



**Estevan Lacrosse  
618 Henry Street  
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**[www.estevanlacrosse.com](http://www.estevanlacrosse.com)**

**\*\*\*Future changes approved at the Fall AGM will be identified in coloured font\*\*\***

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## **Mission Statement**

The Estevan Lacrosse purpose is to equitably promote, develop, and administer all aspects of the game of Box Lacrosse in Estevan, and to provide opportunities for the pursuit of excellence and life long participation.

## **Vision Statement**

The vision of the Estevan Lacrosse is to provide our membership with quality proactive service. Collectively, the executive and membership will increase awareness and promote participation in the sport of box lacrosse in Estevan. Working cooperatively and creatively, we will encourage an environment that fosters the equitable development of players, coaches, officials, and volunteers of all levels.

## **INTRODUCTION**

### **MAIN DOCUMENTS**

In general, the affairs of the Estevan Lacrosse (often referred to as the EMBL) 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 which outlines the general goals and objectives of the Estevan Lacrosse, 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 EMBL are the operating rules regarding the programs of the EMBL. 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 EMBL. Once in good standing, a member may then participate in EMBL programs. Many rules regarding EMBL 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 Handbook:**

The Policy Manual is designed to provide the Executive and Committee members with a simple and concise explanation of the policies that govern the Estevan Lacrosse. The ultimate objective behind developing the manual is to promote better communication within the Association through a clear definition of all policies relating to its functions. Another objective is to ensure fair and consistent decision making. This document is the basis from which the EMBL 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 Members 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.

## **CONSTITUTION**

### **ARTICLE 1 – The Organization**

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

### **ARTICLE 2 – Registered Office**

- 2.0 The registered office of the Estevan Lacrosse is to be situated in the City of Estevan

### **ARTICLE 3 - Jurisdiction**

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

### **ARTICLE 4 - Objectives**

- 4.0 The objectives of this Association shall be:
- i) The sport's 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 box lacrosse in Estevan.
  - ii) The association shall be the agency, which is appropriately represented on and in communication with affiliated groups including the Canadian Lacrosse Association/ Saskatchewan 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 Subject to the Non-Profit Corporations Act, in the event of the dissolution of the Association, its property and assets shall, after payment of liabilities, be donated to Saskatchewan Lacrosse Association.

# **BYLAWS**

## **BYLAW 1 - MEMBERSHIP**

### **1.01 Membership**

- 1.01.1 An individual may become a member of the Association upon application for membership through registration.
- 1.01.2 Any individual who is serving on the Executive of the club shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
- 1.01.3 Any individual who is serving on a committee of the Estevan Lacrosse, or on the Board of the Estevan Lacrosse shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.

### **1.02 Withdraw Membership**

- 1.02.1 Members may withdraw from membership by giving written notice to the EMBL Office.
- 1.02.2 On receipt of said notice by the EMBL Office, the applicant shall cease to become a member.
- 1.02.3 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.

## **BYLAW 2 - MEETINGS**

### **2.01 General Meetings**

- 2.01.1 The Annual General Meeting is to be composed of the following delegates:
- 2.01.2 Each Member in good standing shall have the following number of votes;

Members:            Each member that is in good standing having one vote:

### **2.02 Date**

- 2.02.1 The Annual General Meeting of the Estevan Lacrosse shall normally be held on the third week of November each year. This may be changed at the discretion of EMBL Executive.

### **2.03 Voting & Notices**

- 2.03.1 Each delegate present at the Annual General Meeting in conformity with 1.01.2 & 1.01.3, shall have the right to 1 (one) vote. Members whom are minors shall designate a parent or guardian to cast their vote.
- 2.03.2 Voting shall proceed by a show of hands, unless 3 delegates request a ballot prior to the calling of the vote by the Chairperson.
- 2.03.3 In the event of a tie vote, the Chairperson shall cast the deciding vote.
- 2.03.4 Except for "special resolutions", an affirmative vote will be indicated by a simple majority of delegates present.
- 2.03.5 Any constitution/policy changes that have been placed through the Estevan Lacrosse office, in accordance with 2.05.2, will require a simple majority to pass at the Annual General meeting.

- 2.03.6 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.
- 2.03.7 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.
- 2.03.8 These Bylaws may be amended at any General Meeting of the Association.

**2.04 Quorum**

- 2.04.1 At the Annual General Meeting quorum is constituted by the delegates present

**2.05 Communication**

- 2.05.1 Estevan Lacrosse must, within 45 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.
- 2.05.2 Any changes to the Constitution/Policy Manual must be in the office of the Estevan Lacrosse at least 30 days before the Annual General Meeting.
- 2.05.3 The Estevan Lacrosse is responsible for communicating to all members any changes to the Constitution/Policy Manual at least 15 days before the Annual General Meeting, so that each association can review them.

**2.06 Chairman**

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

**2.07 Election**

- 2.07.1 At the Annual General Meeting, delegates will elect, by ballot, the following officers:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Floor Scheduler
- F. Registration Director
- G. Referee-In-Chief
- H. Equipment Manager
- I. Marketing Director
- J. Coach Director
- K. Division Coordinator

- 2.07.2 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.

- 2.07.3 The term of office for each member of the board shall be:
- A. For the President, for two years from the date of the meeting at which elected. (Even years)
  - B. For the Vice President, for two years from the date of the meeting at which elected. (Odd years)
  - C. For the Treasurer, for two years from the date of the meeting at which elected. (Even years)
  - D. For the Secretary, for two years from the date of the meeting at which elected (Odd years)
  - E. For the Floor Scheduler, for two years from the date of the meeting at which elected. (Even years)
  - F. For the Registration Director, for two years from the date of the meeting at which elected. (Odd years)
  - G. For the Referee-In-Chief, for two years from the date of the meeting at which elected. (Even years)
  - H. For the Equipment Manager, for two years from the date of the meeting at which elected. (Odd years)
  - I. For the Marketing Director, for two years from the date of the meeting at which elected. (Even years)
  - J. For the Coach Director, for two years from the date of the meeting at which elected. (Odd years)
  - K. For the Division Coordinator, for one year from the date of the meeting at which elected.

