday of June of the following year. The Championship Trophy/Cup Agreement Form must be submitted by the team manager of the winning team, to the CLA Convenor **before** the team can take possession of the trophy or cup. The form will be sent to the office when the Convenor submits their final report.

All trophies must be returned "PREPAID" to the CLA office, or other place specified by a senior CLA staff member or the insurance policies. Trophies that are not returned by the specified date will incur a fine monthly, until it is received by the CLA office as outlined in the current Operations Manual. Failure to return the trophy may also result in the suspension of the offending team.

Each team in a national championship acts as a representative for their MA/AMA. Any incurred costs for required repair and/or replacement of any trophy while in the possession of the winning team will be billed to the MA/AMA.

The original Mann and Minto Cups will be 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 will fall under the policies and regulations for national championship trophies as established in general and sector policies.

SECTION 8: PROMOTION & COMMUNICATION

8.1 Marketing and Promotion

The CLA is the owner of certain official trademarks, copyrights and other properties, including, but not limited to the following:

The name of the event

- All logos, signage
- merchandise
- television rights

CLA is also interested in organizing and implementing marketing programs for the purpose of promoting CLA objectives and supporting the operation of CLA National Championships. The CLA will work in conjunction with the organizing committee to ensure maximum exposure and return for this promotion.

The CLA has the right to enter into Official Supplier/Licensing/Sponsorship agreements in connection with certain products and/or services utilized at the National Championships.

The CLA also has the right to pre-approve the form, content and quality of all such advertising, promotion, and other use of the CLA products.

The net proceeds from any marketing agreement will be distributed to the organizing committee(s) as per the terms and conditions of the Marketing Agreement and the Hosting Agreement.

The organizing committee(s) is obligated to use, display, and actively promote the products and/or services provided as per the terms and conditions of the marketing agreement. This condition applies to a variety of circumstances in which the organizing committee(s) is involved or connected to any project, activity or event, sanctioned or operated in conjunction with the National Championships.

A sponsorship schedule is to be given to the organizing committee by the CLA Office outlining National Championship sponsorship agreements 90 days in advance of the championship. If a CLA sponsor comes on board in the 90 day window the CLA sponsor will prevail.

CLA official sponsor's logos are to be given to organizing committee by the CLA Office to be displayed on the cover sheet of all print material pertaining to the Championship.

If there is a conflict in host and CLA sponsors, the CLA sponsor will prevail.

8.2 Information Services

The organizing committee must provide directional information for participants to all competition venues and accommodation locations.

A schedule of game times, transportation arrangements, and ceremonies must be made available to the participants prior to the start of competition after being approved by the CLA Convenor.

At the beginning, and during the competition, the host is responsible for providing information on the competition, including results and updates on game times and transportation.

8.3 Media

The CLA exclusively owns the rights to all media properties related or generated from CLA sanctioned championships originating in Canada. All transactions involving media rights must be exercised through the CLA, and with the expressed written consent of the CLA Board of Directors.

The organizing committee of the national championships will publicize the event, as well as the schedule for the competition. They will also ensure that game results are given to the media with sufficient time to meet deadline requirements.

The organizing committee will invite area media (TV, print & radio) to all promotional events for the championship.

A press conference may be arranged and held by the organizing committee, at which time information will be distributed in regards to participants and details of the championship in the days leading up to the tournament. In the event of a press conference, the host should follow the following requirements:

- Invitations provided to each participating team, the CLA staff and Executive, the host Member Association staff and Executive, and league representatives.
- Provide a press folder containing information on the championship, the history of lacrosse, participating teams, event program, etc.
- Hold the conference on a date and time that is conducive to media attending.
- Provide food and beverages for those attending.
- Allow media access to participating players and management staff for questions and answers.

8.4 Internet

8.4.1. Website

The CLA requires that all national championships have a website. The following is a list of required website components

- A linked to the CLA website by Semi-Annual meeting prior to competition
- The website must contain information about all aspects of the Championship and be updated as it becomes available.
- During the championship the website must be updated at least daily
- CLA sponsors are to be listed on website

The website must also contain the following details surrounding the tournament:

- Organizing committee
- Participants
- Ticket prices
- Schedule and game results
- National championship officials
- Standings

The following components are not required but it is recommended that they be included on the website:

- Merchandise available
- Individual players statistics
- Team pictures and/or individual player pictures
- Game summaries

8.4.2. Webcast

Where possible the CLA requests that organizing committees have championship games made available for viewing through a web cast.

SECTION 9: PLANNING RESOURCES: TIMELINE, EVALUATION & CHECKLIST

9.1 National Championship Critical Timeline

The tables below outline the timeline that should be followed when planning and organizing a national lacrosse championship. *Table 1.4* is the general timeline for all national championships; *Table 1.5* contains time restraints in Box Lacrosse specific tournaments; *Table 1.6* encompasses information pertaining to Men's Field deadlines and requirements and *Table 1.7* refers to bench mark dates put into place for all Women's Field Lacrosse Championships.

