



**WORLD  
LACROSSE**<sup>TM</sup>

---

Policies

---

World Lacrosse

---

July 2018

---



---

## WORLD LACROSSE (WL) POLICIES

### Contents

- 1 Organization
  - 2 Attendance at GA meetings
  - 3 Voting Process
  - 4 Guidelines for Sector voting
  - 5 Meeting Standing Orders
  - 6 Travel Expenses for Board
  - 7 Accommodation Expenses for Board
  - 8 Expenses for Committee Members
  - 9 Expenses for GA Delegates / Observers
  - 10 Bank Withdrawals
  - 11 Salaried Staff
  - 12 Awards
  - 13 Annual Report
  - 14 NGB Nominated Contact / GA Delegate
  - 15 Rule Changes – Timings
  - 16 Flags and Banners
  - 17 Appointment of Committee Chairs
- Appendix A Meeting Standing Orders
- Appendix B Recognition and Awards Program
- Appendix C Annual Report Template



## WORLD LACROSSE (WL) POLICIES

### 1. ORGANIZATION

---

- 1.1** At set up of World Lacrosse two Board positions (Director of Women's Lacrosse and Director of Men's Lacrosse) were guaranteed Game-representatives. The organization is now well beyond this point and gender diversity is now more relevant to the Board. The Women's and Men's Director Positions have now been superseded in the Organisation changes previously agreed by the General Assembly (GA)
- 1.2** For the first four years after set up of the new Federation (August 2008 – June 2012) the positions of President and Vice President were Game-representative, but this is no longer a pre-requisite.

### 2. ATTENDANCE AT GA MEETINGS

---

- 2.1** As stated in the Constitution all Members are entitled to send one delegate (who must be named in advance). Additionally, each Member may optionally send an observer (who must be named in advance) to the meeting. Observers will be seated behind the delegates (where physical constraints of the meeting room permit this).
- 2.2** Observers may only address the meeting with agreement of the Chair at the specific request of the delegate. The Chair may decline such a request.
- 2.3** In advance of any meeting, and before 30 days, the member NGB must declare and advise the name of their delegate and any observer to the Secretary General. The delegate must cast any vote.

### 3. VOTING PROCESS

---

- 3.1** Those entitled to vote are Full Members and Board members (except for the Chair [generally the President]). The Member vote must be cast by the delegate declared prior to any vote. In the event of a tie the Chair will have a casting vote.
- 3.2** If any conflict occurs between a delegate and an observer, the Chair will give preference to the delegate.



## 4. GUIDELINE FOR SECTOR VOTING

---

**4.1** The current sectors are:

Men's Field

Women's

Field Men's

Indoor

Women's Indoor

**4.2** In instances of sector voting only those Members who have met the criteria outlined in the Constitution within that sector will be permitted to vote. In the event of a tie the Chair will have a casting vote.

**4.3** For existing Members at the date of creation of World Lacrosse (August 2008), the benefits, as at that time, will be retained.

## 5. MEETING STANDING ORDERS

---

See Appendix A

## 6. TRAVEL EXPENSES FOR BOARD

---

**6.1** Expenses will be paid for travel to World Lacrosse meetings for members of the Board and where relevant Committee / Commission Chairs.

**6.2** From time to time the Board may determine that it is appropriate for Board members to travel to other events or meetings.

**6.3** This will be economy class airfare from home destination to the Board or General Assembly meeting.

**6.4** The individual travelling shall seek the most cost-effective airfare for the journey and normally use the World Lacrosse appointed travel agent unless otherwise agreed.

## 7. ACCOMMODATION EXPENSES FOR BOARD

---

**7.1** Where the Board member or Committee / Commission Chair is



travelling in accordance with World Lacrosse travel policy, they will be reimbursed the costs of accommodation at a cost-effective hotel from the night preceding to the night of the final day of the meeting.

- 7.2** At meetings and events where hospitality is not provided or centrally funded a per diem may be claimed by Board members and Committee Chairs. The per diem rate will be agreed by the Board from time to time.

## **8. EXPENSES FOR COMMITTEE / COMMISSION MEMBERS**

---

- 8.1** Expenses for Committee / Commission members will be the responsibility of the relevant Member National Governing Body or the Individual, unless as otherwise directed by the Board for Committee / Commission Chairs.

## **9. EXPENSES FOR GA DELEGATES / OBSERVERS**

---

- 9.1** Expenses for delegates and observers will be the responsibility of the relevant Member National Governing Body.

## **10. BANK WITHDRAWALS**

---

- 10.1** Withdrawals from the bank account in excess of one (1) thousand dollars (US) must be authorized by any two (2) of three (3) nominated 3 Board members.
- 10.2** The Secretary General will authorize amounts below this.
- 10.3** The Board may delegate authority for areas of expenditure to the Chief Executive Officer.