- 2.07.4 The office of a Board Member shall be automatically vacated:
- i) if a Board Member shall resign his office by delivering a written resignation to the Head Office of the Corporation;
  - ii) if a Board Member is found by a court to be of unsound mind;
  - iii) if a Board Member becomes physically unable to fulfill his duties;
  - iv) if a Board Member 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 Board Member be removed from office;
  - vi) on death;

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

- 2.07.5 Should a vacancy occur in any office for reasons other than those stated in this Bylaw, the EMBL Executive may appoint a person to fill such a vacancy.

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

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

### **2.08 Special General Meeting**

2.08.1 On request of the President of the Association, or

2.08.2 On simple majority request of the Executive, or

2.08.3 On special request of at least 40 members of the Association.

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

2.08.5 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.

2.08.6 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.

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

### **2.09 Procedure**

2.09.1 Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Parliamentary Procedure.

## **BYLAW 3 – EXECUTIVE DUTIES AND POWERS**

### **3.01 Duties and Powers**

3.01.1 The affairs of the Association shall be governed by the Executive, which shall consist of

- President
- Vice President
- Secretary
- Treasurer
- Registration Director
- Floor Scheduler
- Referee-In-Chief
- Equipment Manager
- Marketing Director
- Coach Director
- Division Coordinators

### **3.02 Election**

3.02.1 The officers of the Association shall be elected as outlined in 2.01, 2.03, & 2.04.

**3.03 Quorum**

3.03.1 A quorum for meetings of the Executive shall be a majority of voting members present.

**3.04 Meetings**

3.04.1 The Executive shall meet as often as it deems necessary.

3.04.2 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.

**3.05 Voting**

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

3.05.2 Under special circumstances, the Executive may vote on an issue by email, mail, or by fax. A quorum must be reached as per policy 3.03.1, which states that the majority of 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.

3.05.3 Under special circumstances, the Executive may put to ballot a vote on an issue by email, mail, or by fax. Notification will be put forth by email, mail, or by fax by only the Secretary or President. The members will have 7 days to respond to the vote on an issue by email, mail, or by fax. If there is no response to the member will be in agreement with the ballot and on their ballot it will be noted that they did not respond.

**3.06 Chairperson**

3.06.1 The President shall chair all meetings of the Executive.

3.06.2 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 Vice President.

**3.07 Powers of the Executive**

The powers of the Executive are as follows:

3.07.1 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.

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

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

- 3.07.4 To nominate permanent committees, special committees and to hire individuals to take charge of special or specific business.
- 3.07.5 To budget revenues and to authorize expenditures.
- 3.07.6 To supervise and co-ordinate the work of the committees of the Association with no prejudice to the rights and powers of said committees.
- 3.07.7 To hire, discharge and discipline employees of the Association in accordance with conditions of employment established by the Executive.
- 3.07.8 Make necessary adjustments to the programs of the Association for its effective operation.
- 3.07.9 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**

### **4.01 Executive**

#### **4.01.1 President**

- 1) Attend all executive meetings.
- 2) Attend and represent the Estevan Lacrosse at all Saskatchewan Lacrosse Association meetings when required.
- 3) Attend all financial committee meetings.
- 4) Ensure that all operations of Lacrosse are operating smoothly.
- 5) Be in contact with the office.
- 6) Sign cheques when required.

#### Directing

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

▮ The President shall Chair all Executive Meetings and all Estevan Lacrosse General Meetings.

#### Monitoring

▮ He/She shall oversee all operations of the Estevan Lacrosse and ensure all Board members are performing their duties.

#### **4.01.2 Vice President**

- 1) Attend all executive meetings
- 2) In the absence of the President, act as Chairperson
- 3) Attend all registration dates
- 4) Chair all operation meetings
- 5) Attend all planning & development meetings
- 6) To work with all coordinators and make sure all aspects have been taken care of within each area.
- 7) Work with the President on mail outs, flyers, letters and posters.
- 8) Work with the President on setting up meetings.

- 9) Be in contact with the office and President on a regular basis.
- 
- 4.01.3 Secretary
    - 1) Attend all executive meetings.
    - 2) Attend all registration dates.
    - 3) Take Minutes at all meetings and prepare for distribution and retention.
    - 4) Work with the President on mail outs, flyers, letters, and posters.
    - 5) Work with the President on setting up meetings.
  
  - 4.01.4 Treasurer
    - 1) Attend all executive meetings.
    - 2) Attend all financial committee meetings.
    - 3) Work with the President to make sure all budgeted expenses and revenue have been processed.
    - 4) Help make financial policies when required to help the association become more fiscally responsible.
    - 5) Assist President in developing and maintaining proper financial reports.
  
  - 4.01.5 Registration Director
    - 1) Attend all executive meetings.
    - 2) Attend all registration dates.
    - 3) Compile and generate reports for each Division Director to notify of members.
    - 4) Work with the President in coordinating registration both locally and provincially.
  
  - 4.01.6 Floor Scheduler
    - 1) Attend all executive meetings.
    - 2) Attend all registration dates.
    - 3) Book facilities for floor time or other activities as needed. Ensure block booking is done in advance for upcoming season. Book floor time as requested, however, ensuring that approvals from the Board are in place.
    - 4) Review and approve floor rental invoice prior to payment.
  
  - 4.01.7 Referee- in- Chief (R.I.C.)
    - 1) Attend all executive meetings.
    - 2) Attend all registration dates
    - 3) Work with President on clinics and dates
    - 4) Attendance at all referee clinics.
    - 5) Attendance at all coaches meetings.
    - 6) Work with coordinators in recruiting new referees.
    - 7) Set out guidelines for all referees to follow throughout the season and forward all guidelines to the President.
    - 8) Game scheduler for referees (work with the President), making sure that referees are doing levels they are qualified to do, and getting an even amount of games to all referees. This includes all exhibition games and Tournaments.
    - 9) Work on the improvement of all referees.
  