Table 1.4

| GENERAL – ALL SECTORS | |
|--|---|
| CRITICAL DATE | TASK |
| 60 days prior to CLA SAGM in the year preceding competition | MA/AMA must submit approved host applications to host a championship |
| 45 days in advance of SAGM | The CLA provides approved host applications to the appropriate sector committee |
| SAGM | Host sites are reviewed, selected and ratified at sector meetings |
| 30 days within awarding of the hosting rights | MA/AMA must sign hosting agreement with CLA |
| 30 days after hosting agreement is signed | Tournament sanction fee is due |
| 30 days prior to 1st championship | MA/AMA must replenish permanent bond if necessary to nominal amount |
| April 1 | CLA Executive to confirm Convener appointment and Referee-In-Chief appointment |
| 90 days after final game | Organizing committee must send a financial statement for the championship to the CLA and send a summary of the championship to the CLA. |

Table 1.5

| BOX - SPECIFIC | |
|---|---|
| CRITICAL DATE | TASK |
| March 1 in the year preceding the championship | The host must provide notice to the sector whether they will host their respective championship for the year identified on the rotation. |
| April 30 | Non-refundable registration fees for the minor championships to be paid to the CLA |
| May 1 | Host association must notify CLA of the registration fee for championship by this date in the year of competition. The CLA office will notify the MA/AMA of fees for each championship. |
| June 1 | Non-refundable registration fees for the major championships to be paid to the CLA |
| July 1 | Final date for signing or releasing players, except that signed players released from any team in a MA/AMA before July 1 can be signed by another team on or before July 15; Master players must be registered and in good standing with MA/AMA |
| July 15 | Candidates for Referee in Chief must be submitted to the CLA; MA/AMA shall provide the CLA Officiating Committee with a list of officials nominated by their respective official's associations |
| 45 days prior to the start of championship | MA/AMA must file a Notice of Attendance at National Championship/Competition on behalf of attending teams; Registration fees for championship will be paid to the CLA |
| 30 days prior to championship | The CLA will forward the appropriate fees to each organizing committee. Withdrawal from an event must be made in writing to the host and copied to the CLA office. |

Table 1.6

| MEN'S FIELD – SPECIFIC | |
|---|---|
| CRITICAL DATE | TASK |
| May 1 | Host association must notify the CLA of the registration fee |
| July 15 | Candidates for Referee in Chief must be submitted to the CLA; MA/AMA shall provide the CLA Officiating Committee with a list of officials nominated by their respective official's associations |
| August 15 | Junior/Intermediate players must be registered with their respective MA/AMA in the year of the championship in order to be eligible to play |
| September 10 | Senior players must be registered with their respective MA/AMA in the year of the championship in order to be eligible to play |
| 45 days prior to start of championship | MA/AMA is required to inform the CLA in writing of all teams approved to attend the championship; Registration fees for championship must be paid to the CLA; MA/AMA shall notify the CLA at the time of registration their intention to nominate a certified official for the championship |
| 30 days prior to start of championship | Withdrawal from the championship must be made via written contact with the host and the CLA office; CLA forwards to the organizing committee the appropriate fees prior to the championship |
| 21 days prior to start of championship | MA/AMA must provide the name(s) of nominated official(s) to CLA; MA/AMA must forward to the CLA the approved roster of all teams representing their MA/AMA at a championship |

Table 1.7

| WOMEN'S FIELD – SPECIFIC | |
|--------------------------------------|---|
| CRITICAL DATE | TASK |
| 45 days prior to championship | MA/AMA must file with the CLA a Notice of Attendance at the National Championship on behalf of attending teams; Registration fees must be paid to the CLA |
| 30 days prior to championship | Withdrawal from the championship must be made through written contact with the host; The CLA forwards to the organizing committee the appropriate fees prior to the championship |
| 21 days prior to championship | MA/AMA forwards the approved roster of all teams representing their MA/AMA at the championship to the CLA |

**** All dates are subject to change without notice.
For all current deadlines and dates please refer to the current CLA Operations Manual.**

9.2 Hosting Checklist

The following checklists specify recommendations for tasks that are required to be completed by the organizing committee. It is recommended that these lists be copied and used as an aid in progressing through the planning stages of the tournament.

MEDICAL

Medical support staff booked.

Trainers' room prepared.

Person assigned to supply ice, bags, and cooler.

Person Responsible: _____

Date: _____

Completed: _____

Notes:

OFFICIALS

Referee in Chief identified and confirmed

Room booked for Appeals

Separate dressing room and showers for officials

Per diems, accommodation and transportation

Person Responsible: _____

Date: _____

Completed: _____

Notes:

VENUE

- Venue layout composed
- Locker room secured for competitors
- 30 Second Shot Clocks (where applicable)
- P.A. system checked
- Scorers, runners, timers, security personnel have all been recruited.
- Competition site set-up crew all recruited.
- Barriers (security ropes) secured
- V.I.P. area secured (where applicable)
- Medal podium secured (where applicable)
- Hospital, emergency, ambulance phone numbers posted & visible
- Meeting with custodial staff
 - chairs, tables, garbage containers secured

Person Responsible: _____

Date: _____

Completed: _____

Notes:

VISITING TEAMS – ACCOMMODATION AND LIAISON

Sufficient numbers of rooms are block booked to accommodate athletes, Coaches, and trainers attending the championship

Visiting Team Liaison is identified and communicated to visiting teams

TRANSPORTATION

All buses, vans and cars booked

All drivers booked.

Provincial/Territorial offices contacted for times of arrival and departure and numbers in group.

