



To: World Lacrosse General Assembly
CC: World Lacrosse Board Members and Staff
From: Lindsay Impett – WL Director of Events
Fiona Clark, WL Competition Director
Subject: Event Hosting and Competition Manual
Date: 19 August 2020

1. Overview

The Event Hosting and Competition Manual is Section 5 of the Governance Working Group portfolio of governance documentation and aims to harmonize event and competition information for the hosting of World Lacrosse World Championship Events across all disciplines. As well as event and competition policies the manual has combined information from the Women's Event By-Laws and Men's Competition Handbook. The objective of this process was to align guidance across all disciplines, where possible, which has resulted in changes to some information in one or both documents. These changes are either:

- a. Policy changes – A policy may have been added or changed to meet expected standards of delivery and/or align between disciplines
- b. Financial changes – Changes to the cost for teams and/or the Local Organising Committee (LOC) to align across all disciplines
- c. Process changes – Processes used in events have been changed to meet expected standards of delivery and/or align between disciplines

The purpose of this document is to inform the Membership of proposed changes to the documentation that governs the delivery of World Lacrosse World Championship Events and request approval of these changes at the General Assembly which takes place in Quarter 4 of 2020. These changes are listed within the document with additional detail provided at Section 5.

2. Administrative changes

The following administrative changes are in place throughout the manual and therefore are not highlighted as individual changes:

- All references to the Federation of International Lacrosse (FIL) have been changed to World Lacrosse (WL)
- All references to Host, Host Organization or Host Committee have been changed to Local Organizing Committee (LOC)
- References to Women's Competition Committee Chair have generally been changed to either WL Director of Events or WL Competition Director.
- Timelines/deadlines have been changed from a set date such as 1 April to X number of months prior to the event to account for differing start dates of events.

3. Changes that relate to other GA approvals/workstreams

As the Event Hosting and Competition Manual proposes overarching guidance across all WL World Championship Events some changes that have been highlighted are dependent on the approval of other workstreams. Rather than re-iterating these in detail, below is the list of other workstreams that impact the Event Hosting and Competition Manual. Once these workstreams have been through the GA approval process the Manual will be updated as required:

1. Event Calendar
2. Qualification timeline
3. Championship size
4. Championship format
5. Eligibility
6. Officiating

4. Changes Requiring Membership Approval

The following manual changes are not dependent on other workstreams and therefore approval is required separately at the General Assembly in Quarter 4 of 2020. These changes are listed below with additional detail included in Section 5 and accompanying Appendices:

- a. Policy Changes
 1. Damages Policy
 2. Update to Event Debt Policy
 3. Discipline and Appeals Policy at Events
 4. Team Uniform Policy
 5. Betting and Gambling Policy
- b. Financial Changes
 1. Arrival and Departure Transport Cost
 2. Cost of accommodation, catering, and transport for Timing, Scoring and Results provider
 3. Inclusion of athletic trainer for officials
 4. Provision of Primary Carer in Team Staff
- c. Process Changes
 1. List of Team Responsibilities
 2. LOC Competition Management Responsibilities
 3. Liaison Officer recruitment – change of timeline
 4. Removal of information on Crosses – signposted to relevant Rule Book
 5. Change of Latest Start Time
 6. Competition Schedule – Review and comment by teams
 7. Team Photographic Session
 8. Request for Team Press Representative
 9. Pre-Game Media Requirements
 10. Country Media Passes
 11. Host Country Sponsors
 12. Gift exchange
 13. Official Party
 14. Electrical devices prohibited from side lines
 15. Event Trophy

