

LACROSSE PRINCE EDWARD ISLAND INC. (LPEI)
OPERATIONS MANUAL
Adopted March 5, 2024

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INTRODUCTION

In general, the affairs of Lacrosse Prince Edward Island Inc. (LPEI) are governed by three main documents: the Constitution, the Bylaws, and the Policies.

These documents are connected in the following ways:

1. The Constitution: The Constitution is the document which outlines the general goals and objectives of LPEI and its purpose and reason for being. All decisions of the Association should be made with the stated goals and objectives of the Association in mind.
2. The Bylaws: The Bylaws of LPEI guide how the organization must legally operate, describe who the members are, and detail how elections must be held and how often. The Bylaws may be amended by the members.
3. The Policies: Policies explain how the LPEI operates. One objective of the Policies is to promote better communication within the Association through a clear definition of all policies relating to its functions. Another objective is to ensure fair and consistent decision-making. This document is the basis from which LPEI Board makes their decisions regarding the day-to-day decisions necessary to operate the Association.

The Board of Directors is responsible for the future of the Association. It is their mandate to ensure that the goals and objectives of the Association are achieved. It is through policy that their instructions are handed down to the Executive, staff and committees of the Association.

Directors may amend the policies. Directors and staff are responsible to ensure that policy decisions are documented and that any changes (and the rationale for the changes) are presented to the membership at the next general meeting.

CONSTITUTION

ARTICLE 1

The organization shall be known as Lacrosse PEI (LPEI) which shall herein be referred to as the Association.

ARTICLE 2

The registered office of Lacrosse PEI is to be situated in the City of Charlottetown in the Province of PEI.

ARTICLE 3

The Association will operate under the jurisdiction of the Lacrosse Canada (LC) Constitution, Bylaws and Rules where applicable.

ARTICLE 4

The objectives of this Association shall be:

1. The sport's governing body for the sport of lacrosse that provides administrative and coordinative support to individual lacrosse associations. The Association shall act as the legislative body for the sport of lacrosse in PEI.
2. The Association shall be the agency which is appropriately represented on and in communication with affiliated groups including Lacrosse Canada (LC).
3. Through its liaison with affiliated groups, the Association shall strive to develop the sport of lacrosse in both competitive and recreation area with a goal of providing participants, coaches, officials, and Executive members with the opportunity for skill development, sportsmanship, competition, and personal development.

ARTICLE 5 – WINDING UP

Subject to the P.E.I Companies Act in the event of the dissolution of the Association, its property and assets shall, after payment of liabilities, be donated to one or more recognized charitable organizations PEI as may be decided by the Association in a general meeting.

BY-LAWS

The By-laws are a separate document located at the following link: www.lacrossepei.ca

BOARD OF DIRECTORS – PORTFOLIOS AND RESPONSIBILITIES

President

- Attend all Board and committee meetings.
- Attend and represent LPEI at all Lacrosse Canada (LC) meetings.
- Ensure that all operations of Lacrosse are operating smoothly.
- Maintain regular communication with the LPEI office and the Executive Director.
- Sign cheques when required.
- Provide direction to the Executive Director on behalf of the Board and the members of LPEI.
- Oversee all operations of the organization and provide direction to other Directors.
- Chair all LPEI board meetings.
- Oversee all operations of the LPEI and assist the Executive Director in ensuring all Board members are performing their duties.
- Coordinate with the Executive Director all correspondence to the membership of LPEI.
- Identify candidates to nominate for the Lifetime Membership Awards.

Director of Player Experience

- Attend all Board meetings
- Chair all Sector meetings
- Attend all Planning and Development meetings
- Work with all sectors to ensure that each sector is operating effectively.
- Require each sector submit their respective budget.
- Maintain regular communication with the LPEI office and Executive Director.
- Act as the liaison for LPEI with each sector Chairperson.
- Ensure each sector will submit a budget plan prior to the specified deadline.
- Work in co-operation with the Executive Director to educate the Sectors on their funding guidelines and priority areas.
- Take a lead role in monitoring Sector activities
- Be in communication with each Sector Chairperson on a regular basis to ensure their plans are followed through, and to keep the respective Sector informed of their expenditures and revenues for the fiscal year.
- Assist the Sector Chairperson with arranging of the delivery and installation of the equipment required for the season.
- Coordinate with sector chairs on age appropriate divisions for the upcoming seasons.
- Assist sector Chairs on their respective season schedules.

Director of Finance

- Will also serve in the role as Treasurer.
- Attend all Board meetings.
- Attend all Financial Committee meetings.
- Attend all Operation Committee meetings.
- Attend all Planning/Development Committee meetings.
- Work with the Executive Director to ensure all budgeted expenses and revenue have been processed.
- Deliver the Financial Report at the Annual General Meeting(s) and Board meetings.
- Assist with the development of financial policies, as required, to assist the Association with fiscal responsibility.
- Assist Executive Director in developing and maintaining proper financial reports for Sector Chairpersons.
- Work with the Executive Director to discover new methods of fundraising, develop corporate sponsorships, and search for government funding programs.