Person Responsible: _____

Date: _____

Completed: _____

Notes:

FINANCIAL

Financial statement (preliminary budget), to justify the entry fee, submitted to the CLA office

Sanction fee paid

Medals purchased

Insurance obtained

Financial statement sent to CLA after completion of the competition

Person Responsible: _____

Date: _____

Completed: _____

Notes:

CEREMONIES

- Letters of invitation sent out to VIPS
- National anthem taped or singer arranged
- Medal presenters given their responsibilities prior to the event
- Provincial/Territorial and Canadian flag secured
- Championship ceremonies finalized
- CLA contacted for the date and procedure for the arrival of the trophy to venue
- Announcer booked
- Provide direction and expectations to athletes, officials, dignitaries and others taking part in ceremonies

Person Responsible: _____

Date: _____

Completed: _____

Notes:

BANQUET

Banquet planned:

- all details prepared
- banquet schedule in place
- Bilingual master of ceremonies identified

No banquet:

- is this indicated in event information materials

VIP/ Hospitality lounge booked at competition site

- food
- beverages
- adequate seating

Concession confirmed at competition site **AWARDS**

Award presentation finalized

- presenters identified
- awards purchased
- podium secured
- protocol developed for presentation

Person Responsible: _____

Date: _____

Completed: _____

Notes:

PROGRAM

- CLA President's Messages
- Explanation of the Rules (optional)
- Names and Photos of the individuals and coaching staff of participating team's
- Politician Message
- Recognized Sponsors
- Schedule of Events
- Print Date and Number of Copies to be printed finalized
- Returning Champions

Person Responsible: _____

Date: _____

Completed: _____

Notes:

MARKETING

Program advertising provided for all CLA sponsor partners

Merchandise and banner/board signage exposure provided (box tournaments only)

MEDIA

Media contact list compiled (phone numbers, email and fax numbers)

Each contact's deadline registered

Exact date and location of the tournament, as well as the name of your media relations person out to the media.

Television station contacted prior to the event:

9 months 6 months 3 months
Contact name at television station.

Photographer found for the competition.

Send out finalized schedule of the event to your media contacts as a follow-up.

Internet material made available

Internet material updated regularly

Person Responsible: _____

Date: _____

Completed: _____

Notes:

9.1 National Championships Evaluation

The organizing committee is responsible for submitting a summary of the championship or competition following the completion of the final game. This summary must be received by the CLA office by the date outlined in the current CLA Operations Manual.

This summary must include the following:

- Game results
- Scoring statistics
- Tournament highlights
- Award winners
- Winning team pictures (including names)
- Attendance numbers for *each* game of the tournament
- Statistics on ticket sales (individual and packages)
- Statistics on media attendance
- A copy of the tournament program

In addition to the elements listed above it is also requested that in order to attract potential sponsorship for future championships, statistics are included with regards to the following:

- Sponsors
- Vendors
- Internet visits
- Merchandise and/or equipment sales
- Fundraising vehicles
- Food and beverages
- Number of teams
- Number of participants

Failure to submit a summary will result in a fine being charged to the organizing committee.

9.2 Final Report

It is the responsibility and obligation of the CLA Convenor to submit a final report of the tournament to the CLA office. This report should include, but is not limited to:

- All game sheets
- Reports of further actions required and evaluations of the competition
- The efforts of the host and the organization
- Any recommendations for improvements to the competition

It is the responsibility and obligation of the organizing committee chair to submit a final report of the tournament to the CLA office. This report should include, but is not limited to:

- The use of this manual in preparation for the event and execution of the event
- Preparation tactics that worked very well
- Areas of the tournament that could have been improved upon
- The efforts of the CLA and MA with regards to involvement and support provided in the planning stages through to the completion of the tournament
- Things you would have done differently
- Ideas for future national competitions
- Advise for future organizing committee chairs

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Calendar of National Championships

APPENDIX 1
National Championship Bid Form

| | | |
|---|---|--|
| Bid Submission Information | Provincial/Territorial Association: | Organizing Committee: |
| | Bid Contact Person: | Address: |
| | Phone: | Email: |
| Competition | Competition (please check): | |
| | Box | |
| | Mann Cup (Sr A) <input type="checkbox"/> | Presidents Cup (Sr B) <input type="checkbox"/> |
| Minto Cup (Jr A) <input type="checkbox"/> | Founders Cup (Jr B) <input type="checkbox"/> | |
| Field (Men) | Ross Cup/Victory Trophy (Sr) <input type="checkbox"/> | Robertson Cup (Sr) <input type="checkbox"/> |
| | First Nations (U19) <input type="checkbox"/> | Jenny Kyle Cup (U19) <input type="checkbox"/> |
| | Host City of Championship: | Dates for the Championship: |
| Venue | Name of Venue: | Address of Venue: |
| | Venue Seating Capacity: | |
| Accommodation | Host Hotel: | Hotel Address: |
| | Phone: | Website: |
| Transportation | Distance from Hotel to Venue: | Distance from Hotel to Airport: |
| | Means of Transportation: | Travel Time from Hotel to Venue/Airport: |

By virtue of the submission of this bid submission, we will comply with the financial, technical and operating regulations as outlines in the CLA policies and procedures for hosting a national championship. In the event of a disagreement the CLA decision will be final.