5. Detail on Proposed Changes

| Current Position | | Manual Section | New Text |
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| a. Policy Changes | | | |
| 1 | <p>Damages</p> <p>It is the host country's responsibility to report any charges/damages/ to the FIL Board up to ninety days after the completion of the event. A decision on these damages will be made, with countries advised not more than thirty days following submission to FIL. Any damages or charges must be paid prior to any future world event participation, including women's or men's events.</p> | 5.2.9 | <p>It is important that all attendees respect the facilities in which the event is being held. However, WL is aware that accidental damage to facilities and equipment may occur. It is the team's responsibility to pay for any damages that they cause. Damage to any property during a world event shall be reported by the LOC/relevant others, to World Lacrosse.</p> <p>See full policy at Appendix 1 for details.</p> |
| 2 | <p>Event Debt Policy/Residual Debts</p> <p>All Residual Debts owed the FIL must be paid in full before a country can participate in a future FIL World Event.</p> | 5.2.4 | <p>If a team has not made complete payment prior to arrival the LOC must inform the WL Director of Events no later than the date of the team's arrival. WL Director of Events will then work with the LOC to issue a statement/invoice to the team for the outstanding debt which will give 24 hours from arrival to make payment.</p> <p>Any team who does not make payment by the deadline will not be permitted to take the field for their first match or any other match until the outstanding debt is paid.</p> <p>Teams will still be liable for payment of all outstanding costs even if not permitted to play in the event.</p> <p>See full policy at Appendix 2 for details.</p> |
| 3 | <p>Discipline and Appeals Policy</p> <p>A Disciplinary Committee will be convened when a complaint of behavior serious enough to harm or damage the reputation of lacrosse or the safety of</p> | 5.2.7 | <p>Each competing nation is responsible and accountable for its own conduct and the conduct of all teams' members. Any potential breach of discipline will be investigated.</p> |

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| | <p>participants at a FIL world event is received in writing. The World Event Discipline Policy will be followed.</p> | | <p>A Disciplinary Committee will be convened when a complaint of behavior serious enough to harm or damage the reputation of the sport, or the safety of participants, is received in writing. The decision will be final and binding on all parties concerned. Note: Verbal complaints must be followed up in writing.</p> <p>Further details regarding the disciplinary review and appeals processes for events are included in the full policy at Appendix 3.</p> |
| 4 | <p>Team Uniform Policy</p> <p>Uniform policy remains largely unchanged from Women's Bylaws except for confirmation of size of team sponsor branding permitted and reference to penalties.</p> <p>Men's Handbook refers to specific penalties related to incorrect display of the WL patch.</p> | 5.5.5 | <p>Information for Men's Championship Handbook and Women's Event Bylaws has been used to harmonise Uniform Policy across the disciplines. Significant items inc:</p> <p>Sponsors: A maximum of four sponsor logos may be displayed on the body or playing uniform. None of which may exceed 40cmsq. A suitable ratio of sponsors and team national colour exposure must be utilised. Team uniform layouts will be provided to WL for approval at least three months prior to the event. WL reserve the right to require a change to the uniform if the above constraints are not met.</p> <p>Penalties: Any breach of this policy will be considered a breach of the manual and athlete code of conduct. WL therefore reserve the right to treat any breaches of the uniform policy in line with the WL Disciplinary Procedures. This includes fines and penalties as deemed appropriate in relation to the breach.</p> <p>Numbering: For WL Tournaments, numbers 1 to 98 only are permitted on team shirts. Each set of uniforms must include at least two spare sets (light/dark shirt and shorts/kilt), for use as a replacement for any blood soiled uniform. The spare uniform should carry the number 99.</p> <p>See full policy at Appendix 4 for details.</p> |
| 5 | <p>Betting and Gambling Policy</p> | 5.2.8 | <p>The Event Specific Betting and Gambling Policy from the Men's Handbook has been standardised across the disciplines and supports the overall WL Betting Integrity Policy.</p> <p>See full policy at Appendix 5 for details.</p> |
| <p>b. Financial Changes</p> | | | |

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| 1 | <p>Arrival and Departure Transport Cost</p> <p>At Women's events transport is provided for teams from the arrival hub (airport/station) to the accommodation which is paid for by the LOC. It is not provided/paid for on the return journey.</p> <p>At Men's events transport in both directions is paid for by the teams.</p> | 6.6.1 | <p>It is proposed that transport is paid for by the teams in both directions for Women's and Men's Events. It is proposed that the LOC arrange the transport from the official arrival hub to the accommodation but that this cost is estimated by the LOC and paid for by the teams prior to arrival. Any additional costs will be paid for at the event.</p> <p>Teams who do not arrive at official designated transport hubs will need to pay in full for the cost of their transportation or arrange this transportation themselves.</p> |
| 2 | <p>Cost of Accommodation, Transport and Catering for Timing, Scoring and Results (TSR) provider</p> <p>The standard of provision of TSR (including statistics) is not prescribed in current event documentation although statistics provision is referenced.</p> | 5.6.11 | <p>The manual places the cost of TSR (including stats) on the LOC although selection and provision will be through consultation with WL to ensure required standards are met. This includes the provision and cost of accommodation, transport, and catering for this provider. This has been the case at most recent events; however, detail has been included in the manual so the expectations around provision can be formalized during the bid process.</p> |
| 3 | <p>Provision of athlete trainer for referees</p> <p>The Women's Bylaws require an athlete trainer to be provided for the referees; however, this is not included in the men's handbook.</p> | 2.7.5 | <p>To harmonize between the disciplines, and on the recommendation of the Chief Medical Officer, Technical Director and Head of Officiating, the following wording has been included:</p> <p>It is the responsibility of the host country to provide athletic trainer/ physiotherapist care for the referees/umpires. This cost is to be shared among all participating countries. It is the LOCs responsibility to invoice the teams for this cost.</p> |
| 4 | <p>Provision of Primary Carer within team staff</p> <p>Currently the women's events require teams to bring a primary carer, but the men's events do not. It is recommended by the WL CMO that this is extended to the men's events for the welfare of athletes.</p> | 5.3.6 | <p>Each Competing Team must provide one person trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer etc) within their team staffing. Failure to include this member will result in liaison with the host country for provision of same at the country's own expense.</p> <p>The team staff must include at least:</p> <ul style="list-style-type: none"> • One (1) Head Coach • One (1) Manager • One (1) Primary Care Person trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer). Failure to include this |