## **11. SALARIED STAFF**

---

### **11.1 Executive and Administrative Staff**

- 11.1.1** The Federation may hire Executive staff to implement the Strategic Plan and administrative staff to provide administrative to the Board and executive staff. With respect to the Board assistance this will generally be in the areas of meeting planning (including distribution of notices and reports, coordination of meeting location, etc.), Membership management, and Board/delegate communications (including those relating to Constitutional and Bylaw matters, distribution of minutes, etc.).



**11.1.2** Administrative staff will report to and be managed/evaluated by the Chief Executive Officer (CEO).

#### **11.2** Development Staff

**11.2.1** The Federation may hire development staff to provide support to the Development Committee, especially in the area of coordination of development initiatives in Member and non-Member countries.

**11.2.2** The Development Officer and any other development staff appointed will be managed by the CEO.

### **12.AWARDS**

---

**12.1** Awards will be made at the discretion of the Board and/or GA.

**12.2** Current Awards are listed at Appendix B

### **13.MEMBER REPORTS**

---

The World Lacrosse Board may request from each Member a report covering playing / coaching / officiating numbers and such other information as required.

The information will be defined at the time of the request. - A template covering the example of information requirements is at Appendix C

### **14.NGB NOMINATED CONTACT / GA DELEGATE**

---

**14.1** Member NGBs must declare and advise their prime contact point for all Federation communications. It is expected that this would be an officer or employee of the NGB. Prior to any meeting of the GA the NGB must declare and advise the name of their delegate and any observer to the Secretary General. This should be at least 30 days in advance of any meeting.

### **15.RULE CHANGES - TIMINGS**

---

**15.1** No alteration to the Playing Rules shall be made to apply to a world event within a period of two (2) years prior to that world event except with the unanimous agreement of relevant sector votes or if it is a women's rule clarification or equipment modification (see below for definitions).

**Rule clarification:** minor changes to wording to improve understanding of intent of a rule)

These can be passed by the World Lacrosse Board with the input from the relevant Rules subcommittee Chair through the Technical Director and do not require GA approval. **Equipment Modification:** changes to equipment



specifications which are measurable or impact player safety.

These can be passed by the World Lacrosse Board with input from the relevant Rules subcommittee Chair through the Technical Director and do not require GA approval

**15.2** Unless submitted by the World Lacrosse Board, a standing committee (Rules, Officials or Competition), requests for changes to Rules may only be submitted by Full Members that field at least one team in the respective (Indoor or Field) World Event play and must be accompanied by the endorsement of at least two additional Full Member nations (total of 3) that have fielded at least one team in the respective World Event play in order to be considered by the GA. Suggested rule changes must be submitted to the Rules Committee at least 180 days prior to a GA.

**15.3** Proposed Rule Change Schedule

- a) 180 days before GA meeting – deadline for open submission of rule changes to committee
- b) 90 days before GA meeting – deadline for committee to submit proposals to the Board
- c) 60 days before GA meeting – deadline to submit proposals to the GA
- d) GA meeting – GA considers proposals

## 16 World Lacrosse FLAGS & BANNERS

---

World Lacrosse provides Flags and Banners to be used at World Lacrosse events. For the period of delivery until return, or handover to the next host, the hosting organization is responsible for the safe keeping of the items. If Flags and Banners are lost, stolen or otherwise cannot be found then NGB of the host organization is responsible for payment for replacements.

## 17 APPOINTMENT OF COMMITTEE CHAIRS

---

Committee Chairs are appointed by the Board on the recommendation of the relevant Director. To allow an incoming Director some flexibility in terms of time to consider this, new Committee Chair appointments will take place over the three (3) month period following a General Assembly.



## APPENDIX A

### MEETING STANDING ORDERS

#### 1. LANGUAGE

---

- 1.1** The official language of World Lacrosse is English, and all notices and documentation will be in US English or accompanied by an English translation. All meetings will be conducted in English. *Note: This is covered in the Constitution but retained here to ensure no ambiguity.*

#### 2. NOTICE OF GA MEETINGS

---

- 2.1** Preliminary notice of each GA Meeting shall be sent to the nominated contact points of all Members not less than four months prior to its scheduled date.
- 2.2** Such notice shall provide as much information as possible including the proposed place, date and time of the meeting, and be accompanied by a draft agenda. Members are required to submit matters for inclusion in the final agenda to the Vice President no later than 90 days prior to the scheduled GA.
- 2.3** Final notice of each GA together with relevant documentation, including any resolutions for Constitution, Bylaw or Rule change, shall be sent to all NGB nominated contact points not less than 60 days prior to the GA.
- 2.4** The notice shall specify the place, date and time of the GA and include a final agenda specifying the nature of the business to be transacted at the GA and the names of any candidates for the Board or Committee Chair positions