  - 4.01.8 Equipment Manager
    - 1) Attend all executive meetings.
    - 2) Attend all registration dates.

- 3) Make sure that all teams have a set of jerseys and know how to properly dress their goaltenders.
- 4) Make sure all teams have what they require for equipment.
- 5) Work with President on equipment that is required to be purchased.
- 6) Work with President on list of equipment and jerseys given to teams.

#### 4.01.9 Marketing Director

- 1) Attend all executive meetings.
- 2) Attend all registration dates.
- 3) Work with the President in all media relations and advertising.
- 4) Work with the President on mail outs, flyers, letters, and posters.
- 5) Collect game results from Team Managers and Submit to local Media.
- 6) Work with SLA and local schools to bring in Lacrosse FITS program.
- 7) Work with President in acquiring Sponsorship and organizing Fundraising.
- 8) Work with the President to promote the game of Lacrosse.
- 9) Work with the President to discover new methods of fundraising and develop corporate sponsorships.

##### **Planning**

- Communicate with Coordinators to understand their promotional requirements and desires. As well, gather marketing ideas from these coordinators and report to Executive.
- Assist President understand the needs and wants of the Estevan Lacrosse membership as it relates to the marketing and promotion of Lacrosse.
- Assist President in examining fundraising opportunities, in order to increase the Estevan Lacrosse self-help revenue, thereby, increasing the amount of funding available for programs and services.

#### 4.01.10 Coach Director

- 1) Attend all Executive Meetings
- 2) Attend all Registration Dates
- 3) Responsible for recruitment of all coaches. Work with President and Division Directors to gather names and propose coaching positions to the EMBL Executive for approval prior to the season.
- 4) Responsible for training, supervising and mentoring of all coaches within the Association.
- 5) Work with SLA to ensure all coaches have appropriate training as indicated by CLA.
- 6) Work with the President to arrange for coach clinics and training clinics including booking the room, accepting registrations and providing support with on-line access, etc.
- 7) With President and Vice-President in attendance, hold a pre-season coach's meeting to discuss the privilege of coaching and expectations towards the Association, players and parents.
- 8) The person in this position does not need to be an active Coach within the Association.

#### 4.01.11 Division coordinator

- 1) Attend all executive meetings.
- 2) Attend all registration dates.
- 3) Work with Coach Coordinator on picking coaches.
- 4) Make sure that all coaches attend proper coach's clinics, this will be done in coordination with Coach Coordinator.
- 5) Make sure that all teams have some one attend the coaches meetings and fill out the coach's packages forms.
- 6) Make sure teams know all EMBL guidelines and follow all rules.

- 7) Work with President on floor time info and times.
- 8) Make sure that all teams check and correct team registration sheets, collect sheets and return to the President.
- 9) Work with President to Organize all teams after placing coaches (Novice, Peewee, Bantam, Midget will have a draft, we will work with the registrants and coaches to keep the teams as equal as possible to create the most fun possible for all).
- 10) Monitor the development and organization of all teams in this age group to make sure teams are having fun and having a chance to compete.

## **BYLAW 5 - COMMITTEES**

### **5.01 Formation**

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

### **5.02 Jurisdiction**

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

### **5.03 Permanent Committees**

- 5.03.1 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

### **5.04 Quorum**

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

### **5.05 Financial Committee**

- 5.05.1 The Financial Committee shall be composed of the following:
  - A. President
  - B. Treasurer
  - C. Secretary

#### 5.05.2 Meetings

The Financial Committee shall meet when necessary.

5.05.3 Voting

All members of the Financial Committee shall have one vote.

5.05.4 Powers of the Financial Committees

5.05.5 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 Executive.
- 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.

**5.06 Operations Committee**

5.06.1 The Operations Committee shall be composed of:

- A. Chairperson (Vice President)
- B. Coaching/Ref Coordinator
- C. Division coordinators

5.06.2 Meetings

The Operations Committee shall meet as often as necessary.

5.06.3 Voting

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

5.06.4 Reporting

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

**5.07 Planning/Development Committee**

5.07.1 The Planning/Development Committee will consist of the following:

- A. Chairperson (President)
- B. All Board Members

5.07.2 Meetings

The Planning/Development Committee shall meet as often as necessary

5.07.3 Voting

All members present at the meeting will have one vote.

5.07.4 Reporting

The Planning/Development Committee will report to the Executive.

**5.08 Disciplinary Committee**

5.08.1 The Disciplinary Committee shall consist of the following:

- A. President or a designate as appointed by the Vice President.
- B. The President or appointed designate shall appoint two board members who will be selected from the EMBL (preferably board members) and/or an impartial third party organization.

5.08.2 Meeting

The Disciplinary Committee shall meet as often as necessary.

5.08.3 Voting

All Members of the Disciplinary Committee shall have one vote.

5.08.4 Reporting

The Disciplinary Committee will report to the Executive on an as-needed basis.

5.08.5 Responsibilities

The Disciplinary Committee shall be responsible for the following:

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

**5.09 Appeals Committee**

- a) The Appeals Committee shall consist of the President, or his/her designate who shall act as chairperson and shall appoint two committee members who will be selected from the EMBL (Preferably board members) and/or an impartial third party organization.
- b) It shall be the duty of this Committee to render decisions to all appeals brought to the attention of the Committee under Code of Conduct policies 2.01 Appeals Procedure, and more particularly with 2.01.1, 2.01.2, and 2.01.3.

**5.10 The Constitution, Policy, & Bylaws Committee**

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

- A. President
- B. A minimum of two Executive members

5.10.2 Meetings

The Constitution, Policy, & Bylaws Committee shall meet as necessary.