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| | | | member will result in liaison with the LOC for provision of same at the Member's own expense. |
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| c. Process Changes | | | |
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| 1 | List of Team Responsibilities | 2.6.3 | <p>The following has been added to ensure competing teams are aware of their obligations.</p> <p>Competing teams have the following responsibilities:</p> <ul style="list-style-type: none"> • Payment of the event registration fee to WL • Payment, on invoice, of all participation costs to the event LOC, including the accommodation, catering and equalization of officials' costs. • Compliance with timelines relating to registration and the provision of information as detailed by the event LOC and WL. • Compliance with all rules, regulations and policies related to the safe and successful conduct of the game of Lacrosse as determined by WL. <p>Additional information relating to Code of Conduct and Disciplinary procedures is provided elsewhere in the manual.</p> |
| 2 | <p>LOC Competition Management Responsibilities</p> <p>At recent events, the Competition Management of the event has been overseen by the WL Competition Director supported by an Event Lead.</p> | 2.6.2 | <p>It is proposed that the management of the competition should be provided by the LOC rather than the provision of WL Event Leads. The LOC Competition Manager will liaise with WL representatives as well as working closely with the LOC Event Director, Officials Representatives, and other members of the LOC.</p> <p>WL will work collaboratively and supportively in helping the LOC ensure that suitable staffing/volunteer roles are in place to support the delivery of the competition to expected standard.</p> |
| 3 | <p>Team Liaison Recruitment Timeline</p> <p>Women's Bylaws require appointment by 1st January in the year of the event. Men's require Team Liaisons to be appointed 3 months in advance of the event.</p> | 5.5.2 | <p>It is the responsibility of the LOC to appoint Team Liaison Officers (TLOs) and brief them on the requirements of the role. Ideally one TLO should be appointed per country. This person becomes the focal point for the team and is a communication channel for the LOC.</p> |

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| | | | The LOC must provide contact details of the respective TLO at least three months prior to the Championship to each Team Manager. |
| 4 | <p>Removal of Information on Crosses (Women's Game)</p> <p>Current bylaw wording: It is each country's responsibility to advise via email the Women's Rules and Officiating Chairs of the crosses that their team will be playing with at the world event, including four pictures of each crosse (front, left side, back and right side) including showing the connection of the handle to the head no later than three months prior to the world event. The Rules and Officiating Chairs will inform the member country of any concerns no less than two months prior to the world event.</p> | 5.6.10 | <p>New Wording: The teams and individual players are responsible for ensuring their equipment meets the rules and specifications as detailed in the relevant Rule Book for their discipline.</p> <p>All information regarding equipment is available in the Rule Books which supersede the Women's Bylaws therefore this change avoids duplication.</p> |
| 5 | <p>Change of Latest Start Time</p> <p>The latest start time of a match at a men's event is 8:30pm. The latest start time at a women's event is 8pm.</p> | 5.1.5 | <p>To harmonize between the disciplines the following wording has been included:</p> <p>The final game of the day must not be scheduled to commence later than 8pm. Evening games may be included in game schedules providing adequate game lighting is provided. See section XX re: Lux levels for lighting. At the event, games may be permitted to start later than 8pm as a contingency for weather delays etc, providing the WL Director of Events is notified in advance of play commencing.</p> |
| 6 | <p>Competition Schedule – Review and Comment by Teams</p> <p>The Women's Event Bylaws propose that the Competition Chair circulates the competition schedule to all countries not later than 1 January prior to the event for comments. In the men's game no consultation period is provided.</p> | 5.1.2 | <p>It is proposed that the period of consultation is removed from the Women's Event and the following included in the manual:</p> <p>WL will work closely with the LOC to produce the competition schedule, based on the competition structure and subject to the number of competing countries, at least nine months prior to the event. WL will consider factors including ticket sales and requests from the LOC regarding allocation of games, but final confirmation of the schedule lies with WL.</p> <p>Once confirmed, by WL and the LOC, the schedule shall be circulated to participating teams and across media channels.</p> |