Director of Marketing

- Attend all Board meetings.
- Attend all Planning and Development meetings.
- Work with the Executive Director to promote the game of Lacrosse.
- Communicate with Sector Chairs, Associations, and Leagues to understand their promotional requirements and desires. As well, gather marketing ideas from these organizations and report to the Executive.

Director of Officiating

- Will also serve in the role of Official in Charge (OIC)
- Attend all Board meetings.
- Attend LC meetings on behalf of LPEI
- Train, mentor and support LPEI officials.
- Schedule game assignments in a fair and balanced manner.
- Promote provincial, regional, National and international opportunities.
- Serve on the LPEI discipline committee.
- Educate LPEI coaches and board members on the rules of the game and changes.

Director of Coaching

- Attend all Board Meetings
- Chair all coaching meetings
- Communicate to the Executive Director current status and needs of the LPEI coaches
- Ensure that coaching applications and background checks for coaches are up to date.
- Maintain records of coaches accreditation.
- Promote training opportunities and educational programs for coaches.
- Ensure that the LPEI training facilitator is informed and ready to deliver coach training. If LPEI does not have a certified Learning Facilitator, coordinate with other MA's to hire qualified instructors to train coaches.

Director of Indigenous Development

- Attend the Board, Operations, Planning & Development, and the Annual General Meetings.
- Provide input into the development of lacrosse within Indigenous communities on PEI.
- Partner with the PEI Aboriginal Sports Circle (ASC) on promoting the game to Indigenous athletes.
- Identify opportunities to share Indigenous culture with LPEI members.

Past President

- Attend Board meetings, when necessary, in a non-voting capacity
- Give support to the President on issues that they have had experience in and have dealt with in the past.
- Give support to the office and other Directors that may need it

Chairperson Men's Field Lacrosse

- To be the first point of contact for all Men's Field Lacrosse initiatives on PEI.
- Communicate with the Director of Officiating and Director of Coaching on the sector needs.
- Partner with the Director of Marketing to find ways to attract and retain players
- Educate and make recommendations to the LPEI board in the following areas:
 - A) High Performance Provincial Teams and training Programs (Nationals or Travel Teams)
 - B) Grass Roots development and Try Lacrosse programs

- C) Develop age divisions and schedule for regular season play
- D) Ensure that appropriate goalie equipment is secured LPEI and distributed prior to season.
- D) Field bookings and locations.

Chairperson School Development

- To be the first point of contact for all school lacrosse initiatives on PEI.
- Partner with the Director of Marketing to find ways to promote events.
- Build a network of contacts within the school system to partner with.
- Assign volunteers to run sessions.
- Ensure equipment is delivered and picked up from school events.

Chairperson Box Lacrosse

- To be the first point of contact for all Box Lacrosse initiatives on PEI.
- Communicate with the Director of Officiating and Director of Coaching on the sector needs.
- Partner with the Director of Marketing to find ways to attract and retain players
- Educate and make recommendations to the LPEI board in the following areas:
 - A) High Performance Provincial Teams and training Programs (Nationals or Travel Teams)
 - B) Grass Roots development and Try Lacrosse programs
 - C) Develop age divisions and schedule for regular season play
 - D) Ensure that appropriate goalie equipment is secured LPEI and distributed prior to season.
 - D) Floor bookings and locations.

Chairperson Women's Lacrosse (Box and Field)

- To be the first point of contact for all Women's Lacrosse initiatives on PEI.
- Communicate with the Director of Officiating and Director of Coaching on the sector needs.
- Partner with the Director of Marketing to find ways to attract and retain players
- Educate and make recommendations to the LPEI board in the following areas:
 - A) High Performance Provincial Teams and training Programs (Nationals or Travel Teams)
 - B) Grass Roots development and Try Lacrosse programs
 - C) Develop age divisions and schedule for regular season play
 - D) Ensure that appropriate goalie equipment is secured LPEI and distributed prior to season

COMMITTEES

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

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

The Association shall have 3 (three) permanent committees

1. Financial Committee
2. Player Experience committee (regular season/provincial team)
4. Nominations Committee

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

Financial Committee

The Financial Committee may be composed of the following:

1. President (mandatory)
2. Director of Finance/Treasurer (mandatory)
3. Executive Director
4. Fundraising Coordinator
6. Budget and Planning Lead
7. Government Funding Lead

- Meetings - The Financial Committee shall meet when necessary.
- Voting - All members of the Financial Committee shall have one vote (with the exception of the President, who serves in an ex-officio capacity)
- Powers of the Financial Committees shall be as follows:
 - Follow the *Financial Policy*
 - Control all expenses made in the name of the Association in accordance with budgets as approved by the Board.
 - Make representation to the media on behalf of the Association or delegate this responsibility to others.
 - Purchase and dispose of articles in accordance with the approved budget.
 - Establish financial norms and standards for the Association.