#### 3. MEETINGS OF THE GA

---

- 3.1** The President shall preside as chair at all meetings of the GA. In his / her absence or if unwilling to act, the Vice President shall act and if the Vice President is absent or unwilling to act, another Board member shall act subject to agreement of the GA on a show of hands.
- 3.2** No resolution shall be put to a vote at a meeting of the GA unless a quorum of Members (as defined in the Constitution) is present at the time it is so put.
- 3.3** At any meeting of the GA a resolution put to vote shall be decided on a show of hands unless, before the show of hands, a poll is demanded by the chair or by at least four GA eligible voting Members.
- 3.4** “Show of hands” in this context means holding up the Voting Card (or paddle). A Voting Card will be provided to each Member eligible to vote to





clearly indicate the sectors (Men's / Women's, Field / Indoor) that are appropriate to the Member.

#### **4. MEETINGS OF THE BOARD**

---

- 4.1** The President shall preside as chair at all meetings of the Board (be this face to face or virtual). In his / her absence or if unwilling to act, the Vice President shall act and if the Vice President is absent or unwilling to act, another Board member shall act subject to agreement of the Board on a show of hands.
- 4.2** No resolution shall be put to a vote at a meeting of the Board unless a quorum of Members (as defined in the Constitution) is present at the time it is so put.
- 4.3** At any meeting of the Board a resolution put to vote shall be decided on a show of hands unless, before the show of hands, a poll is demanded by the chair or by at least two Board members.
- 4.4** In the event of a tied vote the chair shall have an additional casting vote.

#### **5. COMMITTEE / COMMISSION MEETINGS**

---

- 5.1** The Chair of each Committee / Commission shall preside as Chair of every meeting of the relevant Committee / Commission. In his or her absence or if she is unwilling to act, the Committee / Commission members present may choose one of their members to act.
- 5.2** No resolution shall be put to vote at any meeting of any Committee / Commission unless a majority of Committee / Commission members are present at the time the resolution is so put.
- 5.3** At any meeting of any Committee / Commission a resolution put to vote shall be decided on a show of hands unless, before the show of hands, a poll is demanded by the chair or by at least two Committee / Commission Members.

#### **6. ELECTION OF BOARD**

---

- 6.1** In any case where there is only one candidate for an office, whether or not that candidate is elected shall be determined by Resolution.
- 6.2** In any case where there are two candidates for an office, a secret ballot shall be taken of the eligible voting GA Members present. On any such ballot, the candidate receiving the majority in number of votes cast shall be elected to the relevant office. If a tie occurs on any such ballot a repeat secret ballot shall be taken. To avoid doubt, there shall be no limit on the number of such repeat secret ballots that may be taken.
- 6.3** In any case where there are more than two candidates for an office, a secret



ballot shall be taken as above. On any such ballot the candidate receiving the least number of votes cast shall be eliminated from the election. This shall occur until two candidates remain for office.

- 6.4** If on any secret ballot under this paragraph there shall be a tie preventing the elimination of one candidate from the election, a repeat secret ballot shall be taken. To avoid doubt, there shall be no limit on the number of such repeat secret ballots that may be taken.
- 6.5** Ballot papers shall be in such form as the Board (acting by resolution or by the majority in number of its members who would constitute a quorum for the purposes of a resolution) may from time to time prescribe. The Board (so acting) shall be entitled to decide whether a ballot paper purporting to cast a vote has validly cast a vote and its decision shall be final. The GA shall be entitled to appoint two (2) scrutineers to manage any ballot.
- 6.6** Nominations for election to each Board position shall be submitted in writing to the VP (Chair of the Nominations Committee) by no later than 90 days prior to the scheduled date for the GA at which any election is due to take place. The VP will forward to Nominations Committee.

## 7. GENERAL

---

- 7.1** Where any provision of the Constitution or of any other document provides expressly or by implication for any document to be “in writing” or “written” or refers to “a copy” of any document, such document may be in the form of and sent by fax, e-mail, pdf or any other form of electronic communication provided that the Board shall be entitled to request that any such document shall, or shall in addition, be in hard copy and, if signed, with the original signature in manuscript and/or delivered by hand or sent by post, airmail or courier.