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| 7 | <p>Team Photographic Session</p> <p>Previously all women's team have been required to have team photos taken both with and without the trophy.</p> | 6.3.11 | <p>The manual proposes that the LOC is responsible for providing a photographic session 1-2 days prior to the start of the event where each team is photographed as a group for marketing and media purposes. However, there is no requirement for all teams to have a photo taken with the trophy in advance of the event. Only the winning team will have their photo taken with the trophy and this will happen following the medal ceremony.</p> |
| 8 | <p>Team Press Representative</p> | 6.3.3 | <p>This section proposes that each team appoint a member of team staff to act as the team's press officer to manage publicity and interview requests on behalf of their National Team at the event.</p> <p>This may be an employed press officer as part of the allocated team staff numbers or an existing coach or manager who takes on this role.</p> |
| 9 | <p>Pre-Game Media Requirements</p> <p>Current Women's Wording: The requested players/coach from each country must accept the invitation to speak to the media with the exception of a medical concern.</p> | 6.3.3 | <p>To avoid interrupting pre-game team preparations emphasis has been placed on post-game, rather than pre-game interviews through the following wording:</p> <p>With only special exceptions, players and coaches are not expected to be available for media interviews prior to a game. Such special exceptions are made only with the prior approval of the World Lacrosse Communications Team and the National Team Press Officer and may involve requests on behalf of the Rights Holder Broadcaster.</p> <p>Media requests to interview a coach or player must be given to the LOC Media Coordinator 60 - 90 minutes prior to the game. Any pre-game interviews must be completed before the teams take the field for the official 35-minute on field warm-up.</p> |
| 10 | <p>Country Media Passes</p> <p>In the Women's Game 1 media pass and 1 photographer's bib are guaranteed for each team attending the event.</p> | 6.3.5 | <p>This change allows the LOC and WL to have more control over the provision of media access to the event through the following wording:</p> <p>Teams may apply for accreditation for one media personnel to attend the event and access the media areas, subject to approval of the application by WL.</p> |
| 11 | <p>Host Country Sponsors</p> | 4.1.2 | <p>The manual proposes that sponsorship and signage agreements are shared between the LOC and WL but there is no requirement for the teams to be made aware of all the contractual obligations. However, the LOC must notify both WL and</p> |

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| <p>The Women's Event Bylaws require the host country to inform WL and competing teams of world event signage agreements and contractual obligations.</p> | | <p>the teams of any title sponsorship which will become a ring-fenced category and therefore must be excluded from team uniform sponsorship.</p> |
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| 1 2 | <p>Gift Exchange</p> <p>Men's handbook suggests gifts are only exchanged at group games whereas gifts are exchanged for each game at women's event.</p> | 5.5.6 | Aligned so gifts exchanged at all matches. |
| 1 3 | <p>Official Party</p> <p>In the Men's Game The Official Party refers to the team whereas in the Women's Game the Official Party consists of the WL Board, Event Director and LOC Event Director.</p> | 7.2.2 | Official Party standardised across men and women to include WL Board, WL DoE and Head of LOC for next event. Teams are referred to as Teams rather than Official Party. |
| 1 4 | <p>Electrical devices prohibited at side lines</p> <p>The use of wireless and electronic communication on the side-line is not permitted unless in the case of an emergency. In this instance, the call must be made at the scorer's table.</p> | 5.5.3 | To harmonize between the disciplines this bylaw has been removed. It is felt that given the use of IPads and other devices in modern coaching that electrical devices should be permitted. |
| 1 5 | <p>Event Trophy</p> <p>Historically the winning team has taken the trophy and looked after it between events as WL did not have an official HQ building.</p> | 7.3.2 | It is proposed that each event Trophy is housed at WL HQ for safe keeping between events. WL will provide the winning team with a winner's plate/trophy that can be kept by the winning team. |