

# Lacrosse New Brunswick

Constitution  
Bylaw  
and  
*Policy*  
*Handbook*

October 2002

### Mission Statement

Lacrosse New Brunswick's purpose is to fairly promote, develop, administer and govern all aspects of the game of Lacrosse in New Brunswick. It will provide opportunities for the pursuit of excellence and life long participation.

### Vision Statement

The Vision Statement of Lacrosse New Brunswick is to provide our membership with quality proactive service and support. Collectively the board and membership will increase awareness and promote participation in the sport of Lacrosse in New Brunswick. Working cooperatively and diligently we will encourage an environment that fosters the equitable development of players, coaches, officials and volunteers at all levels.

### Statement of Values

Lacrosse New Brunswick's most valuable asset, the membership, will without exception, always be given the highest of priorities. This will be demonstrated by our commitment to professionalism. We will support and service our members with an emphasis on accessibility, communication, respect and appreciation. Working together with members, strategic partners and associates is imperative in moving forward. The board will operate in such a fashion as to openly demonstrate a standard of conduct and ethical behavior that will ensure a quality, vibrant and sustained association.

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## INTRODUCTION

### MAIN DOCUMENTS

In general, the affairs of Lacrosse New Brunswick (often referred to as the L.N.B.) are governed by three main documents: the Constitution, the Bylaws, and the Policy & Procedure Manual.

These documents inter relate in the following ways:

#### The Constitution:

The Constitution is the document that outlines the general goals and objectives of Lacrosse New Brunswick, and its purpose or reason for being.

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

#### The Bylaws:

The bylaws of the L.N.B. are the operating rules regarding the programs of the L.N.B. As a member, each person has a right to express his/her concerns, and this process, the democratic process of the association, is also outlined in the bylaws. These rules outline what specific requirements an individual or team must fulfil before they are considered in good standing with the L.N.B. Once in good standing, a member may then participate in L.N.B. programs. Many rules regarding L.N.B. programs are also contained within the bylaws.

Just as the association's members continually change, so do its bylaws and as such they can be amended at each meeting of the Executive.

#### The Policy & Procedure Manual:

The Policy & Procedure Manual is designed to provide the Executive and Committee members with a simple and concise explanation of the policies and procedures that govern Lacrosse New Brunswick. The ultimate objective behind developing the manual is to promote better communication within the Association through a clear definition of all policies and procedures relating to its functions. Another objective is to ensure fair and consistent decision making. This document is the basis from which the L.N.B. Executive makes their decisions regarding the enforcement of the bylaws and constitutional clauses and the day to day decisions necessary to operate the association.

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

During the course of a season events occur which result in new policy being made between meetings. This decision will then become policy. Care should be taken when making day to day decisions because they will guide the Executive somewhat in future decision making. All policies should be reviewed for final acceptance by the membership.

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

Lacrosse New Brunswick

Important Dates

November 2002

8<sup>th</sup> LNB Annual General Meeting

March 2003

28-30<sup>th</sup> Provincial coaching clinics

May 2003

Lacrosse New Brunswick SAGM

June 2003

13-14<sup>th</sup> CLA SAGM

July 2003

4-6<sup>th</sup> Provincial Championships

October 2003

Lacrosse New Brunswick AGM

November 2003

CLA AGM

## Constitution

### Article 1

- 1.0 The organization shall be known as Lacrosse New Brunswick, which shall herein be referred to as the Association.

### Article 2

- 2.0 The registered office of Lacrosse New Brunswick is to be situated in the Fredericton N.B.

### Article 3

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

### Article 4

- 4.1 The objectives of this Association shall be:
- i) The sports governing body for the sport of lacrosse, providing administrative and coordinative support to individual lacrosse associations. The association shall act as the legislative body for the sport of lacrosse in New Brunswick.
  - ii) The association shall be the agency, which is appropriately represented on and in communication with affiliated groups including the Canadian Lacrosse Association.
  - iii) Through its liaison with affiliated groups, the association shall strive to develop the sport of lacrosse in both competitive and recreation area with a goal of providing participants, coaches, officials, and executive members with the opportunity for skill development, sportsmanship, competition, and personal development.

### Article 5 - Winding Up

- 5.0 In the event of the dissolution of the Association, its property and assets shall, after payment of liabilities, be donated to one or more recognized charitable organizations in New Brunswick as may be decided by the Association in a general meeting.

## BYLAWS

### Bylaw 1 - Membership

#### 1.1 Membership

- 1.1.1 An individual may become a member of the Association upon application for membership through individual lacrosse Club/Associations/Schools or as an individual member at a prescribed membership fee as set at the Annual General Meeting.
- 1.1.2 Any individual who is serving on the Executive of a club/association shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
- 1.1.3 Any individual who is serving on a committee of Lacrosse New Brunswick, or on the Board of Lacrosse New Brunswick shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.

#### 1.2 Definitions

##### 1.2.1 Club/Association

A Club/Association is an organization established for the purpose of playing one or more discipline(s) of the game of lacrosse with a defined geographical area. Typically, a club/association consists of a number of teams.

##### 1.2.2 League

A League is a group of three or more teams playing scheduled games that result in a champion being declared at the end of the season. All leagues must operate under the authority of a club/association or of two or more clubs/associations.

##### 1.2.3 Team

A Team is a group of players that are playing for a Club/Association. An individual may be registered in more than one sector and in more than one age division per sector. However, an individual may only be registered with one team in a sector age division with the exception of club elite or representative teams.

##### 1.2.4 Inter-Lacrosse School

- i) An Inter-Lacrosse school program may register with Lacrosse New Brunswick at the prescribed membership fee. The school will become a full and active member of the Association.
- ii) The individual participants will not receive full membership privileges.

#### 1.3 Withdraw Membership

- 1.3.1 Members may withdraw from membership by giving written notice to the Provincial Office.
- 1.3.2 On receipt of said notice by the Provincial Office, the applicant shall cease to become a member.
- 1.3.3 Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the Association, and further, that no refund of fees shall be issued.

#### 1.4 New Club/Associations

- 1.4.1 If a member club/association representing a particular sector has formed in a geographical area, i.e. rural town or city, that member club/association has the exclusive sector rights in that geographical area.
- 1.4.2 If anyone wishes to establish a new association representing the same sector as an existing association in a geographic area, the new club/association must receive permission in writing from the existing club/association and a copy of that letter must be in the L.N.B. office before the new club/association's membership be accepted.
- 1.4.3 If anyone wishes to establish a new sector club/association in a geographic area that already has a Lacrosse New Brunswick Association member club/association, the new club/association must notify the existing club/association in writing of its intent, and a copy of that letter must be in the L.N.B. office before the new sector club/association's membership will be accepted.

#### Bylaw 2 - Meetings

##### 2.1 General Meetings

- 2.1.1 The Annual General Meeting is to be composed of the following delegates:
  - 2.1.2 Each Club/Association in good standing shall be represented by their President (or his/her designate). Each Club/Association President shall represent their association and vote on its behalf.
  - 2.1.3 Each member of the LNB Board shall have one vote.
- ##### 2.2 Date
- 2.2.1 The Annual General Meeting of Lacrosse New Brunswick shall normally be held on the third weekend of October each year. This may be changed at the discretion of L.N.B. Executive.
  - 2.2.2 That Lacrosse New Brunswick Annual General Meeting be rotated throughout the province to club/associations willing to co-host this event. The location of the following year's Annual General Meeting shall be determined at the current Annual General Meeting.
- ##### 2.3 Voting & Notices



- 2.3.1 Voting shall proceed by a show of hands, unless 3 delegates request a ballot prior to the calling of the vote by the Chairperson.
- 2.3.2 In the event of a tie vote, the Chairperson shall cast the deciding vote.
- 2.3.3 Except for "special resolutions", an affirmative vote will be indicated by a simple majority of delegates present.
- 2.3.4 Any constitution/policy changes that have been placed through Lacrosse New Brunswick office, in accordance with 2.05.2, will require a simple majority to pass at the Annual General meeting.
- 2.3.5 Any constitution/policy changes that are brought to the Annual General Meeting floor not in accordance with 2.05.2 will require a 2/3 majority to come to the floor to be voted on.
- 2.3.6 If there are any policy changes that involve a particular sector, changes may be voted on and approved in the specific sector's operating policy.
- 2.3.7 If changes are made to a sector's operating policy, the following rules must be upheld:
  - (a) Any policy that is changed must not contradict the Canadian Lacrosse Association and Lacrosse New Brunswick's bylaws and policies.
  - (b) Does not involve Lacrosse New Brunswick monetary issues.
- 2.3.8 Membership fees shall be the exclusive domain of the General Meetings of the Association.
- 2.3.9 Any point not covered by the present Bylaws or the Policy Handbook shall remain the exclusive responsibility of the Executive. The executive may make revisions or additions, which will be "defacto" policy until the next general meeting of the Association at which time a vote will be taken on each change.
- 2.3.10 These Bylaws may be amended at any General Meeting of the Association.
- 2.4 Quorum
  - 2.4.1 At the Annual General Meeting quorum is constituted by the delegates present.
- 2.5 Communication
  - 2.5.1 Lacrosse New Brunswick must, within 60 days of the Annual General Meeting, notify all members of the date, location, and schedule of the Annual General Meeting. There will also be a reminder of the deadline for submitting any changes to the Constitution/Policy Manual.
  - 2.5.2 Any changes to the Constitution/Policy Manual must be in the office of Lacrosse New Brunswick at least 30 days before the Annual General Meeting.
  - 2.5.3 Lacrosse New Brunswick is responsible for communicating to all associations any changes to the Constitution/Policy Manual at least 15 days before the Annual General Meeting, so that each association can review them.

2.6 Chairman

The President of the Association shall chair the Annual General Meeting, but may relinquish this duty to one of the Vice Presidents.

### Election Policies

2.7 Election

2.7.1 Elected Presidents of Associations within the Province will, by virtue of their position of association President, serve as a director of LNB.

2.7.2 The following Chairpersons, at the Annual General Meeting sector meetings, shall be elected by delegates of the member associations, clubs, leagues, and teams participating in their respective sector:

- A. Chairperson Men's Field Lacrosse
- B. Chairperson Women's Field Lacrosse
- C. Chairperson Box Lacrosse
- D. Chairperson Inter-Lacrosse
- E. Chairperson Coaching
- F. Referee in Chief

If no delegates are present at the specific sector meetings, then the chairperson can be elected at the General Meeting.

2.7.3 No person may be elected to the board if they are not in attendance at the meeting unless correspondence is presented on behalf of the individual.

2.7.4 The Director's term of office shall be:

- (a) For the President, for two years from the date of the meeting at which elected.
- (b) for the Directors (Vice Presidents) elected or appointed for two years from the date of the meeting at

which they are elected or appointed, or until their successors are elected or appointed.

(c) for the Vice President Marketing and Operations, for two years beginning on the even numbered years.

(d) for the Vice President Planning/Development and Treasurer, for two years beginning on the odd numbered years.

2.7.5 The office of Director shall be automatically vacated:

- i) if a Director shall resign his office by delivering a written resignation to the Head Office of the Corporation;
- ii) if a Director is found by a court to be of unsound mind;
- iii) if a Director becomes physically unable to fulfil his duties;
- iv) if a Director becomes bankrupt or suspends payment or compounds with his creditors;
- v) if at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
- vi) on death;

provided that if any vacancy shall occur for any reason in this paragraph contained, the L.N.B. Executive by majority vote, may by appointment, fill the vacancy with a member of the Association for the duration of his term.

2.7.6 Should a vacancy occur in any office for reasons other than those stated in this Bylaw, the L.N.B. Executive may appoint a person to fill such a vacancy.

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

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

2.8 Special General Meeting

2.8.1 On request of the President of the Association, or

2.8.2 On simple majority request of the Executive, or

2.8.3 On special request of at least 3 members of Associations.

2.8.4 A Special General Meeting shall be held at a place, time and date set by the President.

2.8.5 The President will have 2 working days, after receiving a request for a Special General Meeting, to set a date for the meeting, which shall be within 45 days of receiving that request.

2.8.6 A Special General Meeting shall be called in writing, as in policy 2.09, and the notice of convocation shall include the subject for the meeting's attention.

2.8.7 Delegates at a Special General Meeting are those as defined in 2.01.

- 2.8.8 Quorum and voting at a Special General Meeting shall be as defined by 2.01, 2.03, & 2.04.
- 2.9 Procedure
  - 2.9.1 Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Parliamentary Procedure.
- 2.10 Semi-Annual General Meeting
  - 2.10.1 Voting rights will be the same as the previous Annual General Meeting with the addition of any new Associations and Teams that have been established.
  - 2.10.2 That the Semi-Annual General Meeting be held prior to June 30 each year with the location to be determined by the Executive by March 31. The audited financial statement will be an item on the agenda.