Player Experience Committee

Player Experience Committee shall be composed of:

1. Director of Player Experience (Chairperson)
 2. Chairperson Men's Field Lacrosse
 3. Chairperson Women's Lacrosse (Box and Field)
 4. Chairperson Box Lacrosse
 5. Chairperson School Development
 6. President
 7. Executive Director
- The Player Experience Committee shall meet as often as necessary.

- Voting - All members of the Player Experience Committee shall have one vote, with the exception of the Executive Director (who is a staff member) and the President (who serves in an ex-officio capacity). ..
- Reporting - The Player Experience Committee will report to the Board on a regular basis.

Nominations Committee

Nominations Committee

A committee formed at the direction of the board to identify candidates to fill vacant positions on the board.

EXECUTIVE DIRECTOR – DUTIES AND RESPONSIBILITIES

Purpose: The Executive Director (ED) is a dynamic, ambitious, knowledgeable administrator who works with LPEI on managing, developing, supporting, and operating the Association.

The ED will develop programs, events, and services to further the goals of LPEI. The ED works with the LPEI Board of Directors to facilitate and manage administrative needs of the organization, as well as works with the Board to develop and build the organization's membership and programs.

Primary Duties and Responsibilities - The ED performs a wide range of duties including some or all of the following for:

Leadership

- Facilitate, administer, organize and set goals for LPEI.
- Assist with implementation of development plans for the board, coaches, officials, and athletes.
- Provide assistance to board members who were assigned specific tasks (coaching, officiating, competitions, membership, etc.)
- Attend meetings of the Board, meetings of the Members, and any committee meetings (as requested)
- Represent LPEI at regional and national meetings and at community events, as assigned by the Board.
- Planning
 - Work with the Board of Directors to develop short and long range planning opportunities, setting goals and objectives for the group
 - Oversee the planning, implementation, and evaluation of the organization's programs and services
 - Monitor sport trends, internal and external, and prepare recommendations and/or reports to deal with such trends and updating strategic plan as necessary
 - Assist the Board in the review, update and/or development of bylaws, policies, procedures, and any other governing documents

Administration

- Oversee the efficient and effective day-to-day operation of the organization
- Coordinate the production and distribution of printed/electronic materials
- Assist the board in preparing meeting agendas and supporting materials
- Maintain an active liaison with Sport PEI, Province of PEI, Coaching Association of Canada, Canadian Centre for Ethics in Sport, Lacrosse Canada, and other Provincial Sport Organizations

Event Planning

- Sit on all local host committees as an ex-officio and non-voting member
- Provide guidance to host on hosting expectations
- Ensure events meet the expectations of all participants and are planned according to hosting agreements

Public Relations

- Actively promote the organization and the sport by sending relative and timely information to the media
- Support the Director of Marketing to maintain the organizations' websites and social media pages and keep the information available up to date

Financial

- Work closely with the Director of Finance to keep current with government grant programs and applications.
- Ensure the board, through the treasurer, provides comprehensive, regular reports on the revenues and expenditure of the organization

- Assist with the management of sponsors

Membership

- Manage the registration of all members
- Ensure registration deadlines and processes are followed
- Forward all relative membership information to Lacrosse Canada and provincial government
- Maintain the registration database and update throughout each season.

Other

- Perform any pertinent duties as directed by the President and reviewed annually by the Executive.

MEMBERSHIP PROCEDURES

New Club/Association

If a Member Club/Association representing a particular sector (i.e. Box) has formed in a geographical area, i.e. rural town or city, that Member Club/Association retains the exclusive sector rights in that geographical area.

If anyone wishes to establish a new Club/Association representing the SAME SECTOR (i.e. Box) in the same geographic area with an existing Association for the same sector (i.e. Box), the new Club/Association must receive permission in writing or via email from the existing Club/Association. Furthermore, a copy of this correspondence must be in the LPEI office prior to the new Club/Association's membership being accepted.

If anyone wishes to establish a NEW SECTOR CLUB/ASSOCIATION in a geographic area that already has a LPEI Member Club/Association, the new Club/Association must notify the existing Club/Association in writing or via email of its intent. A copy of this correspondence must be in the LPEI office prior to the new sector Club/Association's membership being accepted.

When starting an Association, the Association will start off as an Associate Member Association. Associate Member Associations will need to mentor under an established Member Association for one year. Associate Member Associations after one year of operation will be eligible to have one vote at LPEI Meetings and will be eligible to receive Funding providing the following requirements are met:

1. A Board of Directors is established, and one AGM has been held
2. Bylaw for the Association are in place
3. Proper Banking and Financial Processes are in place
4. Financial Statements from the first year are submitted to LPEI.

Associate Member Associations after two years of operation will be eligible to apply to become a Member Association. Approval for a Member Association status must first be approved by the LPEI Board of Directors and then by the Membership at an LPEI AGM.

Honourary/Life Members

A Life Membership is the highest honor that can be bestowed by LPEI and is awarded only for distinguished service to LPEI. Nominations must be received in writing by the Executive Director by January 30th of each year.

Nominations must receive the approval LPEI Executive and prior to being circulated to the membership. Notice of nominations must be given to all members of LPEI. Elections to Life Membership requires 75% of the vote of LPEI Board and will be presented at the next AGM.