Provincial/Territorial Member Association President Signature

Associate Member Signature

APPENDIX 2
Hosting Agreements
FIRST NATION/ALUMNI CUP SANCTION AGREEMENT

This agreement dated this day ____ of _____, is made between:

(Host Association)

And (Member Association)

And Canadian Lacrosse Association (CLA)
 2211 Riverside Dr., Suite B-4
 Ottawa, ON
 K1H 7X5

The Canadian Lacrosse Association agrees to sanction the following event subject to the terms and conditions listed below.

EVENT DESCRIPTION

First Nations Trophy/Alumni Cup

(Dates)

(Location)

TERMS AND CONDITIONS OF SANCTION

The HOST shall:

- Select, arrange, organize, operate and pay for the competition venue which must meet minimum criteria established by the current CLA rules of play.
- Provide a sufficient number of volunteers and minor officials to efficiently manage the event.
- Provide emergency first aid services, adequate security and crowd control measures for the expected competition.
- For play involving teams from other Member Associations, current CLA rules must be used. Notwithstanding this requirement, specific rules for the tournament may be used providing that they are provided in writing to the CLA in advance of the competition for approval. Once approved, they must be provided in writing to the participating teams.
- The competition must use officials who have been properly certified under the CLA National Officiating Certification Program and are in good standing with a Member Association.
- Where officials from outside Canada are invited to participate in the competition, the official must be an accredited member of a recognized governing body and they must show proof of insurance coverage.

- The tournament must have insurance coverage for competition (liability and athlete injury) as per the requirements of their Member Association. Invited teams from outside CLA Member Associations must show proof of insurance coverage prior to the commencement of competition.
- The HOST must file a post event report within 90 days of the end competition. The event report must address: list of participants, copies of Provincial approval to travel, overall results (detailed results desirable, but not required), and a financial statement for the event.

SANCTION FEES AND FINANCES

The sanction fee of _____ must be paid upon the return of this signed agreement.

The RIC honorarium of _____ is the HOST responsibility but will be paid by the CLA upon submission of the RIC Report on the event.

WAIVER OF LIABILITY

Under no circumstances will the CLA or its Member Associations assume a liability incurred by the HOST, or undertake the payment of any operating deficit. These are the sole responsibility of the HOST.

MARKETING AND PROMOTION

- The CLA owns the rights to the following trademarks/wordmarks and other properties related to the competition:
 - Canadian Lacrosse Association
 - First Nations Trophy

The CLA grants permission to the HOST to use the properties and will work closely with the HOST to ensure maximum exposure and return from this promotion.

- The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion and other use of the CLA properties, such approval shall not be arbitrarily withheld.
- The HOST shall submit all such promotional material, advertising material and/or concepts to the CLA for approval. The CLA shall approve/disapprove same in writing within seven (7) days of receipt thereof. If the CLA fails to send a notice disapproving of such advertising within the seven (7) day period, it shall be deemed to have approved same. If the CLA disapproves, however, for such proposed use the HOST shall not implement the disapproved use.
- The HOST shall notify the CLA as to the manner in which these marks shall be affixed or attached to or otherwise displayed on products and the CLA shall have the right to approve such affixment, attachment or display.
- The HOST shall publicize the event and schedule of competitions.

- The HOST shall provide media facilities and insure that game results are given to the media as soon as possible after each game. The ability to fax the results would be preferred.
- The HOST shall communicate any proposed sponsorships, advertising and/or fundraising with the CLA.
- Sponsor agreements will be approved by the CLA and will be attached to this agreement as appendices.
- The HOST shall cooperate with the CLA in the promotion of CLA official sponsors and suppliers.

DEFAULT OF AGREEMENT

Failure to comply with the terms of this contract may result in disciplinary action and/or fines.

APPROVAL FOR HOSTING OF EVENT

Name: First Nations Trophy/Alumni Cup

Host Association:

Name: _____

Date: _____

Signature: _____

Member Association:

Name: _____

Date: _____

Signature: _____

Canadian Lacrosse Association

Name: _____

Date: _____

Signature: _____

FOUNDERS CUP SANCTION AGREEMENT

This agreement dated this day ____ of _____, is made between:

(Host Association)

And (Member Association)

And Canadian Lacrosse Association (CLA)
2211 Riverside Dr., Suite B-4
Ottawa, ON
K1H 7X5

The Canadian Lacrosse Association agrees to sanction the following event subject to the terms and conditions listed below.

EVENT DESCRIPTION

Founders' Cup 2010

(Date)

(Location)

TERMS AND CONDITIONS OF SANCTION

The Host shall:

- Select, arrange, organize, operate and pay for the competition venue which must meet minimum criteria established by the current CLA rules of play.
- Provide a sufficient number of volunteers and minor officials to efficiently manage the event.
- Provide emergency first aid services, adequate security and crowd control measures for the expected competition.
- For play involving teams from other Member Associations, current CLA rules must be used. Notwithstanding this requirement, specific rules for the tournament may be used providing that they are provided in writing to the CLA in advance of the competition for approval. Once approved, they must be provided in writing to the participating teams.
- The competition must use officials who have been properly certified under the CLA National Officiating Certification Program and are in good standing with a Member Association.
- Where officials from outside Canada are invited to participate in the competition, the official must be an accredited member of a recognized governing body and they must show proof of insurance coverage.