### Bylaw 3 - Executive Duties and Powers

- 3.1 Duties and Powers
  - 3.1.1 The affairs of the Association shall be governed by the Executive, which shall consist of the Officers of the Association. The officers of the Association consist of the President, Treasurer, V.P. Operations, V.P. Marketing, V.P. Planning/Development.
  - 3.1.2 Ex Officio Member:  
  
The Past President of the Association shall be an Ex Officio Member of the Board and shall not have the right to a vote.
  - 3.1.3 The Lacrosse New Brunswick Board of Directors shall consist of the Men's Field Chair, Women's Field Chair, Box Chair, Inter-Lacrosse Chair, Referee in Chief, Coaching Chair as well as the Association Presidents as described in 2.07.1.1.
- 3.2 Election
  - 3.2.1 The officers of the Association shall be elected as outlined in 2.01, 2.03, & 2.04.
- 3.3 Quorum
  - 3.3.1 A quorum for meetings of the Executive shall be four (4) voting members.
- 3.4 Meetings
  - 3.4.1 The Executive shall meet as often as it deems necessary.
  - 3.4.2 If an Executive member misses two meetings within one term, at the discretion of the Executive, an interim Executive member may be appointed to that position.
  - 3.4.3 At the discretion of the Executive, if an Executive member or the Executive Director is late for an Executive meeting, \$1.00 for every minute late shall be deducted from their expenses for the meeting. These expenses include:

Meals  
Hotel  
Car Mileage  
Miscellaneous Expenses

### 3.5 Voting

3.5.1 At meetings of the Board, all Executive shall have 1 (one) vote except the President and Past President. The President shall cast a vote only in the event of a tie.

3.5.2 Under special circumstances, the Executive may vote on an issue by mail or by fax. A quorum must be reached as per policy 3.03.1, which states that 4 voting members shall constitute a quorum. Members not available to attend a meeting may vote in advance by mail or fax; therefore, this individual shall be included as a member of the quorum.

### 3.6 Chairperson

3.6.1 The President shall chair all meetings of the Executive.

3.6.2 In the eventuality that the President is unable to complete his/her term, the Executive shall meet and appoint an interim President. The Chairperson for this meeting will be the Treasurer.

### 3.7 Powers of the Executive

The powers of the Executive are as follows:

3.7.1 To formulate, prescribe, change and correct the Policy Handbook of the Association on condition that it be in accordance with the objectives of the Association and, in general, to make decisions on all business submitted to the Executive.

3.7.2 To organize, program and regulate all the activities of the Association.

3.7.3 To sanction activities within the Association's jurisdiction and to resolve any dilemma held in appeal.

3.7.4 To nominate permanent committees, special committees and to hire individuals to take charge of special or specific business.

3.7.5 To budget revenues and to authorize expenditures.

3.7.6 To supervise and co-ordinate the work of the committees of the Association with no prejudice to the rights and powers of said committees.

3.7.7 To hire, discharge and discipline employees of the Association in accordance with conditions of employment established by the Executive.

3.7.8 Make necessary adjustments to the programs of the Association for its effective operation.

3.7.9 Sanction competitions, clinics and other activities under the jurisdiction of the Association so long as the events are within the policies as set out by the Policy Handbook.

## Bylaw 4 - Executive Job Descriptions

### 4.1 Executive

#### 4.1.1 President

- 1) Attend all executive meetings.
- 2) Attend and represent Lacrosse New Brunswick at all Canadian Lacrosse Association meetings when required.
- 3) Attend all financial committee meetings.
- 4) Make sure that all operations of Lacrosse are operating smoothly.
- 5) Be in contact with the office and the Executive Director.
- 6) Sign cheques when required.

#### Directing

D The President shall be the employer of the Executive Director. He/She shall provide direction to the Executive Director on behalf of the Board and the members of Lacrosse New Brunswick.

D He/She shall oversee all operations of the organization and provide direction to other Board members.

D The President shall Chair all Executive Meetings and all Lacrosse New Brunswick General Meetings.

#### Monitoring

D The President shall be the employer of the Executive Director. He/She shall monitor the performance of the Executive Director on behalf of the members of Lacrosse New Brunswick. This shall include at least one yearly evaluation and goal setting session.

D He/She shall oversee all operations of Lacrosse New Brunswick and assist the Executive Director in ensuring all Board members are performing their duties.

D The President shall coordinate with the Executive Director all correspondence to the membership of Lacrosse New Brunswick.

#### 4.1.2 V.P. Operations

- 1) Attend all executive meetings.
- 2) Chair all operation meetings
- 3) Attend all planning & development meetings
- 4) Work with all sector chairpersons and make sure that all aspects have been taken care of within each sector.

- 5) Have all sectors submit their budgets.
- 6) Be in contact with the office and Executive Director on a regular basis.

#### Planning

D The V.P. Operations should act as the liaison for Lacrosse New Brunswick with each sector Chairperson.

D He/She should ensure the sector will submit a budget plan prior to the specified deadline.

D This individual should ensure the sector budget-planning meeting is open to all interested parties for the corresponding sector and properly communicated in advance of the meeting.

D The V.P. Operations should work in co-operation with the Executive Director to educate the Sector's on their funding guidelines and priority areas.

#### Monitoring

D The V.P. Operations shall take a lead role in monitoring the sector's activities.

D He/She shall be in communication with the Sector Chairperson on a regular basis to ensure their plans are followed through, and to keep the Sector informed of their expenditures and revenues for the fiscal year.

#### 4.1.3 Treasurer

- 1) Attend all executive meetings.
- 2) Attend all financial committee meetings.
- 3) Work with the Executive Director to make sure all budgeted expenses and revenue have been processed.
- 4) Help with financial report at the Semi-Annual General Meeting.
- 5) Help make financial policies when required to help the association become more fiscally responsible.
- 6) Assist Executive Director in developing and maintaining proper financial reports for Sector Chairpersons.

#### 4.1.4 V.P. Marketing/Promotions

- 1) Attend all executive meetings.
- 2) Attend all planning & development meetings.
- 3) Work with the Executive Director to promote the game of Lacrosse.
- 4) Work with the Executive Director to find ways to fundraise and find corporate sponsorships.

#### Planning

D Communicate with Sector Chairs, Associations, and Leagues to understand their promotional requirements and desires. As well, gather marketing ideas from these individuals and report to Executive.

D Assist Executive Director understand the needs and wants of Lacrosse New Brunswick's membership as it relates to the marketing and promotion of Lacrosse.

D Assist Executive Director in examining fundraising opportunities, in order to increase Lacrosse New Brunswick's self help revenue, thereby, increasing the amount of funding available for programs and services.

#### 4.1.5 V.P. Development/Planning

- 1) Attend all executive meetings.
- 2) Chair all Planning & Development meetings.
- 3) Find ways to work with all member associations, clubs, & leagues and motivate them to plan and develop for the future.

#### Planning

D Assist member associations, clubs and leagues in their long term planning. Communicate to members the importance of both short term and long term goals. Communicate to the Executive Director the development of any attainable goals for registered players, coaches, or officials.

D Facilitate Lacrosse New Brunswick Association overall organizational planning meetings. The development of a long-term plan through member meetings shall be the responsibility of the V.P. Planning/Development in coordination with the Executive Director.

D The V.P. Planning/Development shall monitor an organization's success in achieving their membership goals, and provide assistance in coordination with the Executive Director in helping them achieve their goals.

#### 4.1.6 Past President

- 1) Attend all executive meeting when necessary.
- 2) Give support to the President elected on issues that they have had experience in, and have dealt with in the past.
- 3) Give support to the office and other executive members that may need it.

### Bylaw 5 - Committees

#### 5.1 Formation

5.1.1 For definite purposes, the Board may create committees and establish rules relative to their functioning.

#### 5.2 Jurisdiction

5.2.1 All committees shall deal strictly with the objectives for which they were formed and will report to the Board.

#### 5.3 Permanent Committees



5.3.1 The Association shall have 5 (five) permanent committees:

- A. Financial Committee
- B. Operations Committee
- C. Planning/Development Committee
- D. Discipline Committee
- E. The Constitution, Policy and Bylaws Committee

5.4 Quorum

5.4.1 The quorum of all committees shall be a simple majority of its members.

5.5 Financial Committee

5.5.1 The Financial Committee shall be composed of the following:

- A. President
- B. Treasurer
- C. Executive Director or appointee of the Board

5.5.2 Meetings

The Financial Committee shall meet when necessary.

5.5.3 Voting

All members of the Financial Committee shall have one vote.

5.5.4 Powers of the Financial Committees

5.5.5 The powers of the Financial Committees are as follows:

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

5.6 Operations Committee

5.6.1 The Operations Committee shall be composed of:

- A. Chairperson (Vice President Operations)
- B. Chairperson Men's Field Lacrosse
- C. Chairperson Women's Field Lacrosse
- D. Chairperson Box Lacrosse
- E. Chairperson Inter-Lacrosse
- F. Chairperson Coaching
- G. Referee in Chief
- H. Executive Director

#### 5.6.2 Meetings

The Operations Committee shall meet as often as necessary.

#### 5.6.3 Voting

All members of the Operation Committee shall have one vote, with the exception of the Vice President Operations, who will vote only in the case of a tie.

#### 5.6.4 Reporting

The Operations Committee will report to the Board on a regular basis.

#### 5.7 Planning/Development Committee

##### 5.7.1 The Planning/Development Committee will consist of the following:

- A. Chairperson (Vice President Planning/Development)
- B. All Member Association/Club Presidents
- C. All six sector Chairpersons

##### 5.7.2 Meetings

The Planning/Development Committee shall meet as often as necessary

##### 5.7.3 Voting

All members present at the meeting will have one vote.

##### 5.7.4 Reporting

The Planning/Development Committee will report to the board.

#### 5.8 Disciplinary Committee

5.8.1 The Disciplinary Committee shall consists of the following:

- A. President or a delegate as appointed by the President
- B. At least two members of the L.N.B. (preferably board members) having no direct involvement in the alleged infraction, as appointed by the President or appointed delegate.

5.8.2 Meeting

The Disciplinary Committee shall meet as often as necessary.

5.8.3 Voting

All Members of the Disciplinary Committee shall have one vote.

5.8.4 Reporting

The Disciplinary Committee will report to the Board on a regular basis.

5.8.5 Responsibilities

The Disciplinary Committee shall be responsible for the following:

- A. To review infractions of Lacrosse New Brunswick Policies and code of conducts and determine appropriate penalties.

5.9 Appeals Committee

- a) The Appeals Committee shall consist of the Vice President of Operations, or his/her designate who shall act as chairperson and any two other members of the L.N.B. (preferably board members) as appointed by the Vice President of Operations.
- b) It shall be the duty of this Committee to render decisions to all appeals brought to the attention of the Committee under Operations policies 4.01 Appeals Procedure, and more particularly with 4.01.1, 4.01.2, and 4.01.3.

5.10 The Constitution, Policy, & Bylaws Committee

5.10.1 The Constitution, Policy, & Bylaws Committee shall consist of the following:

- A. Executive Director or board appointee
- B. A minimum of two board members

5.10.2 Meetings

The Constitution, Policy, & Bylaws Committee shall meet a minimum of once a year in August/September.

## Bylaw 6 - LifeTime Membership Awards

- 6.01.1 A Life Membership is the highest honour that can be bestowed by Lacrosse New Brunswick, and is awarded only for distinguished service to Lacrosse New Brunswick. Nominations must be received in writing by the Executive Director or the Board by September 30, or 10 weeks before the Annual General Meeting. Nominations must receive the approval of the Board prior to being circulated to the membership. Notice of nominations must be given to all members of Lacrosse New Brunswick. Elections to Life Membership requires 75% of the vote of delegates at the Annual General Meeting.
- 6.2 Awards
- 6.2.1 Lacrosse New Brunswick will withhold the main plaque, and will give a "keeper" plaque to the Lifetime member. They will receive the Association's Newsletter for life and shall have their name listed as a Life Member in any official directory published by Lacrosse New Brunswick.
- 6.3 Perdiem
- 6.3.1 A per diem allowance shall be paid to all Life Members while attending Annual Meetings in accordance with the fees set out for members of the Board attending. Accommodation and mileage (If residence in New Brunswick) will be provided.

## Lifetime Members

## Bylaw 7 - Financial

- 7.1 Preamble
- 7.1.1 All matters pertaining to the finances of Lacrosse New Brunswick come under the direct responsibility of the Financial Committee as described in 5.05.
- 7.1.2 The Financial Committee consists of the following:
- President
  - Treasurer
  - Executive Director or board appointee
- 7.1.2 The day to day operation of the Association and all financial records for the Association will be the responsibility of the Executive Director or Board appointee.
- 7.1.3 The Financial Committee is responsible for coordinating the process of budgeting each year including setting the budget submission deadline.
- 7.1.4 That Lacrosse New Brunswick establish an overall operations budget for administration, organizational development, coaching, officiating, archives, special projects, provincial programs, athlete assistance, fundraising expenses, and the general marketing/promotion of Lacrosse in New Brunswick. All remaining funds will be budgeted to the sectors based on their previous year's registered players.

7.1.5 Financial statements and an annual audit will be produced at a Semi - Annual General Meeting each year upon approval of the Financial Committee. The Lacrosse New Brunswick fiscal year is April 1 to March 31.

7.2 Audited Financial Statement

7.2.1 The recommended budget format for presentation at each Annual General Meeting and Semi-Annual General Meeting by the Treasurer will be:

- A. The audited financial statements.
- B. A schedule of revenues and expenses.
- C. Expenses shall be separated as follows:(suggested e.g.)

- 1) Administration
  - Salaries
  - Office Operations
  - Insurance
  - Legal
  - Audit
  - Board Meetings
  - Annual General Meeting
  - National Meetings
  - Staff Travel
- 2) Organizational Development
  - Newsletters Planning/Policies
  - Conferences/Symposiums
  - Volunteer/Staff Recognition
  - Volunteer/Staff Development
- 3)
  - Coaching Development
  - Officials Development
  - Intro/Participation Programs
  - Target Group Programs
  - Competition
  - Promotion
  - Technical Material
- 4) Other
  - National Dues/Affiliation

- D. Self-generated revenue should be clearly separated from grant revenue.