Nominees for a Lifetime Membership Award must have the following Criteria: A minimum of 10 years of service to the game of lacrosse on PEI. Years of service may include participation in any of the following: LPEI board, Lacrosse Canada board, coaching, officiating, or volunteering in any capacity.

LPEI will withhold the main plaque and will give a "keeper" plaque to the Lifetime member.

GENERAL OPERATING POLICY

Membership Registration fees

- 1.1 To be determined annually by the Director of Finance in consultation with LPEI board and Sector chairs.
- 1.2 Registration Deadline and Late Fees to be determined by the Director of Finance and sector chairs.

Playing Age Divisions

(Subject to change annually as directed by Director of Player Experience)

Box Lacrosse

- A. U7 6 & 5
- B. U9 8 & 7
- C. U11 10 & 9
- D. U13 12 & 11
- E. U15 14 & 13
- F. U17 16 & 15
- G. Junior 17 to 21
- H. Senior 22 & up

Men's Field Lacrosse

- A. U7 6 & 5
- B. U9 8 & 7
- C. U11 10 & 9
- D. U13 12 & 11
- E. U15 14 & 13
- F. U17 15 & 16
- G. U19 17 to 18
- H. Senior 20 & up

Women's Field Lacrosse

- A. U7 6 & 5
- B. U9 8 & 7
- C. U11 10 & 9
- D. U13 12 & 11
- E. U15 14 & 13
- F. U17 16 & 15
- G. Junior 17 to 21
- H. Senior 22 & up

Playing Regulations - (FOR ALL LACROSSE SECTORS)

- 3.1 The official scorer shall obtain a printed lineup from the manager or coach of each team prior to the start of the game. This shall be verified and signed by the manager or coach in charge.
- 3.2 In league play, the referee will report all: Match Penalties, Gross Misconduct Penalties, Major Penalties for Checking from Behind and unusual situations (line brawls, player(s), leaving the players/penalty bench, refusing to start play, etc.) to the league president or discipline delegate immediately following the game, either in person/email/telephone.

- 3.3 In all situations, the original game sheet is to be retained by the referee, and brief references quoting the rule(s) under which the penalties were assessed are to be completed.
 - 3.4 The referee will complete a special game report with full details of the incident. The game sheet and game report are to be mailed/emailed or personally given to the league president or discipline delegate by the referee within 24 hours of the completion of the game.
 - 3.5 Only registered officials may be used in the games. It is the responsibility of each league or association to ensure that there is an adequate number of registered officials. Only officials who attend a current LPEI approved clinic will be allowed to register.
 - 3.6 At the completion of each game the official scorer shall sign the game sheet and then have the officials print their name legibly and sign the game sheet. It shall be the responsibility of the referee to ensure that any Major, Match or Misconduct penalties assessed during a game are recorded on the game sheet accurately before signing the game sheet and giving copies to the teams.
- 4.1 LPEI follows all lacrosse rules for all sectors as per the Lacrosse Canada/World lacrosse rule book.
<https://www.lacrosse.ca/content/officiating>.

Equipment

- 5.1 All players competing in lacrosse must wear the appropriate equipment as per the Lacrosse Canada approved rule book and the Lacrosse Canada Safety & Equipment Guidelines.
- 5.2 Mouth Guard/Piece
- 5.3 All players competing in field or box lacrosse must wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.
- 5.4 If for medical reasons a mouthpiece cannot be worn, then a medical certificate and waiver must be signed by the player and attending physician and be filed at the LPEI office.

Disciplinary Action

- 6.1 If a Club/Association does not adhere to the intent of the minimum Club/Association governance requirement, then LPEI Board will review the Club/Association's governance and will recommend appropriate corrective and/or disciplinary action.
- 6.2 The Board - may use a number of options in disciplining a Club/Association:
 - i. suspension of individuals
 - ii. suspension of Club/Association
 - iii. suspension of privileges – provincials, provincial teams, etc.
 - iv. fines
 - v. mandatory requirements to remain in good standing
- 6.3 The Board – will review the compliance and cooperation of the Club/Association in meeting the Club/Association minimum governance standards when determining an appropriate disciplinary action.

Suspensions - Box Lacrosse

- 7.1 The following minimum suspensions are to be applied in all BOX LACROSSE games sanctioned by LPEI and will be accumulated on an ongoing basis.
- 7.2 Minor Suspensions – will be served in minor and major suspensions will be served in major. Athletes will be allowed to continue participating in the opposite age directorate unless policy dictates otherwise for severe infractions.
- 7.3 Match Penalties – for all match penalties assessed (except for molesting officials and checking from behind) a suspension will be applied as follows: a. for each Match penalty – three (3) games