- The tournament must have insurance coverage for competition (liability and athlete injury) as per the requirements of their Member Association. Invited teams from outside CLA Member Associations must show proof of insurance coverage prior to the commencement of competition.
- The HOST must file a post event report within 90 days of the end competition. The event report must address: list of participants, copies of Provincial approval to travel, overall results (detailed results desirable, but not required), and a financial statement for the event.

SANCTION FEES AND FINANCES

The sanction fee of _____ must be paid upon the return of this signed agreement.

WAIVER OF LIABILITY

Under no circumstances will the CLA or its Member Associations assume a liability incurred by the HOST, or undertake the payment of any operating deficit. These are the sole responsibility of the HOST.

MARKETING AND PROMOTION

• The CLA owns the rights to the following trademarks/wordmarks and other properties related to the competition:

- o Canadian Lacrosse Association
- o Founders' Cup

The CLA grants permission to the HOST to use the properties and will work closely with the HOST to ensure maximum exposure and return from this promotion.

- The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion and other use of the CLA properties, such approval shall not be arbitrarily withheld.
- The HOST shall submit all such promotional material, advertising material and/or concepts to the CLA for approval. The CLA shall approve/disapprove same in writing within seven (7) days of receipt thereof. If the CLA fails to send a notice disapproving of such advertising within the seven (7) day period, it shall be deemed to have approved same. If the CLA disapproves, however, for such proposed use the HOST shall not implement the disapproved use.
- The HOST shall notify the CLA as to the manner in which these marks shall be affixed or attached to or otherwise displayed on products and the CLA shall have the right to approve such affixment, attachment or display.
- The HOST shall publicize the event and schedule of competitions.
- The HOST shall provide media facilities and insure that game results are given to the media as soon as possible after each game. The ability to fax the results would be preferred.
- The HOST shall communicate any proposed sponsorships, advertising and/or fundraising with the CLA.

- Sponsor agreements will be approved by the CLA and will be attached to this agreement as appendices.
- The HOST shall cooperate with the CLA in the promotion of CLA official sponsors and suppliers.

DEFAULT OF AGREEMENT

Failure to comply with the terms of this contract may result in disciplinary action and/or fines.

APPROVAL FOR HOSTING OF EVENT

Name: Founders' Cup

Host Association:

Name: _____

Date: _____

Signature: _____

Member Association:

Name: _____

Date: _____

Signature: _____

Canadian Lacrosse Association

Name: _____

Date: _____

Signature: _____

PRESIDENTS CUP SANCTION AGREEMENT

This agreement dated this day ___ of _____, is made between:

(Host Association)

And (Member Association)

And Canadian Lacrosse Association (CLA)
2211 Riverside Dr., Suite B-4
Ottawa, ON
K1H 7X5

The Canadian Lacrosse Association agrees to sanction the following event subject to the terms and conditions listed below.

EVENT DESCRIPTION

Presidents' Cup

(Date)

(Location)

TERMS AND CONDITIONS OF SANCTION

The Host shall:

- Select, arrange, organize, operate and pay for the competition venue which must meet minimum criteria established by the current CLA rules of play.
- Provide a sufficient number of volunteers and minor officials to efficiently manage the event.
- Provide emergency first aid services, adequate security and crowd control measures for the expected competition.
- For play involving teams from other Member Associations, current CLA rules must be used. Notwithstanding this requirement, specific rules for the tournament may be used providing that they are provided in writing to the CLA in advance of the competition for approval. Once approved, they must be provided in writing to the participating teams.
- The competition must use officials who have been properly certified under the CLA National Officiating Certification Program and are in good standing with a Member Association.
- Where officials from outside Canada are invited to participate in the competition, the official must be an accredited member of a recognized governing body and they must show proof of insurance coverage.

- The tournament must have insurance coverage for competition (liability and athlete injury) as per the requirements of their Member Association. Invited teams from outside CLA Member Associations must show proof of insurance coverage prior to the commencement of competition.
- The HOST must file a post event report within 90 days of the end competition. The event report must address: list of participants, copies of Provincial approval to travel, overall results (detailed results desirable, but not required), and a financial statement for the event.

SANCTION FEES AND FINANCES

The sanction fee of _____ must be paid upon the return of this signed agreement.

WAIVER OF LIABILITY

Under no circumstances will the CLA or its Member Associations assume a liability incurred by the HOST, or undertake the payment of any operating deficit. These are the sole responsibility of the HOST.

MARKETING AND PROMOTION

- The CLA owns the rights to the following trademarks/wordmarks and other properties related to the competition:
 - o Canadian Lacrosse Association
 - o Presidents' Cup

The CLA grants permission to the HOST to use the properties and will work closely with the HOST to ensure maximum exposure and return from this promotion.

- The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion and other use of the CLA properties, such approval shall not be arbitrarily withheld.
- The HOST shall submit all such promotional material, advertising material and/or concepts to the CLA for approval. The CLA shall approve/disapprove same in writing within seven (7) days of receipt thereof. If the CLA fails to send a notice disapproving of such advertising within the seven (7) day period, it shall be deemed to have approved same. If the CLA disapproves, however, for such proposed use the HOST shall not implement the disapproved use.
- The HOST shall notify the CLA as to the manner in which these marks shall be affixed or attached to or otherwise displayed on products and the CLA shall have the right to approve such affixment, attachment or display.
- The HOST shall publicize the event and schedule of competitions.
- The HOST shall provide media facilities and insure that game results are given to the media as soon as possible after each game. The ability to fax the results would be preferred.
- The HOST shall communicate any proposed sponsorships, advertising and/or fundraising with the CLA.