7.3 Signing Authority

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

7.4 Purchasing

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

7.5 Non-Budgeted Expenditures

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

# POLICIES & PROCEDURES

## SECTION 1 - OPERATING POLICIES

### 1.1 Membership Registration

1.1.1	Club/Association/League Fees	\$50.00
	Late- Club/Association/League Fees	\$150.00
1.1.2	Team Fees	\$50.00
	Late – Team Registration Fees	\$75.00
1.1.3	Player/Coach/Officials/Individual Membership	\$15.00
1.1.4	Inter-Lacrosse School Program	\$50.00
1.1.5	1 <sup>st</sup> Year Associations are exempt from late fees	

Please note: An individual is required to pay the membership fee only once per fiscal year.

### 1.2 Registration Deadline

1.2.1 Associations and Teams must submit their member/team registration no later than three weeks after the commencement of league/tournament play.

1.2.2 All players that are playing at the time of registration must be placed on team registration forms. Late registrations may be added to the roster at any time throughout the year. However, the players must be on the roster prior to the provincial championship deadlines to be eligible for this competition.

### 1.3 Playing Age Divisions

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

#### 1.3.1 Box Lacrosse

Mini-Tyke	6 & under
Tyke	8 & under
Novice	10 & under
Peewee	12 & under
Bantam	14 & under
Midget	16 & under
Intermediate	18 & under
Junior	21 & under
Senior	22 & older

#### 1.3.2 Men's Field Lacrosse

Youth	14 & under
Intermediate	16 & under
Junior	19 & under
Senior	20 & over

### 1.3.3 Women's Field Lacrosse

Youth 13 & under  
Intermediate 16 & under  
Junior 19 & under  
Senior 20 & over

### 1.3.4 Inter-Lacrosse

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

## 2.1 Playing Regulations

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

2.1.2 In league play, the referee will report all Match Penalties, Gross Misconduct Penalties, Major Penalties for Checking from Behind and unusual situations (line brawls, player(s) leaving the players/penalty bench, refusing to start play, etc.) to the league president or discipline delegate immediately following the game either in person or by telephone. If the game terminates after 10 p.m. then the report may be made the next morning no later than 12 noon.

(i) In all situations the original game sheet is to be retained by the referee and brief references quoting the rule(s) under which the penalties were assessed are to be completed.

(ii) The referee will complete a special game report with full details of the incident. The game sheet and game report are to be mailed or personally given to the league president or discipline delegate by the referee within 24 hours of the completion of the game.

(iii) In Lacrosse New Brunswick Provincial playoff games, the report shall be given to the tournament convenor as soon as possible or another delegate of the L.N.B. if the convenor is not immediately available.

2.1.3 Only registered officials may be used in games. It is the responsibility of each league or association to ensure that there is an adequate number of registered officials. Only officials who attend a current L.N.B. approved clinic will be allowed to register.

2.1.4 At the completion of each game the official scorer shall sign the game sheet and then have the officials print their name legibly and sign the game sheet. It shall be the responsibility of the referee to insure that any Major, Match or Misconduct penalties assessed during a game are recorded on the game sheet accurately before signing the game sheet and giving copies to the teams.

## 2.2 Equipment

### 2.2.1 Mouthguard

a) All players competing in field or box lacrosse are recommended to wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.

b) If for medical reasons a mouthpiece can not be worn then a medical certificate and waiver must be signed by the player and attending physician and be filed at the L.N.B. office.

2.02.1 All goalies competing in men's field lacrosse must wear a suitable manufactured throat guard. It must be worn in the manner it was designed for.

## 2.03 League Regulations



2.03.1 All associations/leagues must submit a schedule of their game activities prior to the start of their competitive season.

### 3.1 Suspensions

#### 3.1.1 Minimum Suspensions

- a) The following minimum suspensions are to be applied in all box lacrosse games sanctioned by Lacrosse New Brunswick.

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

For Each Match Penalty – Three (3) games.

#### Other Penalties

1. All Gross Misconducts – 2 games

2. Checking from behind:

(i) Match Penalty for Checking from Behind

First offense – 3 games

Second Offense (suspended indefinitely until dealt with by league discipline committee)

(iii) Major Penalty for Checking from Behind – remainder of game; last ten minutes – remainder of game and 1 game suspension.

#### 3. Fighting

(i) Fighting Major Penalty – 1 game

(Junior Box – a game misconduct for remainder of game. Subsequent fighting majors to be reviewed by the discipline committee.)

(ii) Third person in fight – 3 games or 3 weeks whichever expires first.

(iii) Second fighting major – 3 games or 3 weeks whichever expires first.

(iv) Third + fighting major – (suspended indefinitely until dealt with by league discipline committee)

#### 4. Person identified as:

(i) First to leave the players' bench during a fight for the purpose of fighting – 3 games

(ii) Leaving a penalty box for the purpose of fighting – 4 games

(iii) Coach of a team whose player is penalized under 3.01.1 a) 4(i) – 3 games

(iv) Coach whose player leaves but is not identified as the first to leave the player's or penalty bench during an altercation – 1 game

(v) Coach whose team is removed from the game prior to the game conclusion – 3 games

- b) The following minimum suspensions are to be applied in all field lacrosse games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.

The following guidelines apply to expulsion calls only.

1. Deliberate attempt to injure: may include but is not limited to butt-ending, spearing or kicking to deal with personal fouls (physical) that are excessive and beyond normal play.

1<sup>st</sup> Offence 3 games

2<sup>nd</sup> Offence 5 games

3<sup>rd</sup> Offence 1 year from date of infraction

4<sup>th</sup> Offence Lifetime ban

2. Abuse by language or gesture: may include but not limited to verbal abuse or racial statements to a player, coach, any person officially associated with a team, or a fan to deal with behaviour and actions that are non-physical.
 

1 <sup>st</sup> Offence	2 games
2 <sup>nd</sup> Offence	5 games
3 <sup>rd</sup> Offence	1 year from date of infraction
4 <sup>th</sup> Offence	Lifetime ban
  
  3. Abuse of official: abuse may be verbal or physical – an official is defined as a referee, timekeeper, scorekeeper, or any other designated officials.
 

1 <sup>st</sup> Offence	3 games
2 <sup>nd</sup> Offence	1 year from date of infraction
3 <sup>rd</sup> Offence	Lifetime ban
  
  4. Fighting - note rule 78.1 of the Men's Field CLA Rule Book  
 NOTE: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.
 

1 <sup>st</sup> Offence	2 games
2 <sup>nd</sup> Offence	5 games
3 <sup>rd</sup> Offence	1 year from date of infraction
4 <sup>th</sup> Offence	Lifetime ban
  
  5. Person identified as:
    - (i) First to leave the players' bench during a fight for the purpose of fighting – 5 games
    - (ii) Leaving a penalty box for the purpose of fighting – 5 games
    - (iii) Coach of a team whose player is penalized under 3.01.1 b) 5(i) – 5 games
    - (iv) Coach whose player leaves but is not identified as the first to leave the player's or penalty bench during an altercation – 3 game
    - (v) Coach whose team is removed from the game prior to the game conclusion – 3 games
  
  6. Any other offences that are not directly covered by any of the above sections are to be reported directly to the president or discipline delegate of the respective league with in an appropriate manner in relation to the above guidelines.
- c) The following minimum suspensions are to be applied in all inter-lacrosse games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.

The following guidelines apply to red card (player ejection) calls only.

1. Deliberate attempt to injure – Three (3) games
  2. Fighting – Three (3) games  
 Note: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.
  3. Unsportsmanlike : Abuse by language or gesture towards any player, official, coach, or spectator – Two (2) games
- d) The following minimum suspensions are to be applied to all women's field lacrosse games sanctioned by Lacrosse New Brunswick and will be accumulated on an ongoing basis.

The following guidelines apply to red card (player ejection) calls only.

1. Deliberate attempt to injure – Three (3) games
2. Fighting – Three (3) games

- Note: one punch thrown, whether it lands on the intended recipient or not, constitutes a fight.
3. Unsportsmanlike: Abuse by language or gesture towards any player, official, coach, or spectator – Two (2) games
  4. Repeated violations: flagrant or repeated violation of the rules – One (1) game
- e) The game in which a penalty as listed in 3.01.1 a, b, c & d is assessed shall not be counted within the length of the suspension.
  - f) It is the responsibility of each team manager and/or coach to ensure his/her player(s) sits out their appropriate suspensions. When in doubt as to the relevant suspension contact the League/Association President.
  - g) These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant. Please refer to the C.L.A. Rulebook and the L.N.B. Constitutions, Bylaws and Regulations for other automatic suspensions.
  - h) The L.N.B. Disciplinary Committee will automatically review any member of Lacrosse New Brunswick that receives (5) minimum suspensions in any sector within a (3) three calendar year timeframe.
  - i) For the purposes of serving suspensions, a game is to be defined as an L.N.B. sanctioned and previously scheduled game, or at least one week, whichever is less. A week shall be defined as the 7 days Sunday to Saturday, following the week in which the suspension occurred.
- 3.1.2 All associations/leagues registered with the L.N.B. must submit to the Executive Director a copy of all correspondence involving suspensions by that league. Correspondence must be issued within two (2) weeks of the incident.
  - 3.1.3 All Match, Gross, Expulsion and Red Card penalties shall be reviewed by the residing league body to decide if a further suspension is warranted beyond the minimum guidelines. The player, coach, manager, trainer, or stick person assessed the penalty will remain suspended until this review has occurred.
  - 3.1.4 Any player, coach, manager, trainer, or stick person assessed a penalty under Rule 62 Box Lacrosse (Molesting an Official) of the C.L.A. Rule Book is to be automatically suspended until the matter is dealt with by the League Discipline Committee or League President.
  - 3.1.5 A coach who allows a suspended or improperly registered player to play shall be suspended indefinitely until reviewed by the residing league body.
- 3.01.6
    - a) Suspensions by the L.N.B. of any registered referee, player, coach or team official may include a suspension that will not allow such suspended person to participate in the game of lacrosse in any capacity. The following guidelines apply to suspensions:
      - i) The suspension from all aspects of lacrosse would apply to all suspensions issued for breach of the L.N.B. Bylaws or Regulations, as well as all suspensions issued under C.L.A. Box Lacrosse Rule 62, and all other suspensions where specified.
      - ii) Unless specified otherwise, suspensions resulting from violation of C.L.A./L.N.B. playing rules, would only suspend the player, coach or team official from participating in the game of lacrosse in the capacity at which he/she received their suspension.

Note: While a player, coach or team official is serving their suspension, they may not participate with that same team in any capacity.

    - iii) All L.N.B. Associations/Leagues shall recognize that all disciplinary actions and suspensions given in the Women's Field Sector, Men's Field Sector, Inter-Lacrosse Sector, Box Sector, Referee's Sector and the Coaching Sector will be served in that sector, unless upon a recommendation of the residing league, it is deemed by the L.N.B. that the infraction warrants a suspension from all sectors or any other sectors of the L.N.B.

- b) Suspensions may only be served in regular scheduled league games, L.N.B. playoff games or league playoff games and L.N.B. sanctioned tournaments. Suspensions cannot be served in exhibition games and suspended players can not play in exhibition games. Suspensions for violations of the C.L.A./L.N.B. rules and regulations must be served in the next game or games the player/team official participates in. Suspensions for violation of league rules may be implemented at the Leagues discretion.
- c) Any suspension imposed upon any player, coach or team official by the officials of any league or association registered with the L.N.B. shall be given full recognition by the L.N.B.
- d) All suspensions not served during the current playing year will be carried over until the next playing season.

#### 4.01 Appeal Procedure

The right of appeal shall pertain to players, coaches, managers, team officials, game officials, teams or leagues who have been suspended for infractions covered by the rules and regulations of this Association. All appeals must be submitted in writing and directed to the Executive Director of the L.N.B. or L.N.B. office.

The appeal procedure shall be as follows:

##### 4.01.1

- a) All rights of appeal available to the player or member must be exhausted before an appeal may be taken to the Appeals Committee.
- b) The player or member must be given the opportunity to be present at the hearing.
- c) The game sheet and the referee's report must be available at the hearing and the referee should be in attendance if at all possible.
- d) The player or member affected has the right to sit in throughout the hearing.
- e) The player or member affected shall be permitted to ask questions, within reason, of all people who give evidence.
- f) The player or member affected may be represented by a lawyer or agent if he or she wishes.
- g) People who participated in the decisions being appealed shall not sit on the appeal hearing.

##### 4.01.2

- a) Appeal hearings shall be heard within fourteen (14) days from the date the appeal is received by the L.N.B. office and or Executive Director. The V.P. Operations or a delegate shall select a committee and designate the time and place.
- b) The Executive Director or delegate shall be charged with giving sufficient notice of the hearing to all parties. (The Appeal Committee shall be charged with giving a decision in writing no later than seven (7) days following the appeal). They may increase or decrease the length of suspension or penalty that was imposed.
- c) Minutes of the hearing shall be kept.
- d) All appeals must be accompanied by a fee of \$150 per individual. Any special appeal hearings shall be \$250 per individual and will be held within seven (7) days from the date the appeal is received by the Executive Director.
- e) Individuals must appeal on their own behalf.
- f) Appeal Committees shall not be allowed to reduce a suspension to less than the minimum, as set out in Regulation 3.01.1 to those parties found guilty of the offense charged.

4.01.3 The decision of the Appeal Committee shall be final and binding for all parties concerned. The final decision shall be placed in writing with copies given to the person(s) making the appeal and the Executive Director of the L.N.B.

