



POLICIES

FEDERATION OF INTERNATIONAL LACROSSE

UPDATES FOR REVIEW AT GA IN JULY 2010



FEDERATION OF INTERNATIONAL LACROSSE (FIL)

POLICIES

Contents

- 1 Initial 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**



FEDERATION OF INTERNATIONAL LACROSSE (FIL)

POLICIES

1. INITIAL ORGANIZATION

- 1.1 Two Board positions (Director of Women's Lacrosse and Director of Men's Lacrosse) will be guaranteed game-representatives.
- 1.2 For the first four years after set up of the new Federation (August 2008) the positions of President and Vice President will be game-representative.

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 at least 30 days before, the member NGB must declare and advise the name of their delegate and any observer. 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 FIL (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 FIL meetings for members of the Board.
- 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.

7. ACCOMMODATION EXPENSES FOR BOARD

7.1 Where the Board member is travelling in accordance with FIL 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.



EXPENSES FOR COMMITTEE MEMBERS

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

8. EXPENSES FOR GA DELEGATES / OBSERVERS

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

9. 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 Board members.
- 10.2** The Director of Finance will authorize amounts below this.
- 10.3** These arrangements may be modified as and when staff are appointed.

10. SALARIED STAFF

11.1 Administrative Staff

11.1.1 When feasible, the organization may hire administrative staff to provide administrative support to the Board, especially in the areas of meeting planning (such as distribution of notices and reports, coordination of meeting location, etc.), membership management, and Board/delegate communications (such as those relating to constitutional and by law matters, distribution of minutes, etc.).

11.1.2 *Administrative staff will report to and be managed/evaluated by the Board.*

11.2 Development Staff

11.2.1 When feasible, the organization may hire additional development staff to provide administrative support to the Development Committee, especially in the area of coordination of development initiatives in member and non-member countries.

11.2.2 *The current Development Officer and any other development staff appointed will report to and be managed/evaluated by the Director of Development.*



11. 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

12. ANNUAL REPORT TEMPLATE

FIL will request from each member an annual report covering playing / coaching / officiating numbers and such other information as required. A template covering the prime requirements is at Appendix C

13. NGB NOMINATED CONTACT / GA DELEGATE

- 14.1 As part of the annual report the member NGB 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. This must be at least 30 days in advance of any meeting.

14. RULE CHANGES - TIMINGS

- 15.1 No alteration to the Playing Rules shall be made to apply to a world championship within a period of two (2) years prior to that world championship except with the unanimous agreement of relevant sector votes.
- 15.2 Unless submitted by a standing committee (rules, officials or competition), requests for changes to rules may only be submitted by full member nations that field at least one team in the respective (Indoor or Field) world championship play and must be accompanied by the endorsement of at least two additional full member nations (total of 3) that field at least one team in the respective world championship 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.
- 14.6 Proposed Rule Change Schedule (in a GA meeting year)
 - 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



15. FIL FLAGS & BANNERS

FIL provides flags and banners to be used at FIL 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 the NGB of the host organization is responsible for payment for replacements.

16. 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 the FIL is English and all notices and documentation will be in 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 60 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 30 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.

5. COMMITTEE MEETINGS

- 5.1** The chair of each Committee shall preside as chair of every meeting of the relevant Committee. In his or her absence or if she is unwilling to act, the Committee members present may choose one of their number to act.
- 5.2** No resolution shall be put to vote at any meeting of any Committee unless a majority of Committee Members are present at the time the resolution is so put.
- 5.3** At any meeting of any Committee 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 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 poll-watchers in relation to any ballot.
- 6.6** Nominations for election to each Board position shall be submitted in writing to the VP by no later than 60 days prior to the scheduled date for the GA at which any election is due to take place. The VP will forward to the Nominating 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 40 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 require 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 (Spirit of Lacrosse awards)

2.2 Men

- a) Laurie Turnbull World Championship Shield: Senior
- b) Tom Hayes Trophy Under 19 World Champion
- c) 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) Presidents Team (10) [previously known as Honorable Mentions]
- j) Spirit of Lacrosse Awards (all competing teams and Officials) Senior, Under 19 and Indoor



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



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 the FIL 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 FIL 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

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

Club /Team Information

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

Coaches (Qualified)

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

Referees / Umpires

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