
Codes of Conduct and Procedures

As approved by the WL Board

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1.1 WL Board, Commissions, Committees and Working Groups Code of Conduct

- 1.1.1 **Duties and responsibilities:** The WL Board and its Committees, Commissions and Working Groups (hereafter known as 'Committees'), must adhere to the WL Code of Ethics (section 1.11 of the WL Constitution) as well as the contents of this Code.
- 1.1.2 The Board and its Committees have a duty to discharge public functions reasonably and according to the law and recognize ethical standards governing particular professions.
- 1.1.3 **Accountability:** The Board and its Committees shall be aware of their accountability to the WL membership; their accountability to financial stakeholders and other major sources of external funding; and the requirement of financial honesty and integrity.
- 1.1.4 **Conflicts of interest:** Board and Committee members will abide by the terms and conditions of all policies and procedures of WL (including the Conflicts of Interest Policy). They will not misuse their position or information acquired in their official duties to further their private interests or those of others. The Board and Committee, Commission and Working Group Chairs will ensure that any possible conflicts of interest are identified and disclosed at an early stage and that appropriate action is taken to resolve them.
- 1.1.5 **Integrity:** The Board and Committee members will not use their official position to receive, agree to accept or attempt to obtain any payment or other consideration for doing, or not doing, anything or showing favor, or disfavor, to any person. They should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgment and integrity. Each Board and Committee member shall file an annual statement to disclose any potential conflicts of interest as well as reaffirmation of their compliance with the WL Code of Ethics and this WL Board, Commissions, Committees and Working Groups Code of Conduct.
- 1.1.6 **Personal interest**
 - 1.1.6.1 The integrity of the Board and its Committees must be beyond suspicion. Accordingly, if any member of the Board or Committee has to deal in an official capacity with any matter in which they have a private interest, however slight and of whatever character, it is the Board and Committee member's duty to disclose all the facts to the Board.
 - 1.1.6.2 Members of the Board and Committees having a direct or indirect financial interest, such as a family connection, in any item of business of WL shall disclose the fact to the Board and shall not take part in any item of business in which they have a financial interest.
 - 1.1.6.3 Members of the Board and Committees will not be disqualified from conducting an item of business in which the financial interest is so remote or insignificant that it cannot be reasonably regarded as to possibly influence the individual.
- 1.1.7 **Relations with the public and WL members:** Members of the Board and Committees who deal with the affairs of the public should do so sympathetically, efficiently, promptly and without bias or maladministration. They should offer the public the highest standards of conduct and service.
- 1.1.8 **Use of resources:** The Board and Committees will endeavor to ensure the proper, economical, effective, and efficient use of resources.
- 1.1.9 **Behavior:** Board and Committee Member should be above reproach or criticism and harassment will not be permitted.

1.1.10 **Concerns about improper conduct:** If a member of the Board or Committee believes that they are being required to act in a way which:

- is illegal, improper or unethical;
- is in breach of a professional code;
- may involve possible maladministration, fraud or misuse of public funds or;
- is otherwise inconsistent with the WL Code of Ethics or this Code of Conduct;

they should raise the matter with the Board.

1.1.11 Members of the Board and Committee should also draw attention to cases where there is evidence of criminal or unlawful activity by others and may also report cases where they believe there is evidence of irregular or improper behavior elsewhere in the organization, but where they have not been personally involved, or if they are required to act in a way which, for them, raises a fundamental issue of conscience.

1.1.12 **Meetings of the Board:** Board meetings must be conducted in a professional manner where all present have the opportunity to express their views, without interruption, with these being given due respect. Attention must be given to the Chair without side conversations taking place. Debate should take place in an orderly manner with each having the opportunity to speak but avoiding repetition.

1.1.12.1 The President will preside as Chair at all meetings of the Board (be this face to face or virtual). In their absence or if unwilling to act, the Vice-President will act as Chair and if the Vice President is absent or unwilling to act, another Board member will act as Chair subject to agreement of the Board on a show of hands.

1.1.12.2 No resolution will 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.

1.1.12.3 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.

1.1.12.4 In the event of a tied vote the chair will have an additional casting vote.

1.1.13 **Meetings of the WL Commissions, Committees and Working Groups:** see section 1.5 below - 'Procedures for all WL Committees, Commissions and Working Groups'.

1.2 WL Member Code of Conduct

1.2.1 **Duties and responsibilities:** WL Members, as defined in section 1.1 of the Bylaws, and all the members and officers of all of the Member organizations, must adhere to the WL Code of Ethics (section 1.11 of the WL Constitution) as well as the contents of this Code.

1.2.2 Members must:

1.2.2.1 Comply with the WL Constitution, Bylaws, Policies, Codes of Conduct, Protocols and Procedures;

1.2.2.2 Comply with directives and decisions made by the GA;

1.2.2.3 Provide a timely response to all communications including requests for information and responses to postal votes;

1.2.2.4 Abide by the agreed Anti-Doping regulations and ensure that the domestic regulations are consistent with the World Anti-Doping Code;

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- 1.2.2.5 Ensure that members' own regulations (Constitution, Articles, and Statutes etc.) are complied with;
- 1.2.2.6 Respect the Playing Rules of all disciplines of the game of lacrosse;
- 1.2.2.7 Determine their own office- holders by democratic elections, ensuring at all times an adequate minimum representation of each gender within its governance structure;
- 1.2.2.8 Be solvent;
- 1.2.2.9 Manage their own affairs autonomously and without undue interference from outside bodies.

1.3 Athlete Code of Conduct

General Statement:

This Code of Conduct is for all athletes representing a World Lacrosse (WL) member country at a WL event. Any violations of this Code may result in suspension and dismissal from the involved country's lacrosse team, and the WL event, as per the Event Disciplinary and Appeals Policy

To follow are the WL Responsibilities and Expectations, and the WL Rules, which need to be strictly followed by all when representing their country in a WL event.