## 8. GA MEETING LOGISTICS

---

- 8.1** This section outlines the general logistics regarding GA meeting.
- 8.2** A main meeting room capable of holding 80-100 people is required with Boardroom style seating for 50 and space for Observers behind each delegate. A “top table” is required that will accommodate 8 people.
- 8.3** Projection capability (DVD, PowerPoint) and a Whiteboard should be available.
- 8.4** A second room capable of holding up to 12 people should be available.
- 8.5** The meeting rooms are generally required over the period 8.00am to 6.00pm but it is desirable if the rooms could be available in the evenings up to 10.30pm.



## APPENDIX B

### RECOGNITION AND AWARDS PROGRAM MEN AND WOMEN

#### 1. CURRENT AWARDS

---

**1.1** Awards will be made at the discretion of the Board and or GA.

#### 2. EVENT AWARDS

---

##### 2.1 Women

- a) World Cup (Senior)
- b) Margaret Boyd Trophy: (U19)
- c) Medals (1-3): Senior and Under 19
- d) World Team (12): Senior and Under 19 (not necessarily at both events but could be)
- e) Championship MVP: Senior and Under 19
- f) Participation Certificates (all players and officials): Senior and Under 19
- g) Heart of Lacrosse Awards
- h) Wes Patterson Awards

##### 2.2 Men

- a) Laurie Turnbull World Championship Shield: Senior
- b) Tom Hayes Trophy Under 19 World Champion
- c) Stan Cockerton Cup World Indoor Championship Trophy
- d) Medals (1-3): Senior, Under 19 and Indoor
- e) Participation Certificates (all players and officials): Senior, Under 19 and Indoor
- f) Championship MVP: Senior, Under 19 and Indoor
- g) Positional Awards: Senior and Under 19 (4), Indoor (4)
- h) World Team: Senior and Under 19 (10), Indoor (6)
- i) President's Team (Senior) (10 non-positional)
- j) Spirit of Lacrosse Awards (all competing teams and Officials) Senior, Under 19 and Indoor. The Spirit of Lacrosse Award for the Official will be known as the "Graham Lester Spirit of Lacrosse Award"



### 3. CURRENT OTHER AWARDS ARE AS FOLLOWS:

---

#### 3.1 Women

- a) Recognition awards
- b) Honorary Recognition (was Membership)
- c) Honorary Umpire
- d) Umpire Emeritus

#### 3.2 Development

- a) Recognition

### 4. HONORARY LIFETIME ACHIEVEMENT

---

#### **CRITERIA**

Individual required to meet at least two (2) of the following:

- has been a President of the Federation;
- has been a Board Member of the Federation for at least 4 years (not necessarily consecutive);
- has attended at least 3 General Assemblies of the Federation (not necessarily consecutive) as a Board or Committee member of the Federation;
- has been the individual with overall responsibility in a Member of the Federation hosting a World Event for organising such World Event for that Member on behalf of the Federation;
- has made a major contribution to the development of the sport in a country other than that of the Member of the Federation with which the Nominee has been principally involved;
- has made an exceptional contribution to the Federation:

#### **BENEFITS**

- Entitled to attend General Assemblies of the Federation (but not entitled to vote)
- Admission at no cost to World Lacrosse World Events
- Admission at no cost to event final dinner / banquet
- When in attendance recognised at GA's
- Listed on the World Lacrosse web site
- Pin presented
- Option to buy a ring.
- Awards in this category will be Board prerogative. All existing IFWLA / ILF Past Presidents and Honorary Life Members will be included as Honorary Lifetime Achievers.



## APPENDIX C

## ANNUAL REPORT TEMPLATE

The report is not intended to be onerous but to provide in simple terms basics information about each member. This is needed to enable World Lacrosse to see the relative status and also to be able to provide information to those that request this, these being predominantly new countries wishing to take up the sport and sporting equipment suppliers.

***The exact format will be developed by the World Lacrosse Board but will include the following:***

**Member:** (name of Governing body)

**Prime Contact:** (name of main contact)

**Contact Details:** (Address, telephone number, e-mail address)

**Player Information**

<b><i>Number of players</i></b>	<b><i>Under 16</i></b>	<b><i>16 – 18</i></b>	<b><i>Senior</i></b>
Men – Field			
Women – Indoor			
Women – Field			
Women – Indoor			

**Club /Team Information**

<b><i>Men</i></b>	<b><i>Women</i></b>	<b><i>Joint</i></b>	
Schools			
Universities / Colleges			
Clubs			
Other			

**Coaches (Qualified)**

<b><i>Men</i></b>	<b><i>Women</i></b>	<b><i>Both</i></b>	
Field			
Indoor			

**Referees / Umpires**

<b><i>Men Field</i></b>	<b><i>Men Indoor</i></b>	<b><i>Women Field</i></b>	<b><i>Women Indoor</i></b>
Beginner			
Intermediate			
National			
International			