- Sponsor agreements will be approved by the CLA and will be attached to this agreement as appendices.
- The HOST shall cooperate with the CLA in the promotion of CLA official sponsors and suppliers.

DEFAULT OF AGREEMENT

Failure to comply with the terms of this contract may result in disciplinary action and/or fines.

APPROVAL FOR HOSTING OF EVENT

Name: Presidents' Cup

Host Association:

Name: _____

Date: _____

Signature: _____

Member Association:

Name: _____

Date: _____

Signature: _____

Canadian Lacrosse Association

Name: _____

Date: _____

Signature: _____

VICTORY CUP SANCTION AGREEMENT

This agreement dated this day ____ of _____, is made between:

(Host Association)

And (Member Association)

And Canadian Lacrosse Association (CLA)
2211 Riverside Dr., Suite B-4
Ottawa, ON
K1H 7X5

The Canadian Lacrosse Association agrees to sanction the following event subject to the terms and conditions listed below.

EVENT DESCRIPTION

Victory Trophy/Ross Cup
(Date)
(Location)

TERMS AND CONDITIONS OF SANCTION

The Host shall:

- Select, arrange, organize, operate and pay for the competition venue which must meet minimum criteria established by the current CLA rules of play.
- Provide a sufficient number of volunteers and minor officials to efficiently manage the event.
- Provide emergency first aid services, adequate security and crowd control measures for the expected competition.
- For play involving teams from other Member Associations, current CLA rules must be used. Notwithstanding this requirement, specific rules for the tournament may be used providing that they are provided in writing to the CLA in advance of the competition for approval. Once approved, they must be provided in writing to the participating teams.
- The competition must use officials who have been properly certified under the CLA National Officiating Certification Program and are in good standing with a Member Association.
- Where officials from outside Canada are invited to participate in the competition, the official must be an accredited member of a recognized governing body and they must show proof of insurance coverage.
- The tournament must have insurance coverage for competition (liability and athlete injury) as per the requirements of their Member Association. Invited teams from outside CLA Member Associations must show proof of insurance coverage prior to the commencement of competition.
- The HOST must file a post event report within 90 days of the end competition. The event report must address: list of participants, copies of Provincial approval to travel, overall results (detailed results desirable, but not required), and a financial statement for the event.

SANCTION FEES AND FINANCES

The sanction fee of _____ must be paid upon the return of this signed agreement.

The RIC honourarium of _____ is the HOST responsibility but will be paid by the CLA upon submission of the RIC Report on the event.

WAIVER OF LIABILITY

Under no circumstances will the CLA or its Member Associations assume a liability incurred by the HOST, or undertake the payment of any operating deficit. These are the sole responsibility of the HOST.

MARKETING AND PROMOTION

• The CLA owns the rights to the following trademarks/wordmarks and other properties related to the competition:

- o Canadian Lacrosse Association
- o Victory Trophy
- o Ross Cup

The CLA grants permission to the HOST to use the properties and will work closely with the HOST to ensure maximum exposure and return from this promotion.

• The CLA shall have the right to pre-approve the form, content and quality of all such advertising, promotion and other use of the CLA properties, such approval shall not be arbitrarily withheld.

• The HOST shall submit all such promotional material, advertising material and/or concepts to the CLA for approval. The CLA shall approve/disapprove same in writing within seven (7) days of receipt thereof. If the CLA fails to send a notice disapproving of such advertising within the seven (7) day period, it shall be deemed to have approved same. If the CLA disapproves, however, for such proposed use the HOST shall not implement the disapproved use.

• The HOST shall notify the CLA as to the manner in which these marks shall be affixed or attached to or otherwise displayed on products and the CLA shall have the right to approve such affixment, attachment or display.

• The HOST shall publicize the event and schedule of competitions.

• The HOST shall provide media facilities and insure that game results are given to the media as soon as possible after each game. The ability to fax the results would be preferred.

• The HOST shall communicate any proposed sponsorships, advertising and/or fundraising with the CLA.

• Sponsor agreements will be approved by the CLA and will be attached to this agreement as appendices.

• The HOST shall cooperate with the CLA in the promotion of CLA official sponsors and suppliers.

DEFAULT OF AGREEMENT

Failure to comply with the terms of this contract may result in disciplinary action and/or fines.

APPROVAL FOR HOSTING OF EVENT

Name: Victory Trophy/Ross Cup

Host Association:

Name: _____

Date: _____

Signature: _____

Member Association:

Name: _____

Date: _____

Signature: _____

Canadian Lacrosse Association

Name: _____

Date: _____

Signature: _____

APPENDIX 3 CODE OF CONDUCT

By signing the **ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY** form, I am also indicating that I have read and understand of the following code of conduct for this Championship.

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 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.

APPENDIX 4 SAMPLE BUDGET

The following tables represent sample budgets from past national championships. The type of tournament is indicated above each table. All tables show both revenues and expenses for the duration of the tournament.