## **BYLAW 7 – FINANCIAL**

### **7.01 Preamble**

- 7.01.1 All matters pertaining to the finances of Estevan Lacrosse Inc come under the direct responsibility of the Financial Committee as described in 5.05.
- 7.01.2 The Financial Committee consists of the following:
- A. President
  - B. Treasurer
  - C. Secretary
- 7.01.2 The day to day operation of the Association and all financial records for the Association will be the responsibility of the President.
- 7.01.3 The Financial Committee is responsible for coordinating the process of budgeting each year including setting the budget submission deadline.
- 7.01.4 Financial statements will be produced at the Annual General Meeting each year upon approval of the Financial Committee. The Estevan Lacrosse fiscal year is October 1 to September 30.
- 7.01.5 The Financial Committee is responsible to have the financial statements prepared 90 days after the end of the fiscal year for review and approval. The financial statements will be prepared by an internal audit by the financial committee.
- 7.01.6 An audit or notice to reader may be called for by a majority vote at the Annual general meeting, or by a majority vote at any Executive meeting during the year. The President will be charged with finding an auditor for the review. The auditor may not be a member of the Estevan Lacrosse or past member of the Estevan Lacrosse.
- 7.01.7 An audit may only be requested once per fiscal year.

### **7.02 Signing Authority**

- 7.02.1 The President, Treasurer and the Secretary, unless otherwise designated, will be the signing officers of the association. Two signatures will be required for all transactions. The Treasurer must sign all cheques or be notified about a payment.

### **7.03 Purchasing**

- 7.03.1 Any purchase must be budgeted for and approved prior to the purchase being made.

### **7.04 Non-Budgeted Expenditures**

- 7.04.1 Should 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 \$5000.00. Such expenditures must be referred to the next Board Meeting for approval.

## POLICY

### **SECTION 1 - OPERATING POLICIES**

#### **1.01 Membership Registration**

Mini-Tyke \$80.00  
Tyke \$ 80.00  
Novice \$ 100.00  
Peewee \$125.00  
Bantam \$150.00  
Midget \$150.00  
Junior \$250.00 (\$50.00 submitted to Junior team)  
Senior \$250.00 (\$50.00 submitted to Senior team)

**1.02** Registration Fees shall be reviewed and approved annually by the EMBL Executive.

**1.03** Registration dates, both start and end dates, shall be set by the Executive.

**1.04** A complete registration is comprised of a:

- Signed EMBL registration form
- Fully paid registration fee
- Proof of age and residency (as specified by the SLA) may be requested at any time

**1.05** A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee is to be determined by a vote of the Board of Directors. Late registration of any registrant and/or returning player will be taken on a first come first serve basis based on availability on the division in which they are registering past the registration deadline.

**1.06** Refunds of registration fees must be applied for in writing to the EMBL Registration Director and are subject to the following:

- Full refund, upon receipt of request two weeks prior to the first league game, less a \$25 processing fee.
- Full refund, less \$25 or 25% (whichever is greater), prior to first game or within 3 weeks of season start for MiniTyke and Tyke
- No refund once season has started with the exception to injured players, in which a Doctor's Note must accompany the refund request. Refund will be prorated with consideration to number of floor times and insurance fees. Approval of refund to be voted on at Executive meeting.

**1.07** Registrants whose fees are paid with NSF cheques will have their membership revoked until those fees are collected, either in cash or some form of guaranteed payment. These members will also be subject to an additional minimum penalty fee of \$25.00.

#### **1.08 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.

#### 1.08.1 Box Lacrosse

Mini-Tyke	6 & under
Tyke	8 & under
Novice	10 & under
Peewee	12 & under
Bantam	14 & under
Midget	16 & under
Junior	21 & under
Senior	22 and over

#### 1.09 Injured Players

- 1.09.1 Any player that has been injured during a game and removed from the rest of the game must have a doctor's note allowing him to return to play. No player shall be allowed to play or practice until being cleared from his/her physician by letter.
- 1.09.2 All players must report any injury outside box lacrosse, must have a physician's release before returning to play.
- 1.09.3 Manager or coach must keep letters from physician clearing players and must give copy to EMBL office within 10 days of receipt of letter.
- 1.10. Teams attending provincials must follow SLA Policy and follow player eligibility criteria as set out by SLA.

#### 2.01 Player Release and Movement

##### 2.01.1 Player Releases

EMBL endeavors to provide teams in all age groups/divisions and thus does not voluntarily release players. EMBL has a fundamental commitment to the growth and development of the game of lacrosse in Estevan. EMBL has adopted a 'no release' policy for players residing within the boundaries of EMBL. As such EMBL will not grant releases of players to other associations or club teams. EMBL does not want to hinder the development or career aspirations of any player, so exceptions for the release of individual players to programs in other centres will be considered by a Special Meeting of the Board in circumstances when such programs are not available in EMBL for that player's natural age group.

##### 2.01.2 Player Movement

EMBL does not permit the movement of players to a higher division on a full time basis. Players will be allowed to be affiliated with a team at a higher division. Players may also apply in writing to the Board of Directors for application to play down a division for safety concerns. Each case will be reviewed on an individual basis.

#### 3.01 Player Evaluations

- 3.01.1 In cases where registration numbers exceed the maximum number of players and the division requires to have two or more teams, player evaluations shall be conducted for each playing division from Novice to Midget. Each registered participant will be given equal opportunity to participate.
- 3.01.2 Player evaluations shall be organized by the Division Director and/or President and conducted as per the following:

\* Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.

\* A minimum of three evaluators is recommended.

#### **4.01 Team Selections**

4.01.1 The number of players selected or assigned to a team will be based on recommendations made by the Division Director and approved by the Board of Directors. These recommendations will take into account the number of players registered in a division, caliber and the number of goalies available. The suggested number of players will follow the CLA LTAD (Long Term Athletic Development) guideline:

MiniTyke & Tyke	- 6 to 9
Novice	- 12 to 15
PeeWee	- 12 to 15
Bantam	- 12 to 15
Midget	- 15 to 20
Junior & Senior	- 20 to 25 (Minimum is also set by the PGLL)

#### **5.01 Team Management**

5.01.1 Team officials (coaches, assistant coaches and managers) shall be responsible for their conduct and that of their players at all times. They must endeavor to prevent disorderly conduct before, during or after the game, on or off the floor and any place in the arena.