Responsibilities and Expectations: I agree to:

1. Represent WL, my country, and my teammates in a positive manner at all times.
2. Conduct myself in a manner consistent with the values of World Lacrosse, which include teamwork, integrity, inclusiveness, and mutual respect.
3. Adhere to the rules and regulations governing World Lacrosse events and activities.

Rules: I understand:

4. WL prohibits possession and /or drinking of alcoholic beverages by any team member who is under the legal drinking age.
5. Use of illegal drugs and non-doctor prescribed prescription drugs is prohibited.
6. WL prohibits possession and or drinking of alcoholic beverages by any team member in uniform, regardless of age, before, during or after a contest to include exhibitions and clinic demonstrations.
7. Excessive use of alcohol by any team member of any age which results in bringing discredit to WL and the country involved is unacceptable.
8. Use of alcohol in violation of the rules of the institution which is providing housing for team(s) is prohibited.
9. Violation of curfews and rules established by the institution which is providing housing for team(s) is prohibited.
10. Any legal problems outside of lacrosse which bring discredit to WL and the country represented is unacceptable.

I have read the above World Lacrosse Athlete Code of Conduct and I understand it is my responsibility to conduct myself in an appropriate manner.

World Event: _____

Athlete's Name: _____

Athlete's Signature: _____

Athlete's Parent/Guardian Signature (for U18): _____

Country Represented: _____

Date: _____

1.4 Officials' Code of Conduct

As an Official in the sport of lacrosse, I have a unique and important role to play. My conduct can impact not only the play of an individual game but in promoting the respect and growth of the game itself. I accept the responsibilities of this role and will strive to fulfill them guided by this Code of Conduct:

1. I will represent World Lacrosse in a professional manner at all times. I will ensure that my behavior, both on and off the field adheres to the principles of professionalism and is in observance of all World Lacrosse policies and procedures or as further directed by the Officials' Chair or equivalent of a World Lacrosse endorsed event.
2. I will not use illegal and non-doctor prescribed prescription drugs while participating in any World Lacrosse Championship, to include smoking or use of alcohol while wearing the World Lacrosse prescribed official's uniform.
3. I will make a personal commitment to keep myself informed of accepted officiating principles, which includes having a sound understanding of the rules of the game, their applications and current interpretations, including the mechanics in such documents as the World Lacrosse Officials' Manual.
4. To the best of my ability, I will enforce the rules of the game as codified in the current official World Lacrosse rulebook and in such documents as the World Lacrosse Officials' Manual. I will do so by frequently studying the rulebook, officiating frequently, attending clinics/courses, taking the rules test and participating in other professional growth activities to upgrade my officiating skills.
5. I will ensure I maintain a level of fitness commensurate with the level of lacrosse at which I officiate. I agree to take the World Lacrosse prescribed fitness test if requested as a condition to officiating at a World Lacrosse endorsed event.
6. I will strive to be consistent, objective and under control in the administration of each contest in which I participate. I will be available for discussion with the captains and coaches at appropriate times during a contest, and in accordance with the rules of the sport and World Lacrosse policies.

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7. I will help in the education of the sport. Officials can help players, coaches and spectators learn the sport by ensuring rule infractions are understood and appropriately penalized, thus encouraging fair play.
8. I will remain open to advancing my skills by participating in evaluation, discussion, and review with Technical Directors, Assessors and my peers. I will listen to and respect differing points of view. I will strive for impartiality throughout the event and limit social interaction with any players, team personnel, or spectators.
9. I will not accept a gift from a competing team except during a sanctioned gift exchange. Club clothing or clothing representing a previous tournament, e.g. "World Lacrosse, Sheffield 2017", is acceptable.
10. I will agree to correctly wear the official uniform as prescribed by the World Lacrosse. Officials will not wear any clothing or hats that connect them with their home country or any other competing country while at or travelling to or from the fields.
11. During World Lacrosse championships I will refrain from discussing in public or through the media, games I have officiated, and decisions made by other officials during their games. I will reserve such reviews for private discussion with other game officials.
12. I will treat all participants with courtesy and respect. I will not tolerate discourteous and inappropriate behavior towards any participant, including officials, spectators, or championship staff in any contest in which I am officiating. I will take action in accordance with the rules of the sport or World Lacrosse policies when appropriate.
13. Failure to comply with the Code of Conduct may result in disciplinary action. Such action may result in the member losing the privilege which comes with membership in the World Lacrosse, including the opportunity to participate in World Lacrosse activities and events, both present and future.
14. I agree to abide by and observe the World Lacrosse Bylaws and regulations, including those related to Anti-Doping Control, and the decisions of the World Lacrosse and Championship Organization in all matters including disciplinary measures, not to involve any third party whatsoever outside of the World Lacrosse in resolution of any dispute whatsoever arising in connection with the Championship and /or Bylaws and decisions made by the World Lacrosse relation thereto excepting having exhausted the appeal procedures within the World Lacrosse in which case I undertake to submit any such dispute to the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, for definitive and final resolution.

My signature below indicates that I have read and will fulfill this Code of Conduct as a World Lacrosse Official.

Official's Signature: _____

Official's Printed Name: _____

Date: _____

World Event: _____

1.5 Team Staff Code of Conduct

General Statement:

The Team Staff Code of Conduct identifies the standard of behavior expected of all World Lacrosse Team Staff making up the team's official party.

World Lacrosse is committed to providing an environment in which all individuals are treated with respect. Failure to comply with this Team Staff Code of Conduct may result in disciplinary action, as per the Event Disciplinary and Appeals Policy. Such action may result in the member losing the privileges which come with the membership in World Lacrosse, including the opportunity to participate in World Lacrosse activities and events, both present and in the future.

Listed are the WL Responsibilities and Expectations, which need to be strictly followed by Team Staff when representing their country in a World Lacrosse Event.