## 5.1 Provincial Championships

### 5.1.1 General Rules

1. This Association's competitions take precedence over all other competitions in the province of New Brunswick, except such as may be arranged by the Canadian Lacrosse Association.
2. The New Brunswick Provincial Championships may be competed for annually.
3. The Provincial Championships shall be conducted in accordance with the rules laid down by the Board of Directors. The entire control and management of the Provincial Championships shall be vested in the Board of Directors who may delegate to the associations all or part of the conduct and management of the play-offs.
4. Only affiliated clubs with membership in good standing, shall be allowed to send teams to provincial competitions.
5. There shall be a minimum of three registered teams entered into a provincial championship before Lacrosse New Brunswick sanctions the age division.
6. Lacrosse New Brunswick will host provincial championships for the age groups as indicated in Operating Policies 1.03 and as determined at the Annual General Meeting Sector Meetings on an annual basis.
7. Each team must have a fully certified and registered coach as stipulated in 8.03.2.

### 5.1.2 Hosting Provincials

#### A) Hosting Policy

The following statement is the Guiding Policy on Provincial Championships and forms the underlying philosophy behind all L.N.B. sanctioned provincial competitions.

Provincial Championships are an important function of the Association and must be conducted in the best interests of the development of all members. To be effective, they must involve commitment, cooperation and communication among all members.

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

Provincial championships should be perceived as competitive, organized and representative, regardless of their format, and that they should be a culmination of the year's competition. It must provide a positive image through the promotion of excellence in ethics, skills, fair play and organization, in an atmosphere of mutual respect and camaraderie amongst participants.

Provincial championships are a vehicle for the promotion of the games of lacrosse to or through the Lacrosse community, General public, Corporate sponsors, Media, & Government for the enhancement and growth of lacrosse.

#### B) Location

1. Application to host all provincials must be received by the Lacrosse New Brunswick office seven (7) days prior to the Annual General Meeting.
2. The date and location of all Provincial Championships will be decided at the Annual General Meeting sector meetings.
3. If the date and location of any provincial championship has not been finalized at the Annual General Meeting, then the Executive will make the final decision by January 30<sup>th</sup> of the same fiscal year.

C) Roles & Responsibilities

1. The financial aspects of a provincial championship are the responsibility of Lacrosse New Brunswick and the host association, as follows:
  - a) The L.N.B. shall bear the expense of the following items:
    - i) cost of medals and awards
    - ii) referee game and travel/accommodation/meal expenses
    - iii) playing facility costs - arenas/fields
    - iv) Convenor expenses
  - b) The host association will bear any additional expenses such as tournament headquarters, first aid, toilet facilities, etc.
  - c) The host association may offset expenses through gate admission; concession stands, souvenir booths, etc.
2. Lacrosse New Brunswick's Head Office will;
  - a) Allocate berths as per sector competition formula
  - b) Disseminate entry forms to associations
  - c) Receive entry forms
  - d) Draw a competition schedule in consultation with the host association based on facility availability.
  - e) Disseminate schedules to the competing teams, host association and L.N.B. delegates
3. The Chief Official

Appointment

The Chief Official (Referee-in-Chief/Umpire-in-Chief) of a provincial competition is the Provincial Referee-in-Chief, or where he/she is unavailable, the Provincial Referee-in-Chief in consultation with the Executive appoints the Chief Official.

The Chief Official is responsible to the L.N.B. Convenor, and reports directly to that person. The Chief Official serves as the technical resource for the L.N.B. Convenor.

Duties

The Chief Official shall:

- Coordinate pre-event planning with the Host association
- Ensure hosting guidelines as they pertain to officiating are being followed
- Chair pre-competition meeting with the officials to review rules, interpretations and application
- Respond to questions on application and interpretation of rules
- Handle all communications between the participants and the officials
- Inspect the playing facilities to ensure they meet the requirements of the playing rules and are a safe and proper environment

- Assign, supervise and evaluate the officials at the competition
- Hold a pre-medal round meeting with the officials to announce assignments for the medal games
- Supervise the minor officials
- Provide a referee payment report to L.N.B.
- Provide input to inquiries or discipline procedures as the representative of the officials under supervision
- Submit a final report to the L.N.B. Referee-in-Chief

Supervision and evaluation responsibilities include:

- Overseeing the officiating of the games
- Where possible, providing ongoing comments/feedback (e.g. between periods)
- Ensuring limited access to officiating facilities

#### 4. The L.N.B. Convenor

##### Appointment

The provincial championship Lacrosse New Brunswick (L.N.B.) Convenor is the representative of the L.N.B. at the competition. The Executive in consultation with the respective Sector Chair appoints the L.N.B. Convenor.

The L.N.B. Convenor is responsible to the L.N.B. for the decisions made on behalf of the Association. The nominee should be drawn from (in order of precedence), Sector Chair or another member of the Board or a delegate as appointed by the L.N.B.

##### Duties

The role of the L.N.B. Convenor is to act as a general supervisor and oversee the competition. The function of the L.N.B. Convenor is to ensure that the competition adheres to:

The Bylaws and Policies of the L.N.B.  
 The rules of play adopted by the L.N.B.  
 The Provincial Championship Hosting Guidelines

The L.N.B. Convenor shall:

- Officially open the tournament
- Supervise the competition
- Hold authority to facilitate the operating of the tournament
- Maintain a close liaison with the host
- Review and approve the schedule of competition including any potential changes
- Verify the registration of the participants prior to the start of the competition
- Serve as the Chairperson of the Appeals/Discipline Committee
- Review all game sheets ensuring that they are complete and accurate, and deal with any penalties or incidents requiring further action
- Selection & presentation of medals, all-star & MVP Awards
- Closing ceremony
- File a competition report which includes all game sheets, discipline and appeal actions taken (if any), further discipline actions required, and an evaluation of the competition, the efficiency of the host, organization of the competition and any recommendation on improvements to the competition.

## 5. Tournament Coordinator

### Appointment

The Hosting Member Association appoints the Tournament Coordinator.

### Duties

The Tournament Coordinator is responsible for ensuring that:

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

## D) RULES AND INTERPRETATIONS

### Rules

The most recent CLA rule book issues the rules of play and tournament specific rules will be conveyed to all teams participating prior to the tournament.

### Playing Facilities

The Host Association shall be responsible for the provision of adequate facilities.

In the situation where the Chief Official or the representative of any of the participants has raised a safety concern regarding playing facilities, the L.N.B. Convenor must rule on the matter and ensure that unsafe situations are corrected, or the Host provides other facilities. The L.N.B. Convenor must not allow play to continue in an unsafe situation.

### Application of Rules

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

## E) SUPERVISING THE COMPETITION

### 1. Pre-Competition Information

The following subjects must be covered prior to the start of competition. These must be communicated within an information package or directly to the teams.

#### a) Introductions



It is important to ensure that everyone is familiar with the tournament personnel. This will eliminate redundant communication and possible confusion where issues may arise during the event.

b) L.N.B. Convenor Information

The L.N.B. Convenor must provide a briefing on the competition and include the following areas (where applicable) in their presentation:

Competition schedule  
Ceremonies and special events  
Access to competition site (teams, officials, L.N.B. representatives)  
Awards and selection process

d) Registration

Review the process for verifying the registration of the athletes and coaches (see section 5.01 of the operating policies)

e) Discipline and Appeals Procedures

Review the procedures for handling discipline issues, and the lodging of appeals. (See the section of the guide pertaining to discipline and appeals).

f) Chief Official Briefing

The Chief Official briefing will include:

- Introduction of officials

If participating officials are present, they should be introduced to the team representatives. In any case, the teams should be given the names of the participating officials.

- Rule application and interpretations

The Chief Official should provide a summary of any direction to officials on the application of the rules. Specific directives, which have been issued by the Sector Chair, should be reviewed. Application of common rules (e.g. L.N.B. slashing or holding in Box) should always be covered.

- Selection of officials for the medal games

The Chief Official must review the process of selection of officials to work in the final game.

g) Question and Answers

An opportunity must be provided for the representatives of the participating teams to ask questions and seek clarification on various aspects of the tournament including officiating, discipline, or organizational matters.

2. Registration

The L.N.B. Convenor is responsible for ensuring that all the athletes listed on the game sheets are properly registered and approved by the L.N.B. The Convenor is also responsible for ensuring that the L.N.B./CLA coaching requirements are met.

The L.N.B. Convenor should check the game sheets immediately before the games to ensure that all players on the game sheet are properly approved.

#### Coaches

A coach on the team (on the Registration Form and roster of the team) must be certified under the National Coaching Certification Program (NCCP) as required under the policies set out by Lacrosse New Brunswick. This policy states that a fully certified coach must be on the bench for all provincial championship games.

If there is a discrepancy, the coach must produce proof of the certification.

### 3. Game Sheets

As each game is completed the minor official responsible (e.g. scorer) ensures that all information is entered and properly summarized. The game sheet is then taken to the Chief Official for review. The Chief Official should ensure that the sheet is properly completed, and checks for any penalties or incidents, which may require written reports or further disciplinary action. Once checked and properly signed off by the game officials and the Chief Official, the game sheets should be split, appropriate copies being given to each team, host and the original of the form being given to the L.N.B. Convenor. The Convenor and the Chief Official may make alternate arrangements for control of the original game sheets.

The L.N.B. Convenor must include all the original game sheets in the final report to the L.N.B..

### 4. Awards

#### Selection Committee and Process

The L.N.B. Convenor is responsible for ensuring that a fair selection process is in place and will advise the participants of the process. Protocol established over the years has the L.N.B. Convenor chair the Awards Committee. It is sufficient though for the L.N.B. Convenor to approve an Awards Committee or selection process, which does not directly include the Convenor's participation.

### 5. Tie Breaking

#### Games

Breaking a tie in a game is set out in the rules of play and the L.N.B. Convenor should consult with the Chief Official if there are any questions regarding application.

#### Standings

Win = 2 points; Tie = 1 point; Loss = 0 points

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

Record against other team

Goal differential in pool (+/-)

Goals against

Goals for

If still tied - coin toss

## F) DISCIPLINE AND APPEALS

### 1. Discipline

Lacrosse New Brunswick requires that there be a fair, just and vigilant system of discipline at all competitions. The L.N.B. Convenor must never be reluctant to issue disciplinary action if it is warranted. Athletes, coaches, officials and other participants are expected to follow the guidelines and policies of the L.N.B. and adhere to the Official Rules of Lacrosse.

The underlying philosophy of the L.N.B. Disciplinary procedure is based on the expectations of natural justice and due process. This philosophy requires that the decision must be made in a timely and unbiased fashion, and that the person subject to the disciplinary action must have the opportunity to provide input or answer to the accusation prior to a decision being rendered. In addition, L.N.B. philosophy on discipline requires that the Convenor ensure that all parties to the action must have an opportunity to be heard.

### 2. The Discipline Committee

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

### 3. Action Requiring a Hearing

The L.N.B. Convenor may be required to initiate a hearing for disciplinary review, protest or appeal. The situations, which may require such action, are specified in a number of areas:

The playing rules of the Sector may specify actions, which require Discipline Committee review. These are identifiable in the rulebook as actions, which require reporting to the governing body. *For each reportable action, the game officials are required to complete the Officials Incident Report.*

The L.N.B. Discipline Policy may require action be taken based upon a breach of L.N.B. guidelines or code of conduct (Section 5 of the Policy Manual).

The Sector policies may specify discipline guidelines for suspension for specific occurrences.

If there is a protest of an official's call, the L.N.B. Convenor shall schedule a hearing to consider the protest and render a decision. Only protests that are based upon errors in fact and/or application of the rules will be considered, not those based on the official's judgement.

It has become common practice at competitions over the last few years that all-game ejections (game misconduct's or expulsion fouls) are referred automatically to the discipline committee for review.

### 4. Actions Not Requiring Discipline Committee Review

Each sector established a pre-determined minimum suspension guideline for each reportable infraction contained in the official rules (See section 3.01 of the operating policies of the L.N.B.). The L.N.B. Convenor should rely on the Chief Official to ensure that these situations are brought to the Convenor's attention.

The automatic discipline situations do not require the Committee to act, and the required action should be issued immediately by the Convenor. If, in the opinion of an interested party, the circumstances warrant further consideration, a hearing of the Discipline Committee will be scheduled.

#### 5. The Discipline Review

The Committee must meet within 24 hours of an occurrence requiring disciplinary action. All game reports or other pertinent documentation must be reviewed. Where applicable, the Committee must interview the official(s) involved in the game. The person(s) subject to the discipline action must have the opportunity to provide their input on the situation. Input will be allowed from the designated team representative or coach of both teams. The Committee may interview any other person it feels would have pertinent information on the issue.

#### 6. Reporting Discipline Action

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

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

#### 7. Appeals and Protests

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

An appeal must be received in writing, stating the issue being appealed and the nature of the appeal. \$100.00 cash, certified cheque or money order must accompany the appeal. If the appeal is upheld, then the money is returned to the person(s) submitting the appeal. If the appeal is not upheld, then the money is retained and sent to the L.N.B. Office along with the L.N.B. Convenor's report.

Appeals are not accepted related to judgement calls by officials. A team, though, may appeal a mistake of fact or error in the application of a rule.