5.01.2 All coaches are expected to take the initiative to be knowledgeable of and ensure that the CLA, SLA and EMBL Rules and Regulations are adhered to.

5.01.3 Team officials (Coaches, Manager and Trainer) are required to have obtained the necessary training to oversee a team. Failure to obtain proper coaching certification by the SLA deadline will result in the coach being removed from the team. Teams are encouraged to have their team officials complete the certification requirements early in the season.

5.01.4 Coaches are to meet the player's parents at the start of the season. The Division Director may be invited to attend the initial parent meeting where the team approves the Manager and discusses the upcoming plans for the season.

5.01.5 Teams cannot appoint a person as manager or treasurer that is in the same family (husband / wife / partner / mother / father, etc.) as any of the other team positions of authority (coaches, manager, trainer).

5.01.6 Teams are responsible for cancelling floor time that has originally been allocated to their team. Notification of cancellation must be made to the Division Director and Floor Scheduler

5.01.7 Request for floor time for exhibition games or additional practice must be made through the Division Director and approved by the Board of Directors.

5.01.8 Teams are allowed to participate in two tournaments plus their own home tournament. Exceptions may be granted with the approval of the Board of Directors.

5.01.9 Coaches or other team officials shall attend all meetings called by the Division Director or other Board members, or face disciplinary action (suspension or dismissal).

#### **6.01 Playing Regulations**

6.01.1 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.

6.01.2 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 by the referee and brief references quoting the rule(s) under which the penalties were assessed are to be completed.

- (i) 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.

6.01.3 Only registered officials may be used in games. It is the responsibility of the RIC to ensure that there are an adequate number of registered officials. Only officials who attend a current EMBL approved clinic will be allowed to register.

6.01.4 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.

## **7.01 Equipment**

### **7.01.1 Association Equipment**

7.01.1.1 Equipment will be purchased on a yearly/as needed basis. Decisions on purchases of equipment will be determined by recommendations made to the Board of Directors by the Equipment Manager after a review of the Association's inventory at the conclusion of the current box season. This inventory review will help determine the amount of equipment budgeted for in the Annual Budget. The condition of the inventory, a forecast of the coming season's registration and the addition of any equipment or supplies previously not held by the Association will factor into any decisions made.

7.01.1.2 The Board of Directors must approve all equipment purchases. The Board of Directors may pre-approve certain equipment purchases outside of the budget recommended by the Equipment Manager.

7.01.1.3 The Equipment Manager will use price, quality of merchandise and ease of supply as consideration before recommending a supplier for the Association purchases.

7.01.1.4 Keys to the equipment room will be held by the President, Vice President and Equipment Manager. Keys may only be distributed to others at the discretion of the Equipment Manager.

### **7.01.2 Player Equipment**

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

#### **7.01.2.2 Mouth Guard/Piece**

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

- c) 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 EMBL and the SLA office.

7.01.2.3 Knee protection – All minor box lacrosse players, MiniTyke to Bantam, inclusive, are to wear knee protection.

## 8.01 Fundraising and Sponsorships

### 8.01.1 Fundraising

8.01.1.1 The type and extent of the fundraising shall be determined by the Board to best suit the financial and philosophical needs of the Association.

8.01.1.2 Where the Board of Directors deems it necessary to hold a fundraiser for a specific need that may arise throughout the year, the Board will appoint a committee to oversee the event.

8.01.1.3 Teams that undertake fundraising shall only do so with the written consent of the Board of Directors.

### 8.01.2 Sponsorships

8.01.2.1 Teams under the auspices of EMBL will be assigned annual sponsorships (when available) by the Association. These sponsorships will be retained with the funds from them going directly into the Associations' general revenue. The Junior and Senior teams will be allowed to solicit their own sponsorships with the funds being retained as revenue for their own purposes and in their own account.

8.01.2.2 Where a member identifies a special need and is willing and able to obtain sponsorship or donation for this specific requirement, the request will be brought to the board for prior approval to determine if the requirement will be of benefit to EMBL.

## 9.01 Suspensions

### 9.01.1 Minimum Suspensions

- a) The following minimum suspensions are to be applied in all box lacrosse games sanctioned by the Estevan Lacrosse and the Saskatchewan Lacrosse Association. Minor directorate suspensions will be served in minor and major directorate suspensions will be served in major. Athletes will be allowed to continue participating in the opposite age directorate unless policy dictates otherwise for severe infractions.

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 SLA+ 1 game EMBL

#### Other Penalties

1. All Gross Misconducts – 3 games SLA + 1 game EMBL

2. Checking from behind:

(i) Match Penalty for Checking from Behind

First offense – 3 games SLA + 1 game EMBL

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

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

3. Fighting

a) Minor Box (Tyke – Midget)

(i) Fighting Major Penalty – as per CLA rulebook – all fighting majors receive game misconduct + 1 game EMBL

(ii) Third person in altercation – 3 games or 3 weeks whichever expires first + 1 game EMBL

(iii) Second fighting major – 3 games or 3 weeks whichever expires first + 1 game EMBL

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

b) Major Box

(i) Fighting Major Penalty – All fighting majors receive game misconduct

(ii) Tier 2 Junior (as per current PGLL Policy)

1<sup>st</sup> fighting major – a game misconduct for remainder of game.

2<sup>nd</sup> fighting major – 1 game suspension

2<sup>nd</sup> fighting major – 2 game suspensions

3<sup>rd</sup> fighting major – 3 game suspension, etc.

(iii) Tier 2 Senior (as per current PGLL Policy)

i. 1<sup>st</sup> & 2<sup>nd</sup> fighting majors – a game misconduct for remainder of game

ii. 3<sup>rd</sup> fighting major – 1 game suspension

iii. 4<sup>th</sup> fighting major – 2 game suspension

iv. 5<sup>th</sup> fighting major – 3 game suspension, etc.)

(iv) Third person in altercation – 4 games or 3 weeks whichever expires first.