Responsibilities and Expectations: I agree to:

1. Represent WL, my country, and my team in a positive manner at all times.
2. Conduct myself in a manner consistent with the values of World Lacrosse, which include teamwork, integrity, inclusiveness, and mutual respect.
3. Adhere to the rules and regulations governing World Lacrosse events and activities.
4. Avoid behavior which brings World Lacrosse, or the sport of Lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
5. Not engage in any activity or behavior which interferes with a competition, or with any athlete or team's preparation for a competition, or which endangers the safety of others.
6. Refrain from comments or behaviors which are disrespectful, offensive, abusive, racist, or sexist. I understand behavior which constitutes harassment or abuse will not be tolerated and will be dealt with by the World Lacrosse Board of Directors.

I confirm that I have read this Team Staff Code of Conduct Agreement in its entirety and will abide by its terms freely and voluntarily.

World Event: _____

Signature: _____ Date: _____

Printed Name: _____

Country Represented: _____

Role (staff, coach, admin...): _____

1.6 Dispute Resolution

- 1.6.1 **Dispute Between Members:** Member dispute resolution is currently within the remit of the Vice President (VP) and as such all communication on these matters is with the VP.
- 1.6.2 Disputes between members, excluding disputes regarding anti-doping matters, which are governed by the WL Anti-Doping policy, may be referred to the Board for resolution by submitting written notification of a dispute to the VP. If the VP is from one of the countries involved, or if there is some other conflict of interest, then the President shall take on this responsibility.
- 1.6.3 The VP will contact the parties involved to confirm the allegations and / or circumstances of the dispute. If the VP determines that allegations and / or circumstances warrant WL facilitation, the VP will attempt to broker a solution to the dispute. All parties to the dispute must keep communications in relation to the dispute confidential.
- 1.6.4 If the VP cannot resolve the dispute, the VP will notify the Board of the request for dispute resolution and refer the matter to a Dispute Hearing Panel of three (3) Board members who do not originate from the Member countries involved in the dispute. The Dispute Hearing Panel will be endorsed by the full Board and may include the VP.
- 1.6.5 The Dispute Hearing Panel will consider the matter, conduct an investigation that will include testimony from the parties involved in the dispute and provide a decision that is consistent with the WL Constitution, Bylaws, Codes of Conduct, Procedures, Policies and Playing Rules of the respective disciplines of lacrosse.
- 1.6.6 The VP will then advise the Board and the parties involved in the dispute of the Dispute Hearing Panel's decision which shall be binding on all parties and not subject to appeal. The Dispute Hearing Panel reserves the right to refer the matter to the Disciplinary Action process (section 1.7 below) where necessary or appropriate.
- 1.6.7 Any costs required to facilitate the solution to the dispute between Members will be borne by the Member filing the dispute.
- 1.6.8 The dispute resolution process must be conducted within a reasonable time period (the definition of which may be impacted by impending events), not exceeding six (6) months from the date of notification of the dispute to the VP, to the date of communication of the decision of the Dispute Hearing Panel by the VP to all parties. Where this process is not concluded within a reasonable time period, or where any parties are not satisfied with the process (including the time period) or outcome of the dispute resolution process, any parties to the dispute may refer the matter to the Court of Arbitration for Sport (CAS).
- 1.6.9 **Disputes Between a Member and the WL Board:** The Board is responsible for oversight of the implementation and enforcement of the WL Constitution, Bylaws, Codes of Conduct, Procedures, Policies and Playing Rules of the respective disciplines of lacrosse, as approved and agreed upon by members (at and outside of the GA) and (where applicable) relevant committees, commissions and working groups.
- 1.6.10 As noted in section 1.3.9 of the Bylaws, the Board will have and may exercise all the powers and authority of the GA, in between meetings of the GA, in the management of the Federation except for the areas enumerated in section 1.3.9 of the Bylaws.
- 1.6.11 Where a Member wishes to dispute any action or decision of the Board, which does not relate

to the implementation and enforcement of the WL Constitution, Bylaws, Codes of Conduct, Procedures, Policies and Playing Rules of the respective disciplines of lacrosse, then it may submit a complaint via the procedure outlined in section 1.9 below.

1.7 Disciplinary Action (General)

- 1.7.1 **Suspension in Exceptional Circumstances:** In addition to the rights of suspension and expulsion under the Constitution, including for breaches of the WL Code of Ethics (section 1.11 of the Constitution), the Board may, in exceptional circumstances, at its discretion, and subject to the other provisions of this procedure, suspend a Member (as defined in section 1.1 of the Bylaws, and including a CF, NGB and the members and officers of these organizations) from WL. For the purposes of this section 1.7.1, “exceptional circumstances” means any circumstance (or set of circumstances) arising as a result of any action or inaction of the applicable Member that the Board determines in good faith has caused (or may reasonably be expected to cause) any damage or other detriment of any kind to (a) WL, (b) any Member, (c) any customer, supplier, vendor or other person that transacts business with WL, (d) any sponsor, donor or other person with whom WL has a commercial or financial relationship and € any person affiliated with or otherwise representing any of the same (including, but not limited to, any athlete).
- 1.7.2 If any action is imposed under section 1.7.1, the WL designated Board member (normally the VP) will notify the Member concerned of the action in writing and copy this notification to the Board. If the VP is from one of the countries involved, or if there is some other conflict of interest, then the President shall take on this responsibility.
- 1.7.3 **Board Resolution:** Subject to the Constitution, the Board may by resolution:
- 1.7.3.1 Suspend a Member from membership of WL for a specified period; or
 - 1.7.3.2 Exclude a member from WL sanctioned events and other WL activities/programs; or
 - 1.7.3.3 Refer the matter to the Dispute Resolution process (section 1.6 above); or
 - 1.7.3.4 Require a relevant CF and/or NGB to conduct an investigation into the matter and report back to the Board within a specified time period; or
 - 1.7.3.5 Impose a fine on a Member; or
 - 1.7.3.6 Impose such other penalty or remedial action (including, without limitation, the implementation of mandated educative, governance or financial processes); or
 - 1.7.3.7 As a last step, and with membership approval, expel a Member from WL.
- 1.7.4 If the Board determines in good faith that the Member has:
- 1.7.4.1 Breached, failed, refused or neglected to comply with a provision of the WL Constitution, Bylaws, Codes of Conduct, Procedures, Policies or Playing Rules of the respective disciplines of lacrosse; or
 - 1.7.4.2 Acted in a manner unbecoming of a Member or prejudicial to the objects and interests of WL, or another Member; or the sport of lacrosse; or
 - 1.7.4.3 Brought WL, or another Member, or the sport of lacrosse into disrepute.
- 1.7.5 **Notice of Alleged Breach:** Where the Board determines in good faith that a Member may have satisfied one or more of the grounds cited in 1.7.4, the designated Board member (normally the VP) will, as soon as practicable, serve on the Member a notice in writing:
- 1.7.5.1 Setting out the alleged breach by the Member and the grounds on which it is based (one or more of those cited in 1.7.4);
 - 1.7.5.2 Stating that the Member (personally or by its representative) must address the Board in-person (or virtually) at a meeting to be held at a mutually agreed date, time and place