##### *Examples:*

*A player who is called for intent to injure would not be appealable on the grounds that it wasn't really an attempt to injure; however, if the wrong player is ejected through a mistake on the number, then this is an appealable situation.*

*Failure to award a penalty shot for too many men against a team on defense with less than two minutes in the game, is an appealable error.*

An appeal must be dealt with as soon as possible as often these situations will have an immediate effect on standings. As with a discipline action, there must be no more than a 24-hour delay in achieving the decision. Normally the Discipline Committee will hear an appeal. If there is a situation where a number of

the Discipline Committee is in conflict of interest, or does not wish to sit on an appeal, the Convenor should request the host representative (Tournament Convenor) provide an alternate.

The decision of an Appeal Hearing may be appealed to the Appeals Committee as per the appeal process set out in the L.N.B. Policy Manual.

## 8. Reporting Appeals and Protests

As with the reporting of discipline actions, decisions on appeals and protests must be reported.

### G) COMPETITION REPORT TO THE L.N.B.

Every Convenor is expected to file a report on the competition, which they have supervised. The L.N.B. requests that the Convenor submit a written document providing assessment and comment in the areas listed below.

#### Convenor Report

##### Overall Assessment

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

##### Evaluation of Host Association

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

##### Competition

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

##### Officiating

Submit an evaluation of the Chief Official and the organization and management of the officiating by the Chief Official. Submit an opinion on the quality of officiating.

##### Disciplinary Actions

If there were any disciplinary actions required, please include a summary of the action, which describes the incident, the process followed, and the actions taken. Ensure appropriate reports are included. This is particularly important if there is a requirement for follow-up action to be taken by the L.N.B. Sector Chair or the Executive Committee (i.e. suspension which will continue after the end of the competition).

##### Media Coverage

If possible please include an assessment of the media coverage with some examples of press clippings and promotional material.

##### Special Events and Awards

We would like to have some commentary on the social event(s) and awards presented at the competition.

### Recommendations

This is of course the most crucial section of the report. If there are any suggestions or recommendations, which would improve the competition, or issues, which should be raised with the Sector or the Board, please include them in your report.

#### 5.1.3 Entry Deadlines & Registration

1. If entry forms are not received in the L.N.B. Head Office by the established deadline date, teams will not be eligible for Provincial Competition.
  - a) Men's Field – All associations wishing to enter teams in a provincial championship must submit their intent to participate form and the performance bond to the L.N.B. office no later than (30) thirty days prior to the date of competition.
  - b) Box Lacrosse – All associations wishing to enter teams in a provincial championship must submit their intent to participate form and the performance bond to the L.N.B. office the by May 15<sup>th</sup>.
2. All applications must include a \$200 performance bond per team.
  - a) Men's Field - \$100 will be reimbursed to the association upon completion of the provincial championships.
  - b) Box Lacrosse - \$150 will be reimbursed to the association upon completion of the provincial championships.
  - i) The L.N.B. Executive reserves the right to withhold all or part of the performance bond if a team does not meet all of the conditions as set out in these policies.
  - ii) A team losing in a playdown situation will be reimbursed the full \$200.00 performance bond.

#### 5.1.4 Roster Deadlines

- a) Junior Men's Field – For each team entering the provincial championship competition the association must submit the complete roster no later than (30) days prior to the date of competition and send with application as noted in 5.01.3.
- b) Intermediate Men's Field – For each team entering the provincial championship competition the association must submit the complete roster no later that (14) days prior to the date of competition. However, an application must be submitted as per policy 5.01.3.
- c) Box Lacrosse - For each team entering a Provincial Championship competition, the association must submit the complete roster no later than ten (10) days prior to the date of the competition. The team roster will be that of a team that has been in place throughout the playing season and not an allstar team of a member association. Normally the winner of an associations division will take part in that divisions Provincial championship. Players may only be added in the event of team members not being able to attend. Proof may be required for this replacement process.

#### 5.1.5 Player Eligibility

- a) The Men's Field Sector does not allow player transfers between associations.
- b) Box Lacrosse
  - i) The maximum number of new players added and registered onto a team prior to the existing ten (10) day deadline shall be three (3).
  - ii) Each player must be registered with the L.N.B. by the registration deadlines.
  - iii) Transfers are only required for players not in the same club/association.
  - iv) In accordance with 5.01.1 6., no overage players are allowed to participate in any age group of provincial championships. However, younger players may be affiliated with a team as long as they are placed on the roster prior to the deadline indicated in 5.01.4 and meet the condition of 5.01.5 b) i).

#### 5.1.6 Transfers (with exception of Men's Field Sector – see 5.01.5 a))

Only three (3) players may be transferred to any one team from another club/association within the playing season.

The following rules and regulations regarding transfers will be followed:

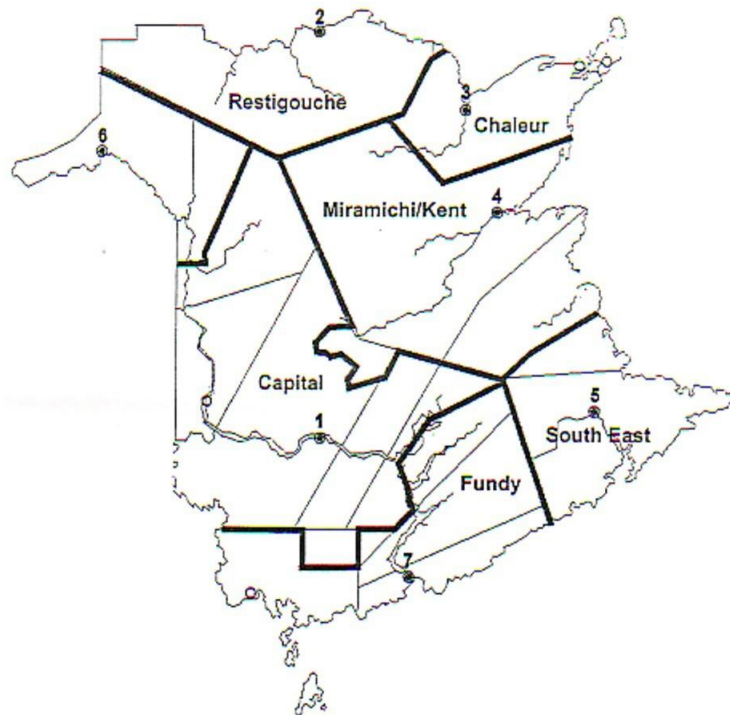
- i) A player who has signed a registration form of a specific sector club/association and has been duly registered with this club/association to the provincial association shall not be allowed to transfer his/her services to any other club/association that plays the same sector of lacrosse in his/her age group unless he/she first have given his/her club seven (7) days notice in writing of his/her intention to transfer, and then only being granted permission to transfer by the responsible officers or representatives of the club/association which he/she is already registered. Such permission shall be in writing, duly signed by the club authority and then forwarded to the L.N.B. head office before the player to be transferred to any affiliate club is authorized to play.
- ii) A player is entitled to his/her transfer as hereinafter provided between the dates set by the Provincial Association or this Association, but a player registered on the official registration form shall not be allowed to transfer his/her services during his/her team's playing season without the consent of the club for which he/she is registered, unless specified otherwise in the regulations of the Provincial Association.
- iii) An amateur player who has registered with an amateur team and who has been refused a transfer by that club shall be allowed to appeal, without fee, to the provincial association.

#### 5.1.7 Competition Format

- a) Men's Field
  1. An eight-team format will be used for all provincials. If less than eight teams enter, then the V.P. Operations will solicit an application for another team preferably from the host region else the format will reflect the number of teams entered.
  2. If more than eight teams enter then berths will be awarded and provincial playoffs will be required to determine the provincial championship participants.
    - i) The original playoff game sheet must be forwarded by mail to the L.N.B. Executive Director.
    - ii) Penalties to be advised by telephone are: Expulsion Penalties or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon the day following a game to the L.N.B. office.
    - iii) Each playoff series shall consist of a one game playoff with overtime played as per the rulebook.
    - iv) Playdowns are established (date & location) by the Executive Director, Men's Field Sector Chair & V.P. Operations.

- v) At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the L.N.B. office.
  - vi) L.N.B. playoffs shall have preference over league or tournament play.
  - vii) The L.N.B. shall pay the referee game fees and expenses. All other expenses associated with the game shall be the responsibility of the host team. The visiting team is required to pay their expenses.
3. Provincial berths shall be determined using the following process:
- i) They shall be selected from teams that apply as per policy 5.01.3.
  - ii) Each association in membership may enter a maximum of two (2) teams in a provincial championship.
  - iii) The tournament host and top three associations from previous year shall each be given a berth. If the host association was in top three in previous year then the fourth place association is given a berth.
  - iv) A regional playdown shall be held to select the remaining four teams as per the map below.

REGIONAL BOUNDARIES MAP

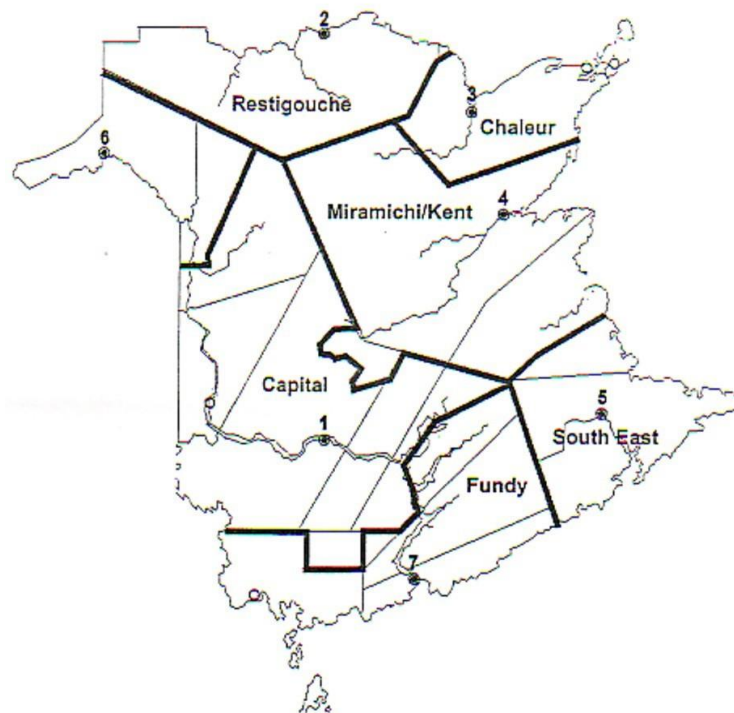




1. It is recommended an six-team format will be used for all provincials.
  - i) Each of the seven (7) zones will initially be allocated one (1) team in a provincial championship. The Host zone is allocated a second team to be the 6<sup>th</sup> spot. Zone(s) without teams in the particular age division will have their spot allocated to another zone. The allocation process will assign the first opening to the zone with the largest enrollment in the particular age division. Subsequent openings will be assigned to the zone with the next largest enrollment in the particular age division, etc.
  - ii) For provincial competition each zone may enter a maximum of one (1) team in a provincial championship or a number decided by the Board. Zones are defined in the Box Sector Zone Map and are designated as follows:

- Zone 1 - Capital
- Zone 2 - Restigouche
- Zone 3 - Chaleur
- Zone 4 - Miramichi
- Zone 5 - South East
- Zone 6- Edmundston
- Zone 7- Fundy

REGIONAL BOUNDARIES MAP



2. If there is more than one team in Zones 1- 7, provincial qualifying playoffs will be required to determine the provincial championship participants. The format to be as follows:

- i) Each playoff series shall consist of a two game playoff, total score format with overtime played in the second game, if necessary, as per the CLA Rule Book.
- ii) Playoff series will be scheduled in consultation with the L.N.B. office, the Referee in Chief, Box Sector Chair and the VP of Operations.
- iii) The original playoff game sheets must be forwarded, by mail, to the L.N.B. Executive Director within 48 hours of the completion of the playoff series.
- iv) Penalties to be advised by telephone are: gross misconduct, match penalties, major penalties for checking from behind or fighting or any unusual penalties that the referee deems necessary to report. The head referee will complete and file a telephone report immediately following the game, no later than 12:00 noon, the day following a game, to the L.N.B. office.
- v) At the conclusion of each provincial playoff game, the winning team shall be responsible to notify (by telephone) the L.N.B. office.
- vi) L.N.B. playoffs shall have preference over league or tournament play.

#### 5.1.8 Provincial Trophies

- i) A club/association must be responsible for the care and safekeeping of any trophy won by it or any of its teams and players. If any trophy is lost or damaged while in the care of any team, or any of its players, the cost of repair or replacement will be charged to that club.
- ii) All trophies shall be returned to the L.N.B. office by the clubs responsible for them on or before May 1 in the current year. Such delivery in good condition shall relieve the team of any further responsibility for the care and safekeeping of the trophy so delivered. Failure by any club/association to deliver any trophy or trophies in its care before May 1 shall make that club/association liable to a fine of \$25.00 per month to a maximum of twice the replacement cost.

#### 6.1 Harassment Policy

- 6.1.1 Lacrosse New Brunswick 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. Lacrosse New Brunswick will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offense for which a pardon has been granted.
- 6.1.2 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with Lacrosse New Brunswick that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcomed.
- 6.1.3 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offense, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 6.1.4 The following types of harassment are intolerable, whether or not individuals complain:
  - (a) Sexual Harassment - unwelcomed sexual behavior such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, inquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.