Major Box Championship:

| Fixed Tournament Expenses | |
|---|-----------------|
| Transportation for out of Province Teams | |
| <i>Team 1</i> | \$28,000 |
| <i>Team 2</i> | \$21,000 |
| Transportation - Other | |
| <i>CLA Convenor</i> | \$500 |
| <i>CLA RIC</i> | \$500 |
| <i>Referee</i> | \$800 |
| <i>Referee</i> | \$600 |
| <i>Total:</i> | \$51,400 |
| Accommodations | |
| <i>Team 1</i> | \$13,000 |
| <i>Team 2</i> | \$13,000 |
| <i>Team 3</i> | \$13,000 |
| <i>CLA Convenor</i> | \$1,000 |
| <i>CLA RIC</i> | \$1,000 |
| <i>Local Referees (2)</i> | \$1,000 |
| <i>Out of Province Referees</i> | \$1,000 |
| <i>Total:</i> | \$43,000 |
| Per Diems/Honouraria | |
| <i>Referees</i> | \$1,600 |
| <i>CLA Convenor/RIC</i> | \$1,200 |
| <i>CLA Convenor Honourarium</i> | \$500 |
| <i>CLA RIC Honourarium</i> | \$500 |
| <i>Series/Host Convenor Honourarium</i> | \$1,000 |
| <i>Total:</i> | \$4,800 |
| Total Fixed Expenses: | \$99,200 |
| Variable Expenses | |
| <i>Arena rental</i> | \$0.00 |
| <i>Awards</i> | \$1,500.00 |
| <i>Balls and ice</i> | \$500.00 |
| <i>Food and hospitality</i> | \$2,000.00 |
| <i>Press Conference</i> | \$1,000.00 |

| | | |
|---|--------------|------------------|
| <i>Programs</i> | \$2,500.00 | |
| <i>Promotional Materials</i> | \$1,500.00 | |
| <i>Referee game fees</i> | \$2,500.00 | |
| <i>Security (Final Game)</i> | \$500.00 | |
| <i>Sponsorship/Advertising</i> | | |
| <i>Presentation Packages</i> | \$1,000.00 | |
| <i>Commissions</i> | \$2,500.00 | |
| <i>Signage</i> | \$2,500.00 | |
| <i>Stationery</i> | \$500.00 | |
| <i>Scoring and statistics</i> | \$500.00 | |
| <i>Television</i> | | |
| <i>Production</i> | \$51,750.00 | |
| <i>Game day crew</i> | \$5,000.00 | |
| <i>Tickets</i> | \$4,000.00 | |
| <i>Transportation at event (3 travelling teams)</i> | \$15,000.00 | |
| <i>Video Taping</i> | \$1,000.00 | |
| <i>Volunteers</i> | \$2,000.00 | |
| <i>Website</i> | \$1,000.00 | |
| <i>Committee meeting</i> | \$10,000.00 | |
| <i>Clothing for "Special Dignitaries"</i> | \$2,000.00 | |
| <i>Photographer</i> | \$2,000.00 | |
| <i>Miscellaneous</i> | \$500.00 | |
| <i>Total Variable Expenses</i> | \$113,250.00 | |
| Total Expenses | | \$212,450 |
| Tournament Revenue | | |
| <i>Tournament Passes to Host</i> | \$120,000 | |
| <i>Ticket Revenue (individual tickets)</i> | \$36,000 | |
| <i>Ticket Revenue (passes)</i> | \$50,000 | |
| <i>Programs</i> | \$2,400 | |
| <i>Merchandising</i> | \$4,000 | |
| <i>Sponsorship</i> | \$55,000 | |
| Total Revenue | | \$267,400 |

Minor Box Championship:

| REVENUES | |
|---|------------------|
| ENTRY FEES | \$12,150 |
| CORPORATE SPONSORSHIP | |
| <i>Presenting Sponsors & Event Partners</i> | \$30,000 |
| <i>Sponsor</i> | \$6,000 |
| <i>CLA</i> | \$5,000 |
| TOTAL: | \$53,150 |
| ACCOMMODATIONS | |
| <i>Provincial Team Bookings</i> | \$54,626 |
| <i>Contra Rooms</i> | \$6,000 |
| <i>10-day Room Bookings</i> | \$4,000 |
| TOTAL: | \$64,626 |
| FUND RAISING | |
| <i>Sponsorship</i> | \$2,550 |
| <i>Gate Fees</i> | \$3,551 |
| TOTAL: | \$6,101 |
| TOTAL REVENUE: | \$123,877 |

| EXPENSES | |
|---|-----------------|
| AWARDS | |
| <i>T-Shirts</i> | \$1,560 |
| <i>Medals & Game MVP</i> | \$1,980 |
| <i>Sponsor/MA Recognition</i> | \$1,020 |
| TOTAL: | \$4,560 |
| STAFFING | |
| <i>Timekeepers</i> | \$812 |
| <i>Referee Recognition</i> | \$1,450 |
| <i>Volunteer Rooms & Food</i> | \$8,345 |
| <i>Referee Rooms</i> | \$6,000 |
| TOTAL: | \$16,607 |
| ADVERTISING & PROMOTION | |
| <i>Festival Posters/On-site Signage</i> | \$2,500 |
| <i>Volunteer Wearables</i> | \$950 |
| <i>Festival Souvenir Program</i> | \$8,500 |
| <i>Pre-Event Media Promotion</i> | \$1,500 |
| <i>Rogers TV Productions</i> | \$3,000 |
| TOTAL: | \$16,450 |