- (or virtually) within a reasonable time period (the definition of which may be impacted by impending events), not exceeding six (6) months following service of the notice;
- 1.7.5.3 Informing the Member that they may also provide to the Board, before the date of that meeting, a written statement in response to the alleged breach.
- 1.7.6 **Determination of the Board:** At a meeting of the Board held in accordance with 1.7.5, the Board will:
- 1.7.6.1 Give to the Member (or its representative) every opportunity to be heard;
- 1.7.6.2 Give due consideration to any written statement submitted by the Member (personally or by its representative); and
- 1.7.6.3 By resolution determine beyond reasonable doubt whether the alleged breach occurred, which will then be communicated to the Member, in writing, from the designated Board member (normally the VP), citing the specific grounds on which it is based (one or more of those cited in 1.7.4) and indicating which specific sanction (one or more of the options under section 1.7.3) will be applied. This communication will function as the “provisional decision” of the Board.
- 1.7.7 Once the “provisional decision” of the Board is issued, in writing, to the Member, the Member will have 14 days from the date of the issuing of the communication to the Member in which they may lodge a Disciplinary Action Appeal, in accordance with the procedures in section 1.7.9 below.
- 1.7.8 Where the Member does not lodge an appeal against the Disciplinary Action within the 14 day period, the Board (normally the VP) will issue a further communication to the Member confirming its decision. This communication will function as the “final decision” of the Board.
- 1.7.9 The disciplinary action process must be conducted within a reasonable time period (the definition of which may be impacted by impending events), not exceeding six (6) months from the date of notification of the action in writing to the Member, to the date of communication of the resolution of the Board to all parties. Where this process is not concluded within six (6) months, or where any parties are not satisfied with the process (including the time period) or outcome of the disciplinary action process, any parties to the dispute may appeal the outcome of the disciplinary action in accordance with the procedures below.
- 1.7.10 **Disciplinary Action Appeal:**
- 1.7.10.1 Where the Board passes a resolution at the meeting held in accordance with the Disciplinary Action procedures above, the Member has a right to appeal the decision to an Appeal Panel.
- 1.7.10.2 The Member must lodge an appeal in writing, which must include the rationale for the appeal, with the designated Board member (normally the VP) within 14 days of the date of notification of the resolution to the Member.
- 1.7.10.3 The rationale for the appeal must either be that
- 1.7.10.3.1 There was a failure on the part of WL and/or the Board to comply with the WL Constitution, Bylaws, Codes of Conduct, Procedures or Policies, or previous resolutions or determinations of the Board, during the course of the Disciplinary Action process; or
- 1.7.10.3.2 That new, relevant evidence or information is available which was not available during the course of the Disciplinary Action process; or
- 1.7.10.3.3 That the sanction applied (one or more of the options under section 1.7.3) is unfair and not proportional to the disciplinary breach. An appeal submitted under this rationale must indicate, and justify, what the more appropriate sanction under section 1.7.3 should be.

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- 1.7.10.4 The Member may submit new, relevant evidence, information and/or documentation as part of the appeal.
- 1.7.10.5 The appeal must be accompanied by an Appeal Fee of USD\$250 which is returnable if the appeal is successful.
- 1.7.10.6 Where the designated Board member (normally the VP) receives an intention to appeal under 1.7.8.2, the Board will appoint and convene a meeting of an Appeal Panel.
- 1.7.10.7 Where the Member lodges an appeal to the Appeal Panel under this clause, the resolution of the Board remains as a “provisional decision” (under section 1.7.6.3) and does not take effect unless and until the Appeal Panel confirms the resolution (“final decision”) in accordance with section 1.7.12 below.

1.7.11 **Composition of Appeal Panel:**

- 1.7.11.1 An Appeal Panel of three (3) people will be appointed by the Board for the purpose of adjudication of appeals from Members under the above procedures.
- 1.7.11.2 The three (3) representatives must be from different WL member countries who are not members of the Board, nor Chairs of any WL Committee, Commission or Working Group, nor have any other conflict of interest, and who do not originate from the Member country involved in the appeal. The Appeal Panel members must also have a track-record of, or are otherwise able to demonstrate, or have demonstrated, experience and competence, in matters relating to governance, legal, legislative or other similar professional matters.
- 1.7.11.3 The members of the Appeal Panel will elect or appoint their own Chair, and raconteur, for the appeal. The raconteur will be responsible for formal communication of the Appeal Panel’s decision to the designated Board member (normally the VP), who will in turn communicate the decision of the Appeal Panel to the Member.
- 1.7.11.4 Once the Appeal Panel has been appointed, the Member that has lodged the appeal will be notified in writing by the designated Board member (normally the VP) of the membership of the Appeal Panel, and the proceedings of the Appeal Panel as outlined below. The Member must not make direct contact with any Appeal Panel member – all communication must come through the designated Board member (normally the VP).