- (b) Racial Harassment - racial slurs, jokes or name calling based upon race, ancestry, place or origin, colour, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
- (c) Abuse of Authority - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

## 6.2 Objective

- 6.2.1 It is the overall objective of Lacrosse New Brunswick 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.
- 6.2.2 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behavior is offensive. If the behavior continues, the individual should file a complaint in the manner described in Lacrosse New Brunswick Complaint Review Procedure.
- 6.2.3 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with Lacrosse New Brunswick Complaint Review Procedure.
- 6.2.4 Lacrosse New Brunswick takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 6.2.5 Lacrosse New Brunswick believes that harassment is a serious offense. It is also a serious offense to falsely accuse someone of harassment.
- 6.2.6 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with Lacrosse New Brunswick Code of Conduct Discipline Policy.

## 7.1 Officiating Sector

### 7.1.1 Certified Officials

Official's fees for all Lacrosse New Brunswick certified officials at Provincial events shall be as follows:

#### a) Men's Field Lacrosse

	<u>Less than 20 minute quarters</u>	<u>20 minute or more quarters</u>
Intermediate	\$20.00	\$25.00
Junior	\$20.00	\$25.00
Senior	\$20.00	\$25.00
Masters	\$20.00	\$25.00
Seven's Men's Field - \$15/game		

#### b) Box Lacrosse (duration of game is not relevant)

Tyke - Novice	\$15.00
Peewee	\$20.00
Bantam	\$25.00
Midget – Intermediate	\$30.00

Junior/Senior \$40.00

c) Women's Field Lacrosse

Junior \$20.00  
Senior \$20.00

d) Inter-Lacrosse (Competitive)

Minor (16 & under) \$10.00  
Senior (17 & over) \$10.00

7.2 Provincial Registration

7.2.1 All officials that are officiating games for member associations/leagues must register with Lacrosse New Brunswick either at an official's clinic or before their first game.

7.3 Officials Clinicians

7.3.1 All officials' clinicians for any sector will be paid by the hour at the rate of \$15.00 per hour.

8.01 Coaching Sector

8.01.1 Every fully certified registered coach will be registered with the Coaches Association of New Brunswick. Lacrosse New Brunswick at a group rate will pay this registration.

8.2 Coaching Clinics

8.2.1 All N.C.C.P clinicians will be paid by the hour at the rate of \$15.00 per hour.

8.2.2 All technical clinicians doing any clinic in any sector in the province will be paid by the hour at the rate of \$10.00 per hour.

8.3.1 Coaching Certification

Lacrosse New Brunswick must abide by the Canadian Lacrosse Association's minimum coaching standards that come into effect during the 2002 season.

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

"X" - indicates the requirement for each playing year  
"O" - indicates options for certification in that playing year

**BOX SECTOR - MINOR**

	Pre Level 1 or Intro Workshop	Theory 1	Technical 1	Practical 1	Certified 1	Theory 2	Technical 2	Practical 2	Certified 2	Theory 3	Technical 3	Practical 3	Certified 3



- b) The following table is the minimum coaching certification requirements to be able to coach/assistant coach on a major box lacrosse team registered with the Canadian Lacrosse Association and Lacrosse New Brunswick.

“X” - indicates the requirement for each playing year  
 “O” - indicates options for certification in that playing year

### BOX SECTOR - MAJOR

		Theor y 1	Tech nical 1	Practi cal 1	Certifi ed 1	Theor y 2	Tech nical 2	Practi cal 2	Certifi ed 2	Theor y 3	Tech nical 3	Practi cal 3	Certifi ed 3
<b>Intermediate</b>													
H. Coach	1 <sup>st</sup> year	X	X	X	X								
	2 <sup>nd</sup> year	X	X	X	X	O	O						
A. Coach	3 <sup>rd</sup> year	X	X	X	X	X	X	X	X				
	1 <sup>st</sup> year	O	O										
	2 <sup>nd</sup> year	X	X	X	X								
<b>Junior</b>													
H. Coach	1 <sup>st</sup> year	X	X	X	X								
	2 <sup>nd</sup> year	X	X	X	X	O	O						
A. Coach	3 <sup>rd</sup> year	X	X	X	X	X	O	X	X				
	1 <sup>st</sup> year	O	O										
	2 <sup>nd</sup> year	X	X	X	X								
<b>Senior</b>													
H. Coach	1 <sup>st</sup> year	X	X	X	X								
	2 <sup>nd</sup> year	X	X	X	X	O	O						
A. Coach	3 <sup>rd</sup> year	X	X	X	X	O	X	X	X				
	1 <sup>st</sup> year	O	O										
	2 <sup>nd</sup> year	X	X	X	X								
<b>National Team</b>													
Head Coach		X	X	X	X	X	X	X	X	X	O	O	
Assistant Coach		X	X	X	X	X	X	X	X	O	O	O	

Note 1: Full certification consists of Theory + Technical + Practical.

Note 2: Coaches for the minimum standard will be considered certified without the practical component. This component can be completed after the registration date and it will be the responsibility of the MA / AMA to update the national coaching database.

Note 3: All certifications must be verified by the governing body by June 15<sup>th</sup> of the playing year. Coaches must provide written proof of their theory courses if they were taken in the current year. Failure to comply with certification requirements will result in the coach being automatically suspended

Note 4: This grid assumes that we will have a Box National Team by January 1, 2002.

Note 5: These coaching standards will not go into effect until January 1, 2002.

- c) The following table is the minimum coaching certification requirements to be able to coach/assistant coach on a Men's or Women's Field team registered with the Canadian Lacrosse Association and Lacrosse New Brunswick.

"X" - indicates the requirement for each playing year  
 "O" - indicates options for certification in that playing year

**MEN'S AND WOMEN'S FIELD**

		Theory 1	Technical 1	Practical 1	Certified 1	Theory 2	Technical 2	Practical 2	Certified 2	Theory 3	Technical 3	Practical 3	Certified 3	
U11 & U13 All Coaches	1 <sup>st</sup> year	O	O											
	2 <sup>nd</sup> year	X	X	X	X									
U15 H. Coach	1 <sup>st</sup> year	X	X	X	X	O	O							
	2 <sup>nd</sup> year	X	X	X	X	X	X	X	X					
	A. Coach	1 <sup>st</sup> year	O	O										
		2 <sup>nd</sup> year	X	X	X	X								
U17 & U19 H. Coach	1 <sup>st</sup> year	X	X	X	X	X	X	X	X					
	2 <sup>nd</sup> year	X	X	X	X	X	X	X	X					
	A. Coach	1 <sup>st</sup> year	X	X	X	X	O	O						
		2 <sup>nd</sup> year	X	X	X	X	X	X	X	X				
Senior H. Coach	1 <sup>st</sup> year	X	X	X	X	O	O							
	2 <sup>nd</sup> year	X	X	X	X	X	X	X	X					
	A. Coach	1 <sup>st</sup> year	O	O										
		2 <sup>nd</sup> year	X	X	X	X								
National Team Head Coach		X	X	X	X	X	X	X	X	X	O	O		
	Assistant Coach	X	X	X	X	X	O	O	O					

- Note 1: This form reflects the fact that a Level 2 Technical Manual is available. Until the manual is available, a coach will be considered to be certified at Level 2 upon completion of Level 2 Theory only.
- Note 2: Full certification consists of Theory + Technical + Practical
- Note 3: Coaches for the minimum standard will be considered certified without the practical component. This component can be completed after the registration date and it will be the responsibility of the MA / AMA to update the national coaching database.
- Note 4: First time Head Coaches in U17 and U19 with no previous courses will be accepted if they complete full Level 1 Certification in the first year. They must complete the full Level 2 Certification in the following year or face possible suspension.
- Note 5: All certification must be verified by the governing body by September 15<sup>th</sup> of the playing year. Coaches must provide written proof of their theory courses if they were taken in the current year. Failure to comply with certification requirements will result in the coach being automatically suspended.
- Note 6: These coaching standards will not go into effect until January 1, 2002.

8.3.2 All teams are required to have at least one individual as a Level 1 fully certified coach (Technical + Practical + Theory) in that specific sector on the bench for the provincial championships.

## 9.1 Travel Claim Regulations

9.1.1 The following regulations will apply to all individuals and contingencies whose travel expenses are funded by Lacrosse New Brunswick.

- A. Any tickets purchased for Lacrosse New Brunswick business are to be purchased through the Provincial Office. Any changes made to accommodate individual schedules will be the responsibility of that individual.
- B. Travel expense claims will only be honored if submitted in proper form with verification in the form of receipts, to the Provincial Office. Expense forms will be provided.
- C. A travel advance may be requested by the Manager of a travelling team. The granting of such requests will be left to the discretion of the Executive Director.
- D. The individual is responsible for all expenses incurred and no accounts may be charged to the Lacrosse New Brunswick Provincial Office unless specifically authorized by the Executive Director.
- E. A receipt must accompany each item claimed other than per diem and mileage.
- F. Payment of hotel accommodations will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.
- G. Meal allowance shall be provided for delegates to the Canadian Lacrosse Association Annual and Semi-Annual General Meetings.
  - i) The allowance shall be \$33 per full day or portion thereof:  
\$8.00 for Breakfast  
\$10.00 for Lunch  
\$15.00 for Dinner
  - ii) Meal allowance shall be provided at the rates given in 9.01.1 Travel G (a) for Board and committee members on Lacrosse New Brunswick business, i.e. Board Meetings, Annual and Semi-Annual General Meetings. All meal allowances shall be approved prior to the trip by the Executive Director. Special allowances may be made in situations where members who are not on the Board are travelling as Lacrosse New Brunswick delegates on Lacrosse New Brunswick business. Such allowances shall be made subject to prior approval by the Executive Director.
- H. In instances where private auto is used, an allowance of:
  - i) Administrative Functions - \$0.30/km will be paid but is not to exceed the airfare for the same distance.



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

- I. Travel claims must be filed in proper form with the Lacrosse New Brunswick Provincial Office within thirty days of the claimant's return home.
- J. Where so designated by the Board, a "Report of the Event", must be filed with the travel expense claim.
- K. The Lacrosse New Brunswick Provincial Office reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

## 10.1 Staff Expenses

### 10.1.1 Meals

Meals shall be claimed on a per diem basis of \$33.00/day or portion thereof:

\$8.00 for Breakfast

\$10.00 for Lunch

\$15.00 for Dinner

### 10.2 Mileage

10.2.1 All staff will receive \$0.30 per kilometre.

### 10.3 Other Expenses

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

### 10.4 Parking

10.4.1 Lacrosse New Brunswick shall pay for one parking space.

a) Executive Director

b) Technical Staff - Parking allowance of \$25.00/month

### 10.5 Honorariums - (Staff & Volunteers)

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

## 11.1 Tournament Sanctioning

11.1.1 The following rules and regulations apply for sanctions of all inter-association and inter-provincial competitions other than L.N.B. Provincial Championships.

1. Clubs/teams affiliated with Lacrosse New Brunswick desiring to sponsor a tournament must first receive approval from the League in which they are members.

Upon approval by the League, the sponsoring club/team shall then submit Lacrosse New Brunswick Tournament Application Form requesting permission to stage a tournament. A tournament application must be filed at least thirty (30) days prior to the start of a tournament, along with a tournament sanction fee as stated in the current L.N.B. policies. The approved application will then be sent to the applicant; league in membership; and Lacrosse New Brunswick's Referee in Chief.

A list outlining the members of the Organizing and Discipline Committee must accompany the application prior to a sanction being awarded.

2. Entry into approved tournament(s) shall be limited to teams, which are properly affiliated with this Association and/or other Provincial/State Associations.

Only properly registered players, in good standing, shall be permitted to participate.

3. Teams participating in an approved tournament, desiring to use the service of a player registered with another club, must first obtain written permission from the club for which the player is registered.

Participating teams shall be allowed a maximum of three (3) guest players.

4. Only those referees Lacrosse New Brunswick Association or Canadian Lacrosse Association certified shall be appointed to officiate. Names of those referees on the Official List are available through the Head Office of Lacrosse New Brunswick.

5. Associations of the sponsoring team(s) shall be responsible for deciding disciplinary matters, which may arise. Discipline procedures must be in accordance with Lacrosse New Brunswick disciplinary guide.

6. (a) Lacrosse New Brunswick shall not be held responsible for any emergency medical or injury expenses incurred by an athlete, sponsor, executive, volunteer or representative of any participating club as a result of activities sanctioned herein.

(b) Lacrosse New Brunswick must be notified of the intention to include the hosting and/or servicing of alcoholic beverages at all social venues.

7. Lacrosse New Brunswick shall not be held responsible for any financial losses incurred by the sponsoring league, club, team or individual.

8. The applicant hereby acknowledges the jurisdiction of the Canadian Lacrosse Association during the time period authorized by this Hosting Permit.

9. The sponsoring league, club, or team shall prepare and forward a tournament report, within thirty (30) days of the conclusion of the tournament to Lacrosse New Brunswick.

- 11.1.2 The tournament sanction fee shall be set at \$50, which shall be paid before the sanction can be approved.

- 12.01 Team Travel Permit

1. A team wishing to compete in games or a tournament in another provincial association and/or national association must first submit the Travel Permit to its local association and then to Lacrosse New Brunswick. The Permit must be received by Lacrosse New Brunswick within the following time limits  
Inter-Provincial Tournament ..... 7 days before the event  
United States ..... 14 days before the event  
International ..... 30 days before the event
2. Only teams made up of players and coaches duly registered with Lacrosse New Brunswick can obtain a travel permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
3. Provincial teams are not required to obtain Travel Permits as their agenda has already been approved by L.N.B. within the context of the coach's application / program schedule.
4. Travelling teams may only compete against opponents or in tournament matches approved in this permit. Games must be sanctioned by a recognized lacrosse governing body in order for accident / liability insurance to be valid.
5. Are you required to supply referees? If so, list referees and their registration level on the attached sheet.
6. Travelling teams must adhere to the rules of the competition in which it is participating.
7. Teams must ensure all Lacrosse New Brunswick provincial minimum suspensions are abided to at all tournaments even though the host location's suspensions may be less severe.
8. Teams must ensure any suspensions in force from their local association / L.N.B. are served during the games / tournaments covered by this Permit. Any new suspensions obtained at the games / tournament covered by this Permit shall be carried over and served during subsequent local association / L.N.B. games.
9. Submit a copy of all game sheets to your local association president within three (3) days of returning from tournament. Failure to do so may result in disciplinary action / suspension of the coach(s) and/or forfeiture of any deposit levied with this application.
10. Travelling teams shall remain subject to the Rules and Regulations of this Association in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the provincial association, therefore, the conduct of the team must be indicative of this responsibility.