Suspensions - Field Lacrosse

- 8.1 The following minimum suspensions are to be applied in all FIELD LACROSSE games sanctioned by LPEI and will be accumulated on an ongoing basis.
- 8.2 The following guidelines apply to **expulsion calls only**:
- a. Deliberate Attempt to Injure – may include but is not limited to butt-ending, spearing or kicking, to deal with personal fouls (physical) that are excessive and beyond normal play.
 - b. 1st Offence – 3 games
 - c. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - d. 3rd Offence – suspended indefinitely until dealt with by the league discipline committee.
- 8.3 Abuse by Language or Gesture – may include but not limited to verbal abuse or racial statements to a player, coach, any person officially associated with a team, or a fan to deal with behavior and actions that are non-physical.
- a. 1st Offence – 3 games
 - b. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - c. 3rd Offence – suspended indefinitely until dealt with by the league discipline committee.
- 8.4 Abuse of Official – abuse may be verbal or physical (An official is defined as a referee, timekeeper, scorekeeper, or any other designated officials).
- a. 1st Offence – 3 games
 - b. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - c. 3rd Offence - suspended indefinitely until dealt with by the league discipline committee.

Other Penalties

- 9.1 All Gross Misconducts – three (3) games
- 9.2 Checking from Behind
- A) Match penalty for checking from behind
 - first offence – three (3) games
 - second offence – suspended indefinitely until dealt with by the league discipline committee
 - B) Major penalty for checking from behind
 - anytime during a game except in the last ten (10) minutes – suspended for the remainder of game
 - last ten (10) minutes – remainder of game and one (1) game suspension
- 9.3 Fighting
- A) **Minor Box** (all youth up to U17) - Fighting Major Penalty – all fighting majors in a minor level game receive a game misconduct as per Lacrosse Canada rulebook.
 - a. 1st Offence – 3 games
 - b. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - B) 3rd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - C) **Major Box** : Fighting Major Penalty – As per league playing rules (ECJLL).
 - D) **Field Lacrosse**: Fighting
 - a. 1st Offence – 3 games
 - b. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - c. 3rd Offence – suspended indefinitely until dealt with by the league discipline committee.
- 9.4 Person Identified as:
- A) 1st to leave the players' bench during a fight for the purpose of fighting – 5 games.
 - B) Leaving a penalty box for the purpose of fighting – 5 games.
 - C) Coach of a team whose player is penalized under 9.3a/b – 5 games

- D) Coach whose player leaves but is not identified as the first to leave the players' or penalty bench during an altercation – 3 games.
- E) Coach whose team is removed from the game prior to the game conclusion – 3 games.

Abuse of Official (Box and Field)

- 10.1 Abuse may be verbal or physical (An official is defined as a referee, timekeeper, scorekeeper, or any other designated officials).
 - a. 1st Offence – 3 games
 - b. 2nd Offence – suspended indefinitely until dealt with by the league discipline committee.
 - c. 3rd Offence –suspended indefinitely until dealt with by the league discipline committee.

Other Rules and notes (IN ALL SECTORS OF LACROSSE)

- 11.1 The game in which a penalty is assessed shall not be counted within the length of the suspension unless previously indicated.
- 11.2 It is the responsibility of each team manager and/or coach to ensure their player(s) sits out their appropriate suspensions. When in doubt as to the relevant suspension contact the League/Association President
- 11.3 These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstances warrant. Please refer to the Lacrosse Canada Rulebook and the LPEI Constitutions, Bylaws and Regulations for other automatic suspensions.
- 11.4 The LPEI Disciplinary Committee will automatically review any member of the LPEI that receives 2 (two) minimum suspensions in any sector within a three (3) calendar year timeframe.
- 11.5 For the purposes of serving suspensions, a game is to be defined as an LPEI sanctioned and previously scheduled game
- 11.6 Suspended individual(s) may not be within the vicinity of either team's bench at any time before, during, and after a game. Any incident involving a suspended individual will result in indefinite suspension until the appropriate governing body deals with the matter.
- 11.7 All associations/leagues registered with LPEI must submit to the Executive Director a copy of all correspondence involving suspensions by that league. Correspondence must be issued within two (2) weeks of the incident and all incidents must be reported prior to provincials for the corresponding age division.
- 11.8 All Match, Gross, Expulsion penalties shall be reviewed by the residing league body to decide if a further suspension is warranted beyond the minimum guidelines. the player, coach, manager, trainer, or stick person assessed the penalty will remain suspended until this review has occurred.
- 11.9 A coach who allows a suspended or improperly registered player to play shall be suspended indefinitely until reviewed by the residing league body.
- 11.10 Suspensions by LPEI of any registered referee, player, coach or team official may include a suspension that will not allow such suspended person to participate in the game of lacrosse in any capacity. The following guidelines apply to suspensions:
- 11.11 All suspensions not served during the current playing year will be carried over until the next playing season.
- 11.12 Teams participating in any tournament and/or exhibition games shall abide by the host's rules in regards to minor and major suspensions, which may be more or less severe than the LPEI minimum suspensions. However, any gross and match penalties must be served and reported in accordance with LPEI minimum suspension policies.

Player Movement Policy

- 12.1 All LPEI players wishing to play on a team outside of PEI, regardless of minor or major, must receive permission from LPEI before doing so. As a courtesy, it would be best if any player wishing to play on a team outside of PEI, advise LPEI first, then do so with the help and support of LPEI.