1.7.12 **Proceedings of the Appeal Panel:** Proceedings of the Appeal Panel will be conducted as follows:

- 1.7.12.1 The designated Board member (normally the VP) will provide both the Member that has lodged the appeal, and the Appeal Panel members, with all relevant documentation. There must be full disclosure of all documentation to all parties relating to the matter under consideration.
- 1.7.12.2 The Appeal Panel, through the Chair, will consider all relevant documentation, and the designated Board member (normally the VP) will convene a meeting with the Member to be held at a mutually agreed date, time and place (or virtually) within a reasonable timeframe.
- 1.7.12.3 The meeting of the Appeal Panel, with the Member, may also include representatives of WL, including its legal counsel, at the discretion and invitation of the Appeal Panel Chair.
- 1.7.12.4 The Chair of the Appeal Panel will announce the opening of the proceedings, stating the Panel’s authority, composition and the nature and purpose(s) of the proceedings.
- 1.7.12.5 The procedure to be followed at proceedings will be clearly explained by the Appeal Panel Chair. The Appeal Panel Chair will state who is entitled to be present throughout proceedings during evidence and submissions. Only those called upon to speak by the members of the Appeal Panel may do so, and there will be no presentations made by any attendee unless this has been requested in advance by the Appeal Panel

through the Chair.

- 1.7.12.6 The Appeal Panel Chair will then report the details of the matter(s) which is/are the subject of proceedings. The Member will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any other attendees at the meeting may be called upon by the Appeal Panel members to give evidence or respond to questions.
 - 1.7.12.7 The Appeal Panel will consider all of the information provided to it and adjourn the hearing as it deems appropriate. No other person will partake in any discussion with the Appeal Panel, or its individual members, regarding this matter, following adjournment of the hearing.
 - 1.7.12.8 The Appeal Panel will communicate its decision in writing to the designated Board member (normally the VP) within a reasonable timeframe. The decision must specifically address the only available grounds for appeal (as per section 1.7.10.3 above).
 - 1.7.12.9 The decision of the Appeal Panel may also include recommendations to the Member, and/or the Board, and/or any other relevant parties. Upon receipt, the VP will notify the Member and the Board of the Appeal Panel decision. This will conclude the work of the Appeal Panel.
 - 1.7.12.10 Where the Appeal Panel upholds the appeal, the Appeal fee of USD\$250 will be refunded.
 - 1.7.12.11 Where the Appeal Panel denies the appeal, the “provisional decision” of the Board will then be converted to the “final decision”, with the Board reserving the right to adjust the penalty applied at its discretion and/or on the recommendation of the Appeal Panel.
- 1.7.13 **Decisions Binding:** Decisions of the Appeal Panel will be binding and final upon notification to the VP, the Board and the Member.
- 1.7.14 The disciplinary action appeal process must be conducted within a reasonable time period (the definition of which may be impacted by impending events), not exceeding six (6) months from the date of notification of the appeal by the Member, to the date of communication of the Appeal Panel decision to all parties. Where this process is not concluded within six months, or where any parties are not satisfied with the process (including the time period) or outcome of the disciplinary action appeal process, any parties to the dispute may refer the matter to the Court of Arbitration for Sport (CAS).

1.8 Disciplinary Action (WL Events)

- 1.8.1 All individuals affiliated with WL shall comply with the WL Codes of Conduct.
- 1.8.2 WL has jurisdiction over matters where individuals have violated one or more Codes of Conduct at WL-sanctioned events.
- 1.8.3 The following procedure applies to violations which are recognized after a WL-sanctioned event has concluded. Violations which have occurred during the event will be handled by the appropriate WL Championship Committee.
 - 1.8.3.1 At all WL-sanctioned events, any report alleging the action of an individual(s) which constitutes a violation of any of the WL Codes of Conduct shall be submitted in writing to the Board within 30 days of the occurrence. All relevant evidence related to the action must be submitted at that time.
 - 1.8.3.2 Upon receiving a report, any member of the Board shall immediately notify the VP who shall, within 14 days, determine whether there may be a violation. If the VP decides that there is not a violation, the complainant shall be notified of that decision with reasons and the complaint shall be dismissed.

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- 1.8.3.3 If the VP determines that there may be a violation, the VP shall, within 14 days of receiving the report, appoint an Event Discipline Committee of 3-5 members.
- 1.8.3.4 A hearing with the Event Discipline Committee shall be scheduled to take place within 30 days.
- 1.8.3.5 All known interested parties will be notified of the hearing and will have the opportunity to attend the hearing of the Event Disciplinary Committee at their own expense.
- 1.8.3.6 The Event Discipline Committee may call witnesses and demand any relevant information which it deems necessary to arrive at a decision.
- 1.8.3.7 At the discretion of the Chair of the Event Discipline Committee, the hearing may be held virtually.
- 1.8.3.8 The decision of the Event Discipline Committee, with reasons, will be announced within 14 days of the hearing and all known interested parties will be provided with a copy of the decision with reasons.
- 1.8.3.9 The possible actions which the Event Discipline Committee may take are:
 - 1.8.3.9.1 Exclude an individual from WL-sanctioned events and other WL activities/programs; or
 - 1.8.3.9.2 Refer the matter to the Dispute Resolution process (section 1.6 above); or
 - 1.8.3.9.3 Require a relevant CF and/or NGB to conduct an investigation into the matter and report back to the Board within a specified time period; or
 - 1.8.3.9.4 Impose a fine on an individual; or
 - 1.8.3.9.5 Impose such other penalty or remedial action (including, without limitation, the implementation of mandated educative, governance or financial processes).
- 1.8.3.10 At the discretion of the President, deadlines in the disciplinary action (WL events) procedure may be extended where circumstance require, to a maximum of 60 days.
- 1.8.3.11 From the date of the report being received the complaint must be settled within 90 days.
- 1.8.3.12 Individuals may appeal the disciplinary action (WL events) outcome by submitting a written notice of appeal to the President. Any such appeal will follow the procedures outlined in section 1.7.10 above.