## SECTION 2 - PROGRAM POLICIES

### 1.01 Membership Assistance Program

1.01.1 The purpose of the M.A.P. grant is to develop more with funds being used to access facilities, competitions, coaching, training and equipment.

### 1.2 Applying for M.A.P. Grant

1.2.1 In order to receive funds from Lacrosse New Brunswick, you must:

- a) Register your Association/Club with Lacrosse New Brunswick.
- b) For member associations/clubs that operate within April to October each fiscal year, a spending plan must be submitted by May 31 of each fiscal year.
- c) For member associations/clubs that operate within October to March each fiscal year, a spending plan must be submitted by December 31 of each fiscal year.
- d) A completed Follow-up report must be submitted with all receipts by January 31 of each fiscal year.
- e) Be a member in good standing with Lacrosse New Brunswick.

1.2.2 Member association/clubs be accountable for developing coaches and officials in their communities, and for promoting further development for existing coaches and officials. Therefore, the Membership Assistance Program funding will be disbursed on the following formula.

### 1.3 M.A.P. Approval

1.3.1 The financial committee will review all M.A.P. funding requests in February of each year.

### 3.1 Provincial Teams

3.1.1 A Provincial team shall be defined as a team conceived from a talent identification process, in which, all eligible members are given a chance to participate in the selection process.

3.1.2 All individuals wishing to participate on a provincial team must be an active registered member with Lacrosse New Brunswick. A registered member for this purpose shall be defined as an individual, or member of a team or club, who has paid the annual fee to be a member of Lacrosse New Brunswick. Registered member connotes that the individual, or member of a team or club, has purchased membership with intent to actively participate in the activities of Lacrosse New Brunswick.

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

3.1.4 The V.P. Operations shall determine the eligibility of individual players for all provincial teams.

### 3.2 Selection

- 3.2.1 The Head Coach shall determine final team roster.
- 3.2.2 All Provincial Teams are required to hold at least two open talent identification camps. These shall be held in two different sectors as deemed acceptable by the V.P. Operations.
- 3.2.3 Lacrosse New Brunswick office will communicate all Provincial Team try-out camps at least two weeks before the camp to all eligible players, as deemed eligible by the V.P. Operations.
- 3.3 Team Size
  - Shall be determined by the Head Coach.
- 3.3.1 Men's Teams - team size shall consist of up to 23 players.
- 3.3.2 Women's teams - team shall consist of up to 18 players.
- 3.3.3 Box Lacrosse Teams - Team size shall consist of up to 20 players.
- 3.4 Provincial Team Code of Behaviour
  - 3.4.1 Athletes chosen to compete out of province are representatives of Lacrosse New Brunswick and should conduct themselves in a responsible manner.
  - 3.4.2 The drinking of alcohol by minors is illegal and will not be permitted on any Lacrosse New Brunswick sponsored tours.
  - 3.4.3 The athletes are responsible for being on time for all departures, meetings, curfews, etc. and to notify the coaches in advance, in the event of a change of plans.
  - 3.4.4 Team members travel out of province for the express purpose of competition and nothing should interfere with the athlete's performance.
  - 3.4.5 The use of illicit drugs is not permitted.
  - 3.4.6 Team members shall adhere to all rules set out by the provincial team coaches or Lacrosse New Brunswick. Out of province travel is a privilege not a right and Lacrosse New Brunswick may ban from future competition any person who the Executive feels has violated this code of behaviour.
  - 3.4.7 If a player commits an act in serious offence of this code of conduct, the coaching staff may immediately expel the player from the team. Furthermore, if this behaviour warrants them being sent home from the competition then it will be at the player's expense, not at the expense of Lacrosse New Brunswick.
- 3.5 Responsibilities of New Brunswick Representatives on Trips
  - 3.5.1 Professional Staff
    - a) Should act as advisors to the coaching staff except when named to the staff.
    - b) Should act as a resource and communication medium for the team.

### 3.5.2 Head Coach

- a) Is responsible for curfew and team rules, infractions, appeals, protests and team selection.
- b) Is in charge of training sessions and technical aspects of the competition.
- c) Is to pass out technical information to the rest of the staff.
- d) Should discuss strategy and performance with fellow coaches.
- e) Is in charge of submitting a written report on individual and team results.

Any member that breaks a provincial team rule or a Lacrosse New Brunswick policy must be named within the written incident report.

### 3.5.3 Assistant Coach

- a) Should assist the Head Coach in any way possible.
- b) Assist in team selection.
- c) Help as a liaison between Head Coach and players.

### 3.5.4 Manager

- a) Is responsible for overall operations or non-technical matters and administrative duties during the trip and competition.
- b) Should collect all athlete fees before the group leaves.
- c) Is responsible for payment of all bills, equipment, issue and return receipts, entry fees and media coverage.
- d) Is to assist with medical problems.
- e) Is to plan itinerary for trips.
- f) Is responsible for obtaining the Medical Kit from Lacrosse New Brunswick office for trips.
- g) Is responsible for taking photos of competitions - 1 roll of 24.

### 3.5.5 Trainer

- a) Is to assist Manager in any way possible, re: equipment and medical supplies.

## 3.6 Coaching Provincial Teams

### 3.6.1 Selection of Coaching Staff

Revised July 14, 2010

- i) Notification for applications for provincial team coaching staff must be made to all eligible coaches before January 15 of each year.
  - ii) The submission deadline shall be January 31 of each year.
  - iii) The sector committees have fourteen (14) days after January 31 to recommend the various provincial teams coaching staff to the executive for final approval.
  - iv) The executive then has (14) days to select the provincial teams coaching staff for all Lacrosse New Brunswick provincial teams.
  - v) Coaching staff must attend a planning/coordinating meeting before March 31 to schedule provincial team camps & training sessions.
- 3.7 Vacant Provincial Team Coaching
- 3.7.1 If there are no applications for coaching staff, and/or the sector committees are unable to select coaching staff for a provincial team then the Executive may select coaching staff.
- 3.7.2 A provincial team that does not have any coaching staff in place two months prior to the sanctioned tournament will not be sanctioned for that year.

#### Lacrosse New Brunswick Trip Report

To be completed by the Manager and/or the Head Coach of all provincial teams travelling to out of province competitions:

Head Coach:

Assistant Coach:

Athletes:

Accommodations:

Comments:

Tournament Organization:

Manager's Report

Competition:

Site:

Dates:

Coach:

Manager:

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Trainer:

Other (specify):

Camp Site (if applicable):

Food & Accommodation Assessment:

Facility Assessment:

Medical Facilities & Problems:

Officiating: Recommendations:

Assessment of Team Officials

Coach:

Assistant Coach:

Trainer:

Other:

Additional Information:

Include here any details or comments that would be helpful to future teams. Items could include: transportation, climate, contacts, etc.

Lacrosse New Brunswick Coaches Trip Report

To be completed for each game played.

Game #1

Opponent  
Results  
Comments

Game #2

Opponent  
Results  
Comments

Game #3

Opponent  
Results  
Comments

Game #4

Opponent  
Results  
Comments



Revised July 14, 2010

Game #5

Opponent  
Results  
Comments

Results of Tournaments:

1st place  
2nd place  
3rd place  
4th place  
5th place  
6th place

#### 4.1 Awards Program

- 4.1.1 An awards committee will be formed each year in October by the Executive Director for the purpose of choosing from the nominations that have been sent in by the members.
- 4.1.2 Only nominations that have been received two weeks prior to the Annual General Meeting will be accepted.
- 4.1.3 The awards committee will decide a winner of the following Annual Awards:

- Coach Of The Year
- Official Of The Year
- Media Award
- Volunteer Of The Year
- Sponsor Of The Year
- Athlete Of The Year

- 4.1.4 All annual awards will be given at the Annual General Meeting Banquet.

#### 4.2 Memorial Award

- 4.2.1 Lacrosse New Brunswick will honour ? by presenting a Player Award in his name.
- 4.2.2 Presented to the player who best exemplifies the true spirit of Lacrosse.
- 4.2.3 This award will be given at the Annual General Meeting.

#### 4.5 Coach of The Year

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

4.6 Official of The Year

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

4.7 Media Award

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

4.8 Volunteer Of The Year

4.8.1 Candidates are selected from the executive ranks of Associations, Clubs, Leagues, & Lacrosse New Brunswick. Candidates will be judged on their accomplishments towards fostering and promoting the game, improving the image and stature of Lacrosse, both at their level of function as well as provincially.

4.9 Sponsor Of The Year

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

## Section 3 - Communication

### 1.1 Policy Handbook

1.1.1 The Policy Handbook shall be a document pertaining to the rules and regulations of the Association to include:

- A. Classes of membership
- B. Yearly fees payable by each class of member
- C. The rights of membership
- D. The policy regarding the sanctioning of competitions and clinics.
- E. The fees payable, rights and responsibilities of members.
- F. Coaching policy
- G. Officiating policy
- H. A current copy of the Bylaws of the Association
- I. Any other topic desired by the Board or a General Meeting of the Association.

### 1.2 Availability

1.2.1 The Policy Handbook shall be given:

- A. At no cost to each Lacrosse Association.
- B. At no cost to each Board and committee member of the Association.
- C. For a value determined by the Executive to any person or organization.

### 2.1 Newsletter

2.1.1 Lacrosse New Brunswick publishes its own official newsletter three times per year. The material in each edition will correspond with Lacrosse New Brunswick activities during that time of year.

2.1.2 The Executive Director, under the direction of the President, shall seek advertising to underwrite the cost. Advertising rates will be determined and revised by the above periodically.

2.1.3 Distribution:

Members  
Advertisers  
Zone Representatives (1-5)  
Lacrosse Magazine  
Media Outlets in New Brunswick

### 3.1 Meeting Minutes

3.1.1 AGM/Semi-Annual/Special Meeting minutes distribution

- a) Canadian Lacrosse Association
- b) Sport N.B.
- c) N.B. sport secretariat representative
- d) Executive Board
- e) Committee Members
- f) Presidents of member associations & clubs

3.1.2 Executive Board Meeting Minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member associations, clubs, & leagues

3.1.3 Committee Meeting Minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member associations, clubs, & leagues

3.1.4 Official & Coaches meeting minutes distribution

- a) Executive Board
- b) Committee Members
- c) All Presidents of member association, clubs, & leagues

3.1.5 Member Associations, Clubs, & Leagues minutes distribution

- a) Lacrosse New Brunswick Association Office

4.1 Resources

4.1.1 As part of the objectives of servicing and upgrading Lacrosse in New Brunswick, Lacrosse New Brunswick has compiled a list of resource material including videotapes, manuals, textbooks, newsletters and more.

4.1.2 The policy of Lacrosse New Brunswick is to readily make these items available to loan to anyone in the province at no cost.

4.1.3 It is the borrower's responsibility to make financial restitution should items become lost or damaged.

## SECTION 4 - SECTOR COMMITTEES

- 1.1 Men's Sector Committee
  - 1.1.1 Men's Field Chairperson
  - 1.1.2 The Chairperson will coordinate the whole Men's Field Sector. He/she will make the final decision in any matters that require resolving.
- 1.2 Director – Senior Men's Field
  - 1.2.1 The Director of Senior Men's Field will be in charge of any issues relating to players 20 years & older of age. This individual should communicate regularly with the Men's Field Chairperson.
- 1.3 Director – Minor Men's Field
  - 1.3.1 The Director of Minor Men's Field will be in charge of any issues relating to players 19 years & younger of age. This individual should communicate regularly with the Men's Field Chairperson.
- 1.4 Association representatives
  - 1.4.1 Each participating men's field lacrosse association is entitled to have one individual on the committee.
- 1.5 Jurisdiction of committee:
  - 1.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:
    - 1) Men's High Performance Teams/Programs.
    - 2) Make recommendations to the Board in the following areas:
      - a) In the area of defining age groups/categories where none are set.
      - b) In the area of provincial tournament locations and dates.
      - c) In the area of provincial tournament formats.
      - d) In the area of approval of venues for provincial tournaments.
      - e) In the area of development of grassroots developmental programs for the Men's Sector.
      - f) In the areas of coaching at the grassroots level, i.e. coaching clinics.