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

(vi) Coach whose team withdraws from a tournament prior to conclusion – 3 games unless team receives approval from the tournament host chairperson.

**10.01 Officiating Sector**

10.01.1 Certified Officials

Official's fees for all Estevan Lacrosse certified officials at all events shall be as set by league the team is registered in.

**11.01 Coaching Certification**

Estevan Lacrosse must abide by the Canadian Lacrosse Association's minimum coaching standards.

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

Category	Club Minimum Standard	Provincial Teams Minimum Standard	National Teams Minimum Standard
Mini-Tyke	Community Initiation Trained	N/A	N/A
Tyke	Community Initiation Trained	N/A	N/A
Rec/House League	Community Development Trained	N/A	N/A
Novice	Community Development Trained	N/A	N/A
Pee Wee	Community Development Trained	Competitive Introduction Certified	N/A

Bantam	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Midget	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Intermediate	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Junior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
Senior	Competitive Introduction Trained	Competitive Introduction Certified	N/A
National Teams	N/A	N/A	Competitive Introduction Certified
<b>Category</b>	<b>Community Initiation</b>	<b>Community Development</b>	<b>Competitive Introduction/Development</b>
Learning Facilitators	Community Development Trained	Competitive Introduction Certified	Competitive Development Certified

**NOTES**

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

-

Level 1 Certified is equivalent to Community Development Trained

Level 2 Certified is equivalent to Competitive Introduction Certified

-

A first year coach may be 'In-Training'

A second year coach may be 'Trained'

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

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

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

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

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

A third year coach must be 'Trained'

A fourth year coach must be 'Certified'

**12.01 Travel Claim Regulations**

12.01.1 SLA Claim Regulations will apply to all individuals and contingencies whose travel expenses are funded by Estevan Lacrosse.

**13.01 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 Estevan Lacrosse. The Permit must be received by Estevan Lacrosse within the following time limits (ensure SLA deadline dates are followed).

Inter-Provincial Tournament .....	14 days before the event
United States .....	30 days before the event
International .....	60 days before the event

2. Only teams made up of players and coaches duly registered with the Estevan Lacrosse can obtain a travel permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
3. Traveling 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.
4. Are you required to supply referees? If so, list referees and their registration level on the attached sheet.
5. Traveling teams must adhere to the rules of the competition in which it is participating.
6. Teams participating in any tournament and/or exhibition series shall abide by the host's rules in regards to any minor and major suspensions, which may be more or less severe than EMBL minimum suspensions. However, any gross or match penalties must be served and reported in accordance with EMBL minimum suspension policies.
8. Teams must ensure any suspensions in force from EMBL 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.
7. Submit a copy of all game sheets to the 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.
8. Traveling teams shall remain subject to the Operating Polices & Codes of Conduct in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the provincial association; therefore, the conduct of the team must be indicative of this responsibility.

#### **14.01 Maintenance of Order**

- 14.01.1 Maintenance of Order within the auspices of the Association's arena/arenas shall be the responsibility of the EMBL team's Coach/Coaches and/or any Association Executive Member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.
- 14.01.2 Maintenance of Order outside of Association premises shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.

#### **15.01 Record Checks**

- 15.01.1 Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer may at some time be requested to submit a criminal records check at no cost to them. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the Association.

### 16.01 Conflict of Interest

If a Director and/or any member of the Association could be construed to be in Conflict of Interest (eg. business transaction, team selections, etc.) a special meeting of the Board can be convened to review the situation. The person/persons construed to be in conflict may be asked to present their explanation before any decision would be rendered. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

### 17.01 Meetings

17.01.1 General Meetings (refer to EMBL Bylaws)

17.01.2 Board Meetings are to be held monthly during the regular lacrosse season (February to July) and at a regularly scheduled time and place. Meetings during the off season (August to December) will be held at the discretion of the President. Board must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention, to the President or his delegate in order that it is placed on the agenda for discussion.

### 18.01 Awards

i) The EMBL will select on an annual basis, recipients for the following awards using the prescribed criteria.

- \* Player of the Year – Male
- \* Player of the Year – Female
- \* Coach of the Year
- \* Official of the Year
- \* Volunteer of the Year
- \* President's Award
- \* Tyson Juhlke Memorial Award to Junior/Senior Player (selected by family)
- \*The Dustin Pratt Memorial Award (selected by family)

ii) A selection committee will be struck and will consist of the President, Vice President, one other board member and a member at large.

iii) Awards will be presented at the AGM.

### 19.01 EMBL General rules

1. All teams are drafted as equal as possible. We work with coordinators, coaches and players to make sure that the players are having FUN!!!
2. All teams that travel out of the City of Estevan, for games outside of league play, must obtain a travel permit and have it approved and signed by the President. All game sheets from the event must be returned to the EMBL office.
3. The EMBL will not have any type of zones or areas for the purpose of drafting or picking of team
4. All minor box lacrosse players, 17 and under are required to have an adult driving the vehicle being used to transport the lacrosse player (s). This is for the player's safety.

## SECTION 2 – PRIVACY POLICY

### 1. Our Privacy Commitment

The Estevan Lacrosse is committed to keeping personal information accurate, confidential, secure and private.

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

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

## **2. Information We Gather and Use – Collecting your Personal Information**

This policy only applies to your personal information that we collect or use in relation to a commercial activity of the Estevan Lacrosse.

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

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

- i) name;
- ii) mailing address;
- iii) email address;
- iv) telephone number;
- iv) contact numbers;
- v) social insurance number; and
- vi) date of birth;
- vii) for competitions, personal height and weight, and past competition results;
- viii) in certain instances, pertinent health information regarding athletes.