1.9 Complaint Procedures

- 1.9.1 The WL complaints procedure is applicable for any activities directly hosted, conducted, endorsed, or sanctioned by or on behalf of WL. This includes, but is not limited to, the following: World Championships and Continental Qualifiers, coaching programs/services, officiating programs/services, or any other official WL activities.
- 1.9.2 Additionally, the policy applies to WL as a measure of ensuring integrity in its own operations, with respect to the areas of; DEI and Anti-Discrimination, Employment and Volunteering, Governance and Finance, and Whistleblowing.
- 1.9.3 WL reserves the right to require policy compliance for other activities and events as it deems fit.
- 1.9.4 **Definitions:**
 - 1.9.4.1 **Agent:** a third party contracted to assist in the investigation of a complaint.
 - 1.9.4.2 **Complainant:** the individual(s) or entity(ies) submitting the complaint(s), whether on their own behalf or on behalf of another who has been affected by the action(s) of the Respondent.
 - 1.9.4.3 **Complaint:** a written report submitted to WL, which identifies a Respondent and an alleged violation of one or more WL Constitution, Bylaws, Codes of Conduct, Procedures, Policies and Playing Rules.
 - 1.9.4.4 **Respondent:** a World Lacrosse Member and/or an individual (athlete, coach, official, Board Member, staff, etc...) or otherwise directly affiliated with a WL Member, who has

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been specifically identified as the cause of the complaint.

1.9.4.5 **Sanctions:** a penalty for actions that are found to be detrimental to the Complainant or the sport.

1.9.4.6 **Sport Organization:** any entity having governance over the sport of lacrosse, which the Complainant and/or Respondent are or could be considered a member of.

1.9.5 Complaint Submission and Processing

1.9.5.1 **Registering a Complaint:** All complaints must be submitted in writing via the WL complaint portal and/or via the appropriate WL staff person.

1.9.5.2 Complaints received via the portal or other means will be acknowledged as received by the appropriate persons as identified in the portal.

1.9.5.3 Complainants will be directed to utilize the portal for registering complaints received.

1.9.6 Complaint Verification

1.9.6.1 Received complaints will be verified by the appropriate WL staff and supporting person(s), committee(s), and/or third-party.

1.9.6.2 Verification is an internal review of the complaint versus the corresponding policy(ies) to determine if an investigation will be conducted.

1.9.7 Complaint Processing

1.9.7.1 All verified complaints will follow the management process described in Appendix B of this policy.

1.9.8 Investigation(s): The contents of this section are minimum standards which must be respected by all relevant Sport Organizations.

1.9.8.1 The Respondent who is identified in a complaint as defined under of these procedures must be informed of the complaint(s) that have been submitted, details of the alleged acts and/or omissions, and the range of possible sanctions. Respondents are not notified of the identity of the Complainant, until and if the Complainant's identity is required for hearings and/or adjudication.

1.9.8.2 Upon request by WL or its Agent, the Complainant and Respondent must provide any and all information which WL considers relevant to investigate the complaint, including records relating to the complaint (such as account numbers and information, itemized telephone bills, bank statements, internet service records, computers, hard drives and other electronic information storage devices), and/or a statement setting out the relevant facts and circumstances around the complaint. Refusal to provide requested information is considered a breach of these procedures, subject to any applicable law(s).

1.9.9 Rights of the Respondent: In all of these procedures, the following rights must be respected:

1.9.9.1 **The right to be informed of the Complaint.** Respondents will be notified in writing of the complaint within seven (7) business days of verification resulting in 'Valid' status. Respondents will not be notified of any 'Invalid' status complaints.

1.9.9.2 **The right to a fair, timely and impartial hearing** either by appearing personally in front of WL and/or submitting a defense in writing. Any investigation will be concluded within six (6) months of the Respondent receiving notification of a 'Valid' complaint. Investigations may exceed six (6) months in extenuating circumstances, as determined by the

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investigating body. Respondent(s) will be notified no less than fourteen (14) days prior to the conclusion of the 6-month investigation period, in instances where additional time is required to complete the investigation.

1.9.9.3 The right to be accompanied and/or represented by counsel.

1.9.10 Burden and standard of proof

1.9.10.1 WL shall have the burden of establishing that a violation has been committed. The standard of proof in all matters under these procedures shall be the balance of probabilities, a standard that implies that on the preponderance of the evidence it is more likely than not that a complaint is valid.

1.9.10.2 Complainants and Respondents are expected to cooperate in the gathering of proof as per 1.9.8.2 of these procedures.

1.9.10.3 WL at its discretion and expense may choose to contract a third-party investigative service to establish proof. The third-party shall have all rights, obligations, and privileges provided for in the entirety of these procedures.

1.9.11 Confidentiality

1.9.11.1 The principle of confidentiality must be strictly respected by WL during all the investigative procedure; information should only be exchanged with entities on a need-to-know basis. Confidentiality must also be strictly respected by any person concerned by the procedure until there is public disclosure of the case.

1.9.11.2 Any and all media inquiries related to a complaint will be directed to the Chief Executive Officer of WL.

1.9.11.3 **Confidentiality of the Complainant:** Confidential reporting must be facilitated. A confidential Complainant's identity may need to be released for the purposes of a hearing and/or adjudication, but will only be released on a case-by-case basis for action.

1.9.12 Appeal

1.9.12.1 WL shall have an appropriate appeal framework within their organization or recourse to an external arbitration mechanism (such as the Court for Arbitration of Sport).