| | |
|---------------------------------|------------------|
| SPECIAL EVENTS | |
| <i>Opening Ceremony</i> | \$2,550 |
| <i>Championship Game</i> | \$4,276 |
| <i>Player Development Camp</i> | \$560 |
| <i>All-Star Game</i> | \$1,100 |
| <i>BBQ</i> | \$1,480 |
| <i>Parent Reception</i> | \$822 |
| <i>Banquet</i> | \$3,740 |
| <i>TOTAL:</i> | \$14,528 |
| ACCOMMODATIONS | |
| <i>Provincial Team Bookings</i> | \$54,626 |
| <i>TOTAL:</i> | \$54,626 |
| FLOOR RENTAL | |
| <i>TOTAL:</i> | \$9,897 |
| ADMINISTRATION | |
| <i>Communication</i> | \$1,500 |
| <i>Office Supplies</i> | - |
| <i>Volunteer Recognition</i> | \$750 |
| <i>TOTAL:</i> | \$2,250 |
| TRANSPORTATION | |
| <i>Transportation</i> | \$12,420 |
| <i>Volunteer Travel</i> | \$3,500 |
| <i>TOTAL:</i> | \$15,920 |
| MISC | |
| <i>Printing</i> | \$3,775 |
| <i>TOTAL:</i> | \$3,775 |
| TOTAL EXPENSES | \$138,613 |

Field Major Championship:

| Revenues | |
|--|--------------------|
| <i>Entry fees</i> | \$10,000.00 |
| <i>Transportation(to and from airport)</i> | \$2,050.00 |
| <i>Donations and sponsorship</i> | \$2,373.70 |
| <i>Sales of goods</i> | \$420.00 |
| <i>Grant</i> | \$2,000.00 |
| Total | \$16,773.70 |

| Expenses | |
|--------------------------|--------------------|
| <i>CLA sanction fees</i> | \$1,237.50 |
| <i>Officials</i> | \$5,633.19 |
| <i>Transportation</i> | \$5,575.50 |
| <i>Prizes and awards</i> | \$1,395.69 |
| <i>Stadium rental</i> | \$3,874.30 |
| Total | \$17,716.18 |

Field Minor Championship:

| EXPENSES | |
|--|-----------------|
| <i>CLA Santion fees (First Nations)</i> | \$1000 |
| <i>CLA Santion fees (Alumni Cup)</i> | \$500 |
| <i>SLA Santion fees</i> | \$200 |
| <i>Field Rentals</i> | \$1700 |
| <i>Equipment Rental</i> | \$3700 |
| <i>Merchandise</i> | \$8700 |
| <i>Printing / sign advertising</i> | \$350 |
| <i>Banquet</i> | \$10920 |
| <i>Coaches Meeting</i> | \$200 |
| <i>Transportation</i> | \$5800 |
| <i>Concessions</i> | \$4400 |
| <i>Administration</i> | \$300 |
| <i>Awards (First Nations Medals)</i> | \$540 |
| <i>Awards (Alumni Cup Medals)</i> | \$500 |
| <i>Volunteer Recognition</i> | \$750 |
| <i>Referee game fees</i> | \$3990 |
| <i>Referee hotel rooms</i> | \$2800 |
| <i>Program</i> | \$2100 |
| <i>Security</i> | \$620 |
| <i>Field Painting</i> | \$1500 |
| <i>Office trailer</i> | \$230 |
| <i>School transportation</i> | \$1700 |
| <i>Lawson Civic Center (Workshop room rental)</i> | \$75 |
| <i>Lawson Civic Center (Refs change room rental)</i> | \$540 |
| <i>Medical / First Aid</i> | \$900 |
| TOTAL | \$54,015 |

| REVENUE | |
|------------------------------------|-----------------|
| <i>Alumni Cup team fees</i> | \$9000 |
| <i>First Nation team fees</i> | \$7000 |
| <i>Banquet</i> | \$13800 |
| <i>Sask sport grant</i> | \$4000 |
| <i>Radisson Hotel</i> | \$3500 |
| <i>Concessions</i> | \$6500 |
| <i>Merchandise sales</i> | \$7800 |
| <i>Corporate sponsorship</i> | \$15000 |
| <i>City of Saskatoon Bus grant</i> | \$1200 |
| <i>Program Sales</i> | \$1000 |
| TOTAL | \$68,800 |

APPENDIX 5
CALENDAR OF NATIONAL CHAMPIONSHIPS

APPENDIX 25-16: 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 - U16 (MF) | 15-16 yrs. | Rotation | 3 days | Prov. All-Stars | 1 | Jul. 5 | Jul. 5 |
| First Nations - U19 (MF) | 17-19 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 |

| # of Teams | Format | Playoffs | Max. # of Games |
|-------------------|---|--|------------------------|
| 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) |



"We believe that in Lacrosse and Hockey, our two National Games, we have the best moral, physical and mental developers of any games known to the athletic world."

A.E.H. Coe, President
Canadian Amateur Lacrosse Association
April 12, 1926