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

- i) collection of membership, registration or competition fees;
- ii) organization of club activities;
- iii) communicating with you about Estevan Lacrosse or related association or organization activities;
- iv) compiling member statistics;
- v) compiling member, athlete or registration lists;
- vi) providing member, athlete or registration lists or member discipline or suspension reports or histories to other sports organizations;
- vii) mailing out member newsletters;
- viii) selling programs for competition, promotional, fundraising or other purposes;
- ix) selling, bartering or leasing of member, donor or fundraising lists to third parties;
- x) participating in a dispute resolution process;
- xi) participating in a fundraising or planned giving programs;
- xii) communicating with members and athletes;

- xiii) using membership or donor lists for commercial activities of the Estevan Lacrosse or its related associations or organization; and
- xiv) selling advertising in publications of the Estevan Lacrosse that contain personal information about the member, a donor or athletes (for example, athlete statistics).

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

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

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

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

#### General Inquiry

For general inquiries on our organization, you may need to provide limited information such as your name, contact address or contact number. This will allow us to contact you with regard to your interest in the Estevan Lacrosse.

#### Estevan Lacrosse Service

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

#### Athlete Participation

We may be required to provide certain personal and statistical information regarding athletes for the purposes of competitions or rankings.

We may use the personal information you provide to us to:

- communicate with you
- provide you with the information you have requested
- provide statistical information and results for competitions and events
- advertising or promotional activities

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

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

### 3. With Whom We May Share Your Information

#### a) Related Associations and Organizations

Estevan Lacrosse and its employees and volunteers are all governed by our policies and procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other Estevan Lacrosse affiliates or related organizations that perform services on our behalf or provide services to you.

#### b) Employees and Volunteers

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

#### c) Outside Service Suppliers

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

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

#### d) Other

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

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

The Estevan Lacrosse Inc. may disclose the following kind of personal information about you:

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

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

#### **4. How we Safeguard your Information**

At Estevan Lacrosse, we do our best to protect the privacy of our members.

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

#### **5. Internet Websites**

We do not monitor individual use of our website at [www.estevanlacrosse.com](http://www.estevanlacrosse.com). We do however monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently stored for future use.

#### **6. Verifying Your Information**

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

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

#### **7. Accessing your Personal Information**

Estevan Lacrosse will provide a procedure for its members, athletes and non-member customers to view information held by Estevan Lacrosse Inc. and to report and quickly remedy inaccurate information. There are certain situations where the Estevan Lacrosse may not provide an individual access to their personal information, including those instances where:

- i) The information is prohibitively costly to provide;
- ii) The information contains references to other individuals, including members, donors or non-member customers;
- iii) The information cannot be disclosed for legal, security or commercial propriety reasons; and
- iv) The information is subject to solicitor-client or litigation privilege.

#### **8. Withdrawing Consent**

Upon becoming a member of Estevan Lacrosse participating in activities arranged or sanctioned by us, you

consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to us registered mail to the address listed below. If your consent is withdrawn, this may restrict our ability to assist you or to extend membership privileges and we may not be able to provide you with all of our benefits, products and services.

### **In Summary**

We take our responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about our commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please write to:

**Estevan Lacrosse Inc.**  
**618 Henry Street**  
**Estevan, Sask. S9A 1N1**  
Attention: President

You can also contact us through our webpage [www.estevanlacrosse.com](http://www.estevanlacrosse.com)

## **SECTION 3 - CODE OF CONDUCT / HARASSMENT POLICY**

### **1.01 Code of Conduct**

#### **1.01.1 All individuals affiliated with EMBL shall:**

- i) Attempt at all times to work toward the goals and objectives of EMBL 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 EMBL.
- 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 city, province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.

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

- i) Breach any of the EMBL Code of Conducts and/or the Harassment Policy.
- ii) Use their position within the EMBL 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 EMBL.

- v) Counsel others to ignore or break the by-laws, policies, and/or rules and regulations of EMBL.

1.01.3 General:

- i) EMBL 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 them.
- ii) EMBL and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

1.01.4 Discipline Procedures:

- i) Complaints alleging a breach of the EMBL Code of Conducts must be in the form of a signed report submitted to the EMBL office within 15 days of the event/occurrence.
- ii) With regards to club incidents, EMBL reserves the right to intervene and conduct its own objective investigation if it is believed that the club has not sufficiently followed a proper disciplinary process.
- iii) Upon receiving a report, the EMBL staff shall immediately notify the EMBL Executive who shall determine the merit of the complaint and determine if action is necessary.
- iv) The EMBL Executive may request that the parties agree to mediation or arbitration prior to positions irrevocably hardening or to seek expedient resolution to a time-sensitive conflict.
- v) If action is necessary, the Vice President of Operations 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.
- vi) 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.
- vii) The EMBL President or an objective third party shall be responsible for collecting any pertinent information and identifying any witnesses to be presented to the discipline committee.
- viii) The Discipline Committee may call witnesses and review all pertinent information collected by the EMBL President, which it deems necessary to arrive at a decision.
- ix) 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.
- x) Any individual who has been directly affected by a decision of the Discipline Committee may appeal that decision to the EMBL Appeals Committee. The grounds for appeal are failure of the EMBL Discipline Committee to follow process or the policies/rules have been misinterpreted.
- xi) The appeal must be made in writing to the EMBL office within 15 days of the notification of the Discipline Committee's decision.
- xii) Disciplinary action taken under this Code of Conduct section will be considered to be applicable to BOX disciplines of Lacrosse in Estevan.

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.
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 may be 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 SLA.
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.**

#### 1.01.5 Disciplinary Powers

Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

- 1) An order that the person(s) be expelled from the organization
- 2) An order that the person(s) be suspended from the organization for a specific period
- 3) An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order (i.e. anger management course, cultural sensitivity course, etc.)
- 4) An order that the respondent may continue to participate only under the conditions specified in the order
- 5) An order reprimanding the respondent
- 6) Any other order that the committee considers just.

1.01.6 In making an order the hearing committee shall take into consideration:

- 1) The age, experience and maturity of the person(s)
- 2) The nature of the misconduct;
- 3) Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
  - a) previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
  - b) the character of the respondent

## **2.01 Appeal Procedure**

- a) The right of appeal shall pertain to any individual who has been affected by a decision of the discipline committee. All appeals must be submitted in writing, stating the grounds of appeal, directed to the President of the EMBL. Failure of the Disciplinary Committee to follow the process as defined in these policies, or misinterpretation of policies, rules, or codes shall form the basis of the appeal.