Non-Sanctioned Entities

- 13.1 Non-Sanctioned Activity Participation - LPEI is dedicated to integral growth of the game, and part of that is protecting our sanctioned programming that aligns with the Strategic Direction of player development. LPEI recognizes that individuals have the right to decide on the type of programming they wish to participate in, however LPEI must protect the integrity of our sanctioned programs and Lacrosse season. Written permission must be approved by LPEI for any member who wishes to participate in a non-sanctioned event.
- 13.2 The definition of non-sanctioned programming or activity is defined as “programs/groups/teams that actively do not seek, pass, or obtain an LPEI sanction for their event/program/team.”
- 13.3 Disciplinary Measures for Participation in Non-Sanctioned Activities:
 - a. Officials – LPEI spends a lot of time and funds on developing our Officials, so the expectation is they are focused on LPEI Sanctioned Programming during the season which also ensures the proper development of their skill set. Any Official who takes part in unsanctioned activity during the Lacrosse season could face disciplinary actions.
 - b. Coaches – LPEI spends a lot of time and funds on developing our Coaches, so the expectation is they are committed to the integral growth of the sport and focusing on LPEI Sanctioned Programming during the season. Any Coaches who take part in unsanctioned activity during the lacrosse season could face disciplinary actions.
 - c. Players – Players who participate in a non-sanctioned program/activity during the season could face disciplinary actions.

Team Travel Permits

- 14.1 All travel permits will be reviewed and approved by the Director of Player Experience and the Executive Director.
- 14.2 A team wishing to compete in games or a tournament in another provincial association and/or National Associations must first submit the Travel Permit to LPEI at a minimum of 14 days prior to departure.
- 14.3 All teams granted a travel permit must fill out a Travel Roster Form. A Roster Form must be filled out and signed off by appropriate team staff.
- 14.4 Only teams made up of players and coaches registered with LPEI can obtain a Travel Permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
- 14.5 Travelling teams must adhere to the Rules of the Competition in which they are participating.
- 14.6 Teams participating in any tournament and/or exhibition series shall abide by the Host’s rules regarding any minor and major suspensions, which may be more or less severe than LPEI minimum suspensions. However, any gross or match penalties must be served and reported in accordance with LPEI minimum suspension policies.
- 14.7 Teams must ensure any suspensions in force from their local association are served during the games/tournaments covered by this Permit. Any new suspensions obtained at the games/tournaments covered by this Permit shall be carried over and served during subsequent LPEI games.
- 14.8 Travelling teams shall remain subject to the Operating Policies and Codes of Conduct in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the Provincial association; therefore, the conduct of the team must be indicative of this responsibility.
- 14.9 Any damages caused by a player (or an identifiable group of players) to an arena, change room, hotel or otherwise, is the sole responsibility of the player(s) and their parents/guardians. While the team may be responsible to cover the damages at the time of the incident, it is the right of the team management/LPEI to seek reimbursement of the funds from the player or players parents/guardians. LPEI has the right to suspend the players ability to play lacrosse until a satisfactory resolution has been found.

DISPUTE AND DISCIPLINE POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Appeal Chair** – A single individual appointed by the Board to hear appeals of decisions made by the Discipline Chair.
 - b) **Appeal Panel** – A group of three (3) individuals appointed by the Case Manager to hear appeals of decisions made by the Discipline Panel.
 - c) **Case Manager** – An individual appointed by the Discipline Chair to administer major complaints and disputes under this *Dispute and Discipline Policy*. The Case Manager does not need to be a member of, or affiliated with, LPEI.
 - d) **Complainant** – The party making a complaint.
 - e) **Days** – Days including weekends and holidays.
 - f) **Discipline Chair** – A single individual appointed by the Board to be the first point-of-contact for all dispute and complaint matters reported to LPEI.
 - g) **Discipline Panel** – An individual or group of individuals appointed by the Case Manager to decide major complaints or disputes.
 - h) **OSIC** – The Office of the Sport Integrity Commissioner, an independent division of the Sport Dispute Resolution Centre of Canada (SDRCC) which comprises the functions of the Sport Integrity Commissioner.
 - i) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - j) **Respondent** – The party responding to the complaint.
 - k) **UCCMS Participant** – An individual affiliated with Lacrosse Canada who has been a) designated by Lacrosse Canada and b) who has signed the required consent form. UCCMS Participants may include an Athlete, a coach, an official, an athlete support personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing Lacrosse Canada in any capacity.

Purpose

2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with LPEI's policies, By-laws, rules and regulations, and the *Code of Conduct and Ethics*. Non-compliance with the Code may result in sanctions pursuant to this Policy.

Discipline Chair

3. The Discipline Chair will be a Director of the Board or an individual appointed by the Board to handle the duties of the Discipline Chair. LPEI may appoint a standing Discipline Chair or may appoint a Discipline Chair on an as-needed basis. The Discipline Chair appointed to handle a complaint or dispute must be unbiased and not in a conflict of interest situation.

Application of this Policy

4. This Policy applies to all Participants.
5. This Policy applies to matters that may arise during LPEI's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with LPEI's activities, and any meetings.
6. This Policy also applies to Participants' conduct outside of LPEI's business, activities, and events when such conduct adversely affects relationships within LPEI (and its work and sport environment), is detrimental to the image and reputation of LPEI, or upon the acceptance of LPEI. Applicability will be determined by the Discipline Chair at their sole discretion.

7. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only (unless specifically designated).
8. An employee of LPEI who is a Respondent will be subject to appropriate disciplinary action per LPEI's human resources procedures, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

Adult Representative

9. Complaints may be brought for or against a Participant who is a minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
10. Communication from the Discipline Chair or Case Manager, as applicable, must be directed to the minor's representative.
11. A minor is not required to attend an oral hearing, if held.

Reporting a Complaint or Dispute

12. Any individual may report a complaint or dispute to the Discipline Chair in writing.
13. Reports should contain the following:
 - a) Identity of the Complainant and their contact information
 - b) Identity of the Respondent(s) and their contact information (if known)
 - c) Date(s) the incident(s) occurred
 - d) Description of the incident(s)
 - e) Identification of the section(s) of the *Code of Conduct and Ethics* and/or any other LPEI policy that the Respondent(s) allegedly violated (if applicable)
 - f) Other evidence including, but not limited to, witness statements, emails, pictures, videos, etc.
 - g) Suggested sanction or resolution
14. At LPEI's discretion, LPEI may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, LPEI will identify an individual to represent LPEI.

Discipline Chair Responsibilities

15. Upon receipt of a complaint, the Discipline Chair has the following responsibilities (and none of the Discipline Chair's decisions or determinations in this section may be appealed):
 - a) Determine if the complaint involves a UCCMS Participant. If so, the complaint must be sent to the OSIC (<https://sportintegritycommissioner.ca/report>) to be addressed pursuant to the OSIC's policies and procedures
 - b) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
 - i. This is a low standard. A frivolous or vexatious complaint is a complaint that is submitted with no substance or one that has been previously submitted in another form by the same Complainant. A complaint that is outside of the jurisdiction of the Policy is one that would be better handled by another organization (e.g., a club or national sport organization) or one that did not allege a violation of the *Code of Conduct and Ethics* and/or other LPEI policy.
 - ii. If the Discipline Chair determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
 - c) Consider attempting to resolve the complaint through the use of alternative dispute resolution such as mediation or negotiation

- i. The Discipline Chair should ascertain from the Complainant whether they believe they can work together with the Respondent(s) to find a mutually-agreeable resolution to the dispute. If so, the Discipline Chair (or designate) should act as a go-between to facilitate offers and counter-offers between the Parties.
 - ii. If a resolution is reached, the Discipline Chair (or designate) must draft a short agreement describing the nature of the dispute, the agreed-upon resolution, and the Complainant's promise to withdraw their complaint since the dispute has been resolved. All parties should sign the agreement. Negotiated agreements are not appealable and are not published.
 - iii. If a resolution is not reached, the Discipline Chair should resume their responsibilities per this Policy and discount the offers and counter-offers that had been previously proposed by the Parties during their negotiation.
- d) Choose which process should be followed, and use the following examples as a general guideline:
- a) **Minor Incident Process** - the Complaint alleges the following incidents:
 - i. Disrespectful conduct
 - ii. Minor incidents of violence
 - iii. Conduct contrary to the values of LPEI
 - iv. Non-compliance with LPEI's policies, procedures, rules, or regulations
 - v. minor violations of LPEI's *Code of Conduct and Ethics*
 - b) **Major Incident Process** - the Complaint alleges the following incidents:
 - i. Repeated minor incidents
 - ii. Disrespectful, abusive, racist, or sexist comments or behaviour
 - iii. Any incident of hazing
 - iv. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - v. Major incidents of violence
 - vi. Pranks, jokes, or other activities that endanger the safety of others
 - vii. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - viii. Conduct that intentionally damages LPEI's image, credibility, or reputation
 - ix. Consistent disregard for LPEI's Bylaws, policies, rules, and regulations
 - x. Major or repeated violations of LPEI's *Code of Conduct and Ethics*
 - xi. Intentionally damaging LPEI's property or improperly handling LPEI's monies
 - xii. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - xiii. A conviction for any *Criminal Code* offense
 - xiv. Any possession or use of banned performance enhancing drugs or methods

Minor Incident Process: Handled by Discipline Chair

Sanctions

16. Following the determination that the complaint or incident should be handled under the **Minor Incident Process**, the Discipline Chair must send the complaint documents to the Respondent and request a written response submission by a specified deadline. The Discipline Chair will review the submissions related to the complaint or dispute and determine one or more of the following sanctions:
- a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to LPEI
 - d) Removal of certain privileges for a short period of time
 - e) Suspension from certain teams, events, and/or activities (up to a maximum of one week and/or two competitions)
 - f) Any other minor sanction considered appropriate for the offense

17. The Discipline Chair will inform the Parties of the sanction in writing, which will take effect immediately.
18. Failure by the Respondent to comply with the sanction, by a deadline set by the Discipline Chair, will result in the Respondent's indefinite suspension until the Respondent has complied with the sanction.
19. Records of all decisions and sanctions will be maintained by LPEI.

Appeals

20. Within two (2) days of the Discipline Chair's decision, the sanction(s) issued under the **Minor Incident Process** may be appealed by either Party to LPEI's President (provided they are not in a conflict of interest and have not been involved in the dispute) or to an individual designated by LPEI's Board (provided this person is not in a conflict of interest and has not been involved in the dispute). This individual will be the Appeal Chair.
21. An appeal submitted by either Party must contain the following:
 - a) Description of the complaint/dispute and sanction; and
 - b) Explanation of an appealable ground; i.e., why the decision was either:
 - i. tainted by bias or conflict of interest;
 - ii. grossly unreasonable; and/or
 - iii. made without following the procedures described in this Policy.
22. The Appeal Chair must provide the appeal documents to the other Party. Within two (2) days, the other Party may submit a written response to the appeal.
23. Within three (3) days of receiving all the appeal documents, the Appeal Chair must make one of the following decisions (none of which may be appealed):
 - a) Reject the appeal for being submitted past the deadline for appeals or for not identifying an appealable ground;
 - b) Accept the appeal and substitute their own decision and/or sanction;
 - c) Accept the appeal and refer the matter back to the Discipline Chair for a new decision and/or sanction (while instructing the Discipline Chair to fix any errors related to bias or conflict, reasonableness, or procedure); or
 - d) Reject the appeal.
24. The decision of the Appeal Chair is final.
25. Records of all appeal decisions will be maintained by LPEI.

Major Incident Process: Handled by Case Manager

Case Manager

26. Following the determination that the complaint or incident should be handled under the **Major Incident Process**, LPEI will appoint a Case Manager to oversee management and administration of the complaint or incident. The Case Manager should not be in a conflict of interest and should have expertise in dispute resolution matters. Such appointment is not appealable.
27. The Case Manager has a responsibility to:
 - a) Apply the *Investigation Procedure (Appendix A)*, if necessary
 - b) Appoint the Discipline Panel
 - c) Coordinate all administrative aspects and set timelines
 - d) Provide administrative assistance and logistical support to the Discipline Panel as required
 - e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

28. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
29. The Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
30. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
 - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
 - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
 - c) The Parties may engage a representative, advisor, or legal counsel at their own expense
 - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
 - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
 - f) The decision will be by a majority vote of the Discipline Panel
31. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
32. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
33. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

34. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and LPEI. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The publication of the decision will be guided by the *Confidentiality Policy*.

Sanctions

35. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to LPEI
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities
 - f) Suspension from all LPEI's activities for a designated period
 - g) Payment of the cost of repairs for property damage
 - h) Suspension of funding from LPEI or from other sources
 - i) Expulsion from LPEI

j) Any other sanction considered appropriate for the offense

36. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

37. Records of all decisions and sanctions will be maintained by LPEI.

Appeals

38. Within five (5) days of the Discipline Panel's decision, the sanction(s) issued under the **Major Incident Process** may be appealed by either Party to the Case Manager. The Case Manager will appoint three individuals (at least one of whom is connected to LPEI but who is not in a conflict of interest and who has not been involved in the dispute). This group of individuals will be the Appeal Panel.

39. An appeal submitted by either Party must contain the following:

- a) An appeal fee of one-hundred and fifty dollars (\$150);
- b) Description of the complaint/dispute and sanction; and
- c) Explanation of an appealable ground; i.e., why the decision was either:
 - i. tainted by bias or conflict of interest;
 - ii. grossly unreasonable; and/or
 - iii. made without following the procedures described in this Policy.

40. The Case Manager must first provide the appeal documents to the other Party. Within three (3) days, the other Party may submit a written response to the appeal. The Case Manager must facilitate the exchange of documents between and among the Parties and the Appeal Panel.

41. Within five (5) days of receiving all the appeal documents, the Appeal Panel must make one of the following decisions (none of which may be appealed):

- e) Reject the appeal for being submitted past the deadline for appeals or for not identifying an appealable ground;
- f) Accept the appeal and substitute their own decision and/or sanction;
- g) Accept the appeal and refer the matter back to the Discipline Panel for a new decision and/or sanction (while considering any instructions from the Appeal Panel related to bias or conflict, reasonableness, or procedure);
or
- h) Reject the appeal.

42. The decision of the Appeal Panel is final.

43. Records of all appeal decisions will be maintained by LPEI.

Suspension Pending a Hearing

44. LPEI may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of a criminal process, the hearing, or a decision of the Discipline Chair or Discipline Panel.

Criminal Convictions

45. A Participant's conviction for a *Criminal Code* offense, as determined by LPEI, will be deemed an infraction under this Policy and will result in a presumptive sanction of expulsion from LPEI. *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence

- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality of Process

46. The discipline and complaints process is confidential and involves only the Parties, the Discipline Chair or Discipline Panel (as