- g) In the areas of officiating at the grassroots level, i.e. officials clinics.
  - h) In the area of special provincial rule changes that will affect the province of New Brunswick only.
  - i) Set goals and objectives for the Men's Field Sector.
  - j) Evaluate programs and make recommendations regarding future operations.
- 1.5.2 The committee will act as a networking medium between different groups, which participate in this Sector in New Brunswick and Canada. The Committee will make decisions and give the Chairperson a mandate to take to the Operations Committee or Executive.
- 2.1 Box Lacrosse Committee
- 2.1.1 The Chairperson Box Lacrosse.
- 2.1.2 The Chairperson will coordinate the whole Box Lacrosse Sector. He/she will make the final decision in any matters that require resolving.
- 2.2.1 Director - Senior
- 2.2.2 The Director of Senior Box Lacrosse will be in charge of any issues relating to players 17 years & older of age. This individual should communicate regularly with the Box Lacrosse Chairperson.
- 2.3.1 Director - Minor
- 2.3.2 The Director of Minor Box Lacrosse will be in charge of any issues relating to players 16 years & younger of age. This individual should communicate regularly with the Box Lacrosse Chairperson.
- 2.4 Association representatives
- 2.4.1 Each participating box lacrosse association is entitled to have one individual on the committee.
- 2.5 Jurisdiction
- 2.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:
- 1) Box High Performance Teams/Programs.
  - 2) Make recommendations to the Board in the following areas:
    - a) In the area of defining age groups/categories where none are set.
    - b) In the area of provincial tournament locations and dates.
    - c) In the area of provincial tournament formats.
    - d) In the area of approval of venues for provincial tournaments.

- e) In the area of development of grassroots developmental programs for the Box Sector.
  - f) In the areas of coaching at the grassroots level, i.e. coaching clinics.
  - g) In the areas of officiating at the grassroots level, i.e. officials clinics.
  - h) In the area of special provincial rule changes that will affect the province of New Brunswick only.
  - i) Set goals and objectives for the Box Sector.
  - j) Evaluate programs and make recommendations regarding future operations.
- 2.5.2 The Committee will act as a networking medium between different groups, which participate in this Sector in New Brunswick and Canada. The Committee will make decisions and give the Chairperson a mandate to take to the Operations Committee or Executive.
- 3.1 Women's Sector Committee
- 3.1.1 Chairperson Women's Field
- 3.1.2 The Chairperson will coordinate the whole Women's Field Sector. He/she will make the final decision in any matters that require resolving.
- 3.2 Director – Senior
- 3.2.1 The Director of Senior Women's Field will be in charge of any issues relating to players 20 years & older of age. This individual should communicate regularly with the women's field chairperson.
- 3.3 Director - Minor
- 3.3.1 The Director of Minor women's Field will be in charge of any issues relating to players 19 years & younger of age. This individual should communicate regularly with the women's field chairperson.
- 3.4 Association representatives
- 3.4.1 Each participating women's field lacrosse association is entitled to have one individual on the committee.
- 3.5 Jurisdiction:
- 3.5.1 Make recommendations to the Technical/High Performance Committee in the following areas:
- 1) Women's High Performance Teams/Programs.
  - 2) Make recommendations to the Board in the following areas:
    - a) In the area of defining age groups/categories where none are set.
    - b) In the area of provincial tournament locations and dates.



- c) In the area of provincial tournament formats.
- d) In the area of approval of venues for provincial tournaments.
- e) In the area of development of grassroots developmental programs for the Women's Sector.
- f) In the areas of coaching at the grassroots level, i.e. coaching clinics.
- g) In the areas of officiating at the grassroots level, i.e. officials clinics.
- h) In the area of special provincial rule changes that will affect the province of New Brunswick only.
- i) Set goals and objectives for the women's field sector.
- j) Evaluate programs and make recommendations regarding future operations.

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

#### 4.1 Inter-Lacrosse Sector Committee

##### 4.1.1 Chairperson Inter-Lacrosse

4.1.2 The Chairperson will coordinate the whole inter Lacrosse Sector. He/she will make the final decision in any matters that require resolving.

##### 4.2.1 Director - Schools

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

##### 4.3.1 Director - Competitive

4.3.2 This position will deal with promotion and development out of school and develop programs for evening and weekends. They will also work together with the coaching and official sector.

##### 4.4.1 Zone Coordinator x 5

4.4.2 The Committee should have one Zone Coordinator in each Zone.

#### 4.5 Jurisdiction:

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

- 1) Inter-Lacrosse High Performance Teams/Programs.
- 2) Make recommendations to the Board in the following areas:

- a) In the area of defining age groups/categories where none are set.
- b) In the area of provincial tournament locations and dates.
- c) In the area of provincial tournament formats.
- d) In the area of approval of venues for provincial tournaments.
- e) In the area of development of grassroots developmental programs for the Inter-Lacrosse Sector.
- f) In the areas of coaching at the grassroots level, i.e. coaching clinics.
- g) In the areas of officiating at the grassroots level, i.e. officials clinics.
- h) In the area of special provincial rule changes that will affect the province of New Brunswick only.
- i) Set goals and objectives for the Inter-Lacrosse Sector.
- j) Evaluate programs and make recommendations regarding future operations.

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

#### 5.01 Coaching Sector Committee

##### 5.01.1 Chairperson Coaching

#### 5.2 Coaching Chairperson

##### 5.2.1 Duties:

- 1) Attend all Technical/High Performance Committee Meetings.
- 2) Attend the Operations, Planning & Development , and the Annual General Meetings.
- 3) Form a committee so as to receive input on Sector matters from those interested (around the province where possible).
- 4) Attend or send a representative to the Canadian Lacrosse Association Sector meetings where possible.
- 5) Call committee meetings when necessary.
- 6) Chair committee meetings.
- 7) Represent the members of their Committees at all other meetings.
- 8) Chair provincial team's coach meeting by March 31.

5.3 Director - Men's Field

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

5.4 Director – Box Lacrosse

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

5.5 Director – Women's Field

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

5.6 Director – Inter-Lacrosse

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

5.7 Zone Coordinators x 5

5.7.1 The Committee should also have one zone coordinator in each zone that participates in lacrosse in New Brunswick.

5.8 Jurisdiction:

5.8.1 Make recommendations to the high performance committee in the following areas:

- 1) Coaching Staff/I.D and Training camp
- 2) Make recommendations to the board in the following areas:
  - a) Organized N.C.C.P courses
  - b) Other clinics that will help promote the game and bring more members to the association.

5.8.2 Planning

- a) The Coaching Chairperson shall take a proactive role in increasing the number of coaches at the grassroots level and developing high performance coaches in New Brunswick.
- b) He/She shall understand the needs and wants of each sector for the development of coaches by communicating with the Sector Coaching Director or the Sector Chairperson, if no director is in place.
- c) The Coaching Chairperson shall assist in the development of the budget for the coaching area in the Sport . He/She may also provide recommendations to the Executive on the overall development of coaching with Lacrosse.

- d) The Coaching Chairperson in coordination with the Sectors shall take a lead role in determining some long terms goals and projections for certified coaches in each the sectors.

#### 5.8.3 Monitoring

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

#### 6.01 Officiating Committee

#### 6.2 Sector Chairperson/Referee in Chief

##### 6.2.1 Duties:

- 1) Attend all Technical/High Performance Committee Meetings.
- 2) Attend the Operations, Planning & Development , and the Annual General Meetings.
- 3) Form a committee so as to receive input on Sector matters from those interested (around the province where possible).
- 4) Attend or send a representative to the Canadian Lacrosse Association Sector meetings where possible.
- 5) Call committee meetings when necessary.
- 6) Chair committee meetings.
- 7) Represent the members of their Committees at all other meetings.

#### 6.3 Director – Men's Field

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

#### 6.4 Director – Box Lacrosse

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

#### 6.5 Director – Women's Field

Revised July 14, 2010

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

6.6 Director – Inter-Lacrosse

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

6.7 Zone Coordinators

6.7.1 The Committee should also have one zone coordinator in each zone that participates in lacrosse in New Brunswick.

6.8 Jurisdiction:

6.8.1 Make recommendations to the board in the following areas:

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

## Section 5 - Code of Conducts

### 1.1 Code of Conduct

#### 1.1.1 All individuals affiliated with the L.N.B. shall:

- i) Attempt at all times to work toward the goals and objectives of the L.N.B. and the game of Lacrosse, and towards the betterment of its members.
- ii) Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior, which may discredit or embarrass the Association or the game.
- iii) Always be courteous and objective in dealings with other members.
- iv) Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the L.N.B.
- v) Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug-free sport.
- vi) Show respect for the cultural, social and political values of all participants in the sport.
- vii) As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.

#### 1.1.2 An individual's conduct shall be in question when they:

- i) Breach any of the L.N.B. Code of Conducts.
- ii) Use their position within the L.N.B. for unauthorized personal and/or material gains.
- iii) Willfully circulate false, malicious statements, derogatory to any other member of the Association.
- iv) Willfully ignore or break the By-Laws, policies and/or rules and regulations of the L.N.B.
- v) Counsel others to ignore or break the by-laws, policies, and/or rules and regulations of the L.N.B.

#### 1.1.3 General:

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- i) The L.N.B. endorses the principles of natural justice and due process, which allows any individual the right to a hearing, and an appeal of any action, which affects their rights.
- ii) The L.N.B. and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

1.1.4 Discipline Procedures:

- i) Any report alleging a breach of Member obligation under the L.N.B. Code of Conducts shall be submitted in writing to the L.N.B. office within 15 days of the event/occurrence.
- ii) Upon receiving a report, the L.N.B. staff shall immediately notify the L.N.B. Executive who shall determine the merit of the complaint and determine if action is necessary.
- iii) If action is necessary, the President shall, with the Discipline Committee, appoint a date, time and place for a hearing, which shall not be more than 60 days from the receipt of the report.
- iv) All 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.
- v) The Discipline Committee may call witnesses and demand any pertinent information, which it deems necessary to arrive at a decision.
- vi) The decision of the Discipline Committee will be announced by the Chair of the Discipline Committee within 7 days of the hearing and all interested parties will be provided with a copy of the written decision. Interested parties is defined as those parties who are directly involved in the proceedings.
- vii) Any individual whose rights are directly affected by a decision of the Discipline Committee may appeal that decision to the L.N.B. Appeals Committee.
- viii) The appeal must be made in writing to the L.N.B. office within 15 days of the notification of the Discipline Committee's decision.
- ix) Disciplinary action taken under this Code of Conduct section will be considered to be applicable to all disciplines of Lacrosse in New Brunswick.

The following guidelines have been established to assist in the disciplinary process.

Conduct of Hearings Before Various Lacrosse Tribunals

For those individuals who preside at the hearings of various lacrosse tribunals, there are four cardinal principles. They are as follows:

1. Process is the most important factor in such hearings. The process is how the hearing is conducted. The most important factor is not who wins or loses.
2. The process must be fair.

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3. Those who preside must come to the hearing with an open mind.
4. Be polite (even if it is difficult).

There are twelve specific rules, which ought to be adhered to. They are as follows:

1. Read over the rules, which apply to the particular case before you. You may think you know these rules without reference. You are wrong. Bring the rulebook with you. Also bring paper and a pen or pencil.
  2. Before the hearing begins, read all the material, which has been filed. Note particular questions you may have in the margin.
  3. Arrive in good time for the hearing. Do not arrive late.
  4. Before the hearing starts, do not talk to the parties who appear before you, unless it is to say simply "hello" or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
  5. Make sure that the room where the hearing is to take place is properly set up before the hearing starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing.
  6. Call the hearing to order, describe the procedure to be followed. Introduce everybody. Although some organizations have both parties in the room at the same time, this may lead to outbursts and could intensify antagonism between the two parties. You may find it preferable to listen to and question each party separately.  
Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
  7. At the end of each side's presentation, if you have a question, ask it then. Do not interrupt the presentation unless absolutely necessary for purposes of clarification.
  8. Have paper and pencil available. Make a note when something strikes you as important.
  9. The members of the tribunal should retire to consider their decision. This means you must have your own room for your deliberations in the absence of the parties. This may be done by moving into another room or by asking the parties to leave the room you are in.
  10. Write out your decision promptly. Give reasons. The reasons may be set up as follows:
    - Describe the issue
    - Set forth the relevant facts
    - Summarize in brief form each side's argument
    - State your findings
    - State your decisionThe reasons do not need to be long, but they must be clear and deal with the issues raised.
  11. The written decision should be delivered (by hand or mail) to the individual facing the disciplinary action. They should also be advised at that time of the appeal procedure available to them within your organization or through the L.N.B.
  12. At the end, leave and go home. Do not talk to the parties prior to the decision being delivered.
- REMEMBER:** At the end, it is important that both sides feel they have been given a fair hearing.



### Fair Play Philosophy

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

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

### FAIR PLAY Issues

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

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

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

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

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

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### FAIR PLAY: An Athlete's Role

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

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

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

#### **FAIR PLAY CODES FOR ATHLETES**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### FAIR PLAY: A Coach's Role

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

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

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

#### ***FAIR PLAY CODES FOR COACHES***

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get instruction and support.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that athletes play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

### FAIR PLAY: An Official's Role

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

As an official, you act as the conscience, reinforcing the Fair Play principals. You can:

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

#### **FAIR PLAY CODES FOR OFFICIALS**

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

### FAIR PLAY: A Parent's Role

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

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

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

#### ***FAIR PLAY CODES FOR PARENTS***

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his/her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good players/performances by both my child's team and their opponents.
8. I will never question the officials' judgement or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

Please note: Lacrosse New Brunswick and its member associations reserve the right to ban any individual, who breaks the above code of conduct, from attending sanctioned lacrosse

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games.

### FAIR PLAY: An Administrator's Role

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

As a sport administrator, league or club official, you set the tone for fair and ethical competition. You can:

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

#### ***FAIR PLAY CODES FOR ADMINISTRATORS***

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.



### FAIR PLAY: A Spectator's Role

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

As a spectator, you set the appropriate tone during competition. You can:

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

#### ***FAIR PLAY CODES FOR SPECTATORS***

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

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