2.01.1 The appeal procedure shall be as follows:

- a) The President will render a decision on whether or not the appeal will be heard.
- 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.
- h) The Appeals Committee has the right to reaffirm and/or change the original discipline committee decision using 1.01.5 Disciplinary Powers and 1.01.6 as guidelines in making a final decision.

2.01.2

- a) Appeal hearings shall be heard within fourteen (14) days from the date the appeal is received by the EMBL President. The President or a designate shall select a committee and designate the time and place.

- b) The President 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).
  - 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 President.
  - 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 (Minimum Suspensions) to those parties found guilty of the offense charged.
- 2.01.3 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 President of the EMBL (money for appeal returned?)

### **3.01 Harassment Policy**

- 3.01.1 Estevan Lacrosse 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 competes in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. Estevan Lacrosse will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offense for which a pardon has been granted.
- 3.01.2 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the Estevan Lacrosse that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 3.01.3 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.
- 3.01.4 The following types of harassment are intolerable, whether or not individuals complain:
- (a) Sexual Harassment – includes, but is not limited to, unwelcome 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 unwelcome sexual behavior.
  - (b) Racial Harassment - includes, but is not limited to, racial slurs, jokes or name calling based upon race, ancestry, place or origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
  - (c) Abuse of Authority - includes, but is not limited to, improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

**3.02 Objective**

- 3.02.1 It is the overall objective of the Estevan Lacrosse Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 3.02.2 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 the Estevan Lacrosse Discipline Procedures.
- 3.02.3 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the Estevan Lacrosse Complaint Review Procedure.
- 3.02.4 The Estevan Lacrosse takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 3.02.5 The Estevan Lacrosse believes that harassment is a serious offense. It is also a serious offense to falsely accuse someone of harassment.
- 3.02.6 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the Estevan Lacrosse Discipline Procedure.

**SECTION 4 – 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 behavior. 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.

## SECTION 5 – Drug and Alcohol Policy

The intent of the drug and alcohol policy is to provide a safe and professional environment for children involved in the sport of lacrosse in Estevan. EMBL strictly prohibits the use of beverage alcohol and illicit drugs by players and team officials during any practices or regular season, playoff, tournament, and provincial qualifying games. EMBL encourages all parents, guardians and spectators to adhere to the use of sound practical judgment in relation to the subject matter of alcohol and illicit drugs when attending to any practice or regular season, playoff, tournament and provincial qualifying game. EMBL recognized that it does not have any sanction concerning the use of beverage alcohol or illicit drugs outside of the aforementioned situations (ie. transportation, residency, and lodging); it strongly discourages its use. However, the Board of Directors will review any situation that brings or causes disrepute to the reputation of EMBL or jeopardizes the safety of a player. All complaints or reported instances will be reviewed by a committee appointed by the Board of Directors and will be subject to discipline as decided by the Board of Directors or appointed committee.

## SECTION 6 – Social Media and Networking Policy

### 1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Instagram, Twitter, Facebook, LinkedIn, Foursquare and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as 'IM', 'BBM' or 'texting'.

The policy will be applicable to all members of the EMBL Community, including Directors, Teams, EMBL members and staff, on-floor and off-floor officials, players, players' family members and supporters. EMBL recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The EMBL also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the EMBL Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Lacrosse Association, League and/or EMBL.

## **2. SOCIAL MEDIA GUIDELINES**

- a) EMBL holds the entire EMBL Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.

## **3. SOCIAL MEDIA VIOLATIONS**

The following are examples of conduct through social media and networking mediums that are considered violations of the EMBL Social Media and Networking Policy and may be subject to disciplinary action by the Team, Minor Lacrosse Association, League and/or EMBL.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to any matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, Minor Lacrosse Association, League and/or EMBL staff, programs, stakeholders, players or any member of a EMBL Team.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - drug use,
  - alcohol abuse,
  - public intoxication,
  - hazing
  - Sexual exploitation, etc.
- f) Online activity that contradicts the current policies of the EMBL or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the EMBL policies and regulations on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

#### 4. DISCIPLINE

The Team, Minor Lacrosse Association, League and/or EMBL will investigate reported violation(s) of this policy in the manner set out in the EMBL Policy Manual for other types of violations. If the investigation determines that a violation has occurred, the Team, Minor Lacrosse Association, League and/or EMBL Discipline Committee involved will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a Minor Lacrosse Association, League and/or EMBL Policy Manual for other types of suspensions.

When using social media and networking mediums, the EMBL community should assume at all times they are representing EMBL and/or its member Associations or Teams. All members of the EMBL community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

#### SOCIAL MEDIA AND NETWORKING POLICY ENFORCEMENT GUIDELINES

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others. This document is intended to assist Minor Lacrosse Associations as they assess social media violations.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator
- Whether harm, physical or otherwise, resulted from the violation
- The circumstances of the violation
- The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community
- Any previous social media violation history

Possible disciplinary measures therefore depend on a number of factors. Please consider the following suggested responses for various conducts:

- Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to EMBL Discipline Committee for investigation and punishment (also refer to police)
- Encouraging someone to do themselves serious harm: indefinite suspension, referral to EMBL Discipline Committee for investigation
- Posting of pictures of a threatening nature: indefinite suspension, referral to EMBL Discipline Committee for investigation and punishment (also refer to police)
- Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension
- Slurs against another or their family: warning or short suspension
- Posting comments and/or pictures of self of an implied sexual nature: short suspension;
- Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to EMBL Discipline Committee for investigation and punishment (also may refer to police)
- Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to EMBL Discipline Committee for investigation and punishment (also refer to police)
- Posting or sending unwanted or intimidating messages: suspension
- Gossip - Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: warning or short suspension
- Tricking someone into revealing secrets or embarrassing information, which is then shared online: short suspension
- Negative or derogatory comments about Team, etc.: warning or short suspension