1.9.12.2 The general procedure of the appeal framework shall include provisions such as, but not limited to, the time limit for filing an appeal and the notification procedure for the appeal.

1.9.13 Provisional Measures

1.9.13.1 WL may impose provisional measures, including a provisional suspension, on the Respondent where there is a real or perceived risk to the reputation of the Complainant or sport, while ensuring respect for sections 1.9.8 to 1.9.11 of these procedures.

1.9.13.2 Where a provisional measure is imposed, this shall be taken into consideration in the determination of any sanction(s) which may ultimately be imposed.

1.9.14 Sanctions

1.9.14.1 Where it is determined that a violation has been committed, WL shall impose an appropriate sanction upon the Respondent from the range of permissible sanctions, which may range from a minimum of a warning to a maximum of life ban.

1.9.14.1.1 Any sanctions levied shall be determined by these procedures corresponding to the violation.

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1.9.14.1.2 In the event a corresponding policy or procedure does not include sanctions, WL may impose a sanction that is considered 'best practice' within the sporting context.

1.9.14.2 When determining the appropriate sanctions applicable, WL shall take into consideration all aggravating and mitigating circumstances and shall detail the effect of such circumstances on the final sanction in the written decision.

1.9.14.3 Substantial assistance provided by a Respondent that results in the discovery or establishment of an offence by another Respondent may reduce any sanction applied under these procedures.

1.9.15 Mutual Recognition

1.9.15.1 Subject to the right of appeal, any decision in compliance with these procedures by WL must be recognized and respected by all other Sport Organizations.

1.9.15.2 All Sport Organizations must recognize and respect the decision(s) made by any other sporting body or court of competent jurisdiction which is not a Sport Organization as defined under these procedures.

1.9.16 Implementation

1.9.16.1 Pursuant to Rule 1.4 of the Olympic Charter, all Sport Organizations bound by the Olympic Charter agree to respect these procedures.

1.9.16.2 These Sport Organizations are responsible for the implementation of the present procedures within their own jurisdiction, including educational measures.

1.10 Procedures for all WL Committees, Commissions and Working Groups

1.10.7 **TYPES OF COMMITTEES:** There are four different types of committees in WL - see section 1.8 of the Constitution. These are Standing Committees, Board Advisory Committees, Commissions and Working Groups. Any new proposals should fall into one of these categories. (See Committees 101 on the WL website).

A template Terms of Reference (TOR) for each type of committee is provided by WL.

For ease of reference, the generic term 'Committee' will be used after Section 1.

1.10.8 **STANDING COMMITTEES** are permanent advisory committees set up by the GA and listed in the WL Handbook, which report activities to both the Board and the GA.

1.10.9 **BOARD ADVISORY COMMITTEES** are ongoing committees set up by the WL Board to develop and review detailed specific business on behalf of the Board which needs more time than the whole Board can devote to that business regularly.

1.10.10 **COMMISSIONS** are specialist committees set up by the Board or requested by the GA.

1.10.11 **WORKING GROUPS** are temporary task groups set up by the Board to undertake a particular piece of work in a designated period of time.

1.10.12 The WL Board appoints all Chairs of all types of Committees and approves members of each committee based on recommendations from Chairs.

1.10.13 DIVERSITY IN ALL COMMITTEES

- 1.10.13.1 Membership of every committee should include geographic diversity and gender and other aspects of diversity should also be considered.
- 1.10.13.2 No more than 50% of any Committee, including the Chair, may be from the same member country, in order to move towards greater geographic diversity.

1.10.14 **TERMS OF REFERENCE (TOR):** Each Committee will have its own specific TOR agreed by the Board. The WL Board may alter the TOR of any Committee to accord with the changing requirements of WL. For Standing Committees, changes will be reported to the GA. The TOR will be reviewed annually by each Committee. Any changes should be submitted to the WL F&G Director for the Board's attention. The WL Governance Committee will review the Committee TORs annually.

- 1.10.14.1 All Committees are authorized by WL Board to conduct their business in accordance with their TOR and policies as in force at any time. All Committees are accountable to the WL Board.
- 1.10.14.2 TORs will be made available on the WL website, unless the Committee is set up under confidentiality status (e.g., with a specific country).

1.10.15 **STAFF LIAISON:** A primary staff liaison will be named for every Committee by the CEO.

1.10.16 MEETINGS AND MINUTES

- 1.10.16.1 All Committees must keep records of meetings. These may be detailed minutes or summary reports with actions and names of people to take action identified as stated in each TOR. All documents for WL committees should be retained on the WL shared drives for purposes of committee continuity and appropriate record keeping across WL. The WL Office will assist in setting such files up.
- 1.10.16.2 The Chair of each Committee is responsible for ensuring meetings are called and that an agenda and any relevant papers are circulated ideally one week prior to the meeting and for ensuring that minutes/records are kept and identifying who should take these. Minutes should be circulated within 7 working days.
- 1.10.16.3 Once approved by the relevant Committee, all minutes/records are to be sent to:
 - The Committee members
 - Any other person specifically identified in the individual TOR for that committee.
- 1.10.16.4 It is expected that the majority of meetings will take place virtually in video or audio calls unless in person meetings are specifically agreed as necessary by the WL Board when TOR are determined.

1.10.17 BUDGET SUPPORT

- 1.10.17.1 As it sets up any Committee, the WL Board must ensure that sufficient resources (e.g., finance, staff support, time) are made available to the Committee to ensure that it can effectively fulfil its remit.
- 1.10.17.2 As most meetings take place virtually the individual chairs must discuss with the F&G Director any costs that the Committee may wish to incur during the next calendar year (for example, planned attendance at appropriate conferences, or a need to meet in person during events, or at the GA, or potential expenses that may arise during a year that are unexpected. No assumptions should be made.
- 1.10.17.3 Expenses must be claimed in accordance with the WL Staff and Board Travel and Expense Reimbursement Policy, and approved by the Chair/relevant Board Director prior to submission to the WL F&G Director.

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- 1.10.17.4 No member of a Committee is authorized to enter into agreements on behalf of WL without authorization from the WL Board, CEO or COO. Expenses incurred without appropriate authorization may not be reimbursed.

1.10.18 COMMUNICATIONS AND MEDIA

- 1.10.18.1 When using WL email and/or representing WL, Committee members must read and adhere to the WL Social Media Policy that is currently in effect.
- 1.10.18.2 Should a Committee member or Chair receive a request for an interview in relation to their WL role with the Committee, they should first consult with the WL Chief of Brand and Communications Officer.
- 1.10.18.3 **CONFIDENTIALITY:** All Committee members should be made aware that some business in meetings is considered open and transparent, unless required to be confidential. If confidentiality is required, committee members are asked to respect confidentiality until such time as the information discussed is released.
- 1.10.19 **CONFLICTS OF INTEREST:** All Committee members will be asked to make a declaration of conflicts of interest on an annual basis (January collection) by the WL Office and are bound by the WL Conflict of Interest Policy which will be provided upon appointment by the Committee chair.

1.10.20 ADDITIONAL ATTENDEES AT ONE OF MORE MEETINGS

- 1.10.20.1 The Chair of any Committee may invite additional observers from time to time either to provide additional expertise or for the opportunity for personal development/mentoring for an individual. Meetings are not otherwise open for observers.
- 1.10.20.2 All Committees may invite members of the WL Staff or WL Board to attend a meeting. The lead liaison staff member will be the primary link between the Committee and WL Staff.
- 1.10.20.3 Additional external expertise and advice may be sought by any Committee with prior authorization from the WL President or CEO.

1.10.21 WORKING NORMS

- 1.10.21.1 Committees will normally operate on the basis of consensus and maintain as informal a manner as possible or appropriate for the conduct of the Committee business.
- 1.10.21.2 Committee decisions will be reached by a simple majority of those present unless otherwise designated by the Board on a particular topic. Once taken, Committee decisions become collective even if disagreed with in the meetings.
- 1.10.21.3 Where, exceptionally, a vote is required (committees are not generally decision-making bodies requiring formal votes), the Chair will hold a casting vote in the event of a tie in addition to their substantive vote as a Committee member.
- 1.10.21.4 Where a Committee wishes to undertake surveys, whether from WL NGBs or from external bodies such as other International Federations, this should be discussed with the CEO to ensure there is appropriate consideration of requests to such bodies and co-ordination by WL.
- 1.10.21.5 Discussions and decisions taken by Committees will take place in a transparent and efficient way and in accordance with any deadlines set by the Board or relevant Director.
- 1.10.21.6 Each Committee should meet at least once per annum. There is no maximum number of virtual meetings for any Committee, and each will set its own requirements according to annual needs and strategic priorities.

1.10.22 PERFORMANCE REVIEWS

- 1.10.22.1 Each Committee should evaluate its own performance on a biennial basis to determine whether it is functioning effectively. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in its TOR. The results of the review should be reported to the Board by the WL F&G Director and Governance Committee.

1.10.23 NOMINATIONS AND ADVERTISING PROCESS

- 1.10.23.1 Chairs and all positions on standing Committees will be advertised to Members. Chair advertisements will according to Bylaws be advertised by the Nominations Committee Chair, other positions may be advertised by the relevant Director. Individual nominations may be submitted by an NGB, a CF and the Board.
- 1.10.23.2 Chairs of Advisory Committees and Working Groups will be appointed by the WL Board. Such positions will not normally be advertised.
- 1.10.23.3 Membership of Advisory Committees and Working Groups will be by invitation from the WL Board.
- 1.10.23.4 Commissions processes will vary depending on the nature of the Commission as designated.
 - 1.10.23.4.1 Athletes Commission members will be elected from athletes at relevant senior World Events. Those elected members will then elect their Chair and Vice Chair.
 - 1.10.23.4.2 Medical Commission members will be appointed by the WL Chief Medical Officer (CMO) who will invite NGBs to submit nominations. Composition will be ratified by the WL Board.
 - 1.10.23.4.3 The Women in Sport Commission Chair will be appointed by the Board. Commission members will be both invited and open to nominations from NGBs.
 - 1.10.23.4.4 The Ethics Commission Chair will be appointed by the Board. Commission members will all need to be independent of any NGB or Federation, but nominations will be sought from WL Members.
 - 1.10.23.4.5 The Diversity and Opportunity Commission Chair will be the Director of Diversity and Inclusion, who is elected by the Members at the GA.

1.10.23.5 Recruitment Process Support

- 1.10.23.5.2 The Chair of the Nominations Committee will provide advice and support to the Nominations process including an overview of standardized role position descriptions and ensuring that elections and appointments meet the agreed terms of office.
 - 1.10.23.5.3 All positions advertised to Members will be done via the WL Chief of Staff on behalf of the relevant recruiter.
- 1.10.24 **SELECTION PROCESS:** Where nominations are sought from Members, the selection process will be that the relevant Chair will shortlist and interview potential candidates who best meet the criteria outlined in the role description, with at least one other Board Director who is not directly involved with the area and will recommend to the Board their appointment for ratification.
- 1.10.25 **ANNOUNCEMENTS:** When Committee positions have been filled, WL will announce those new Committee members once a quarter. All Committee/Commission members and terms of service are also to be included in the required annual report.

1.11 Codes of Conduct and Procedures – Version History

Version/Date	Status/Committee
December 2020	• Changes approved at General Assembly (18 October & 15 November 2020)
December 2021	• Changes approved at General Assembly (9 & 31 October 2021)
January 2022	• DEI changes approved by General Assembly 2021
March 2022	• Consistency check and edit across all Handbook and Events Hosting and Competition Manual
April 2024	• Changes approved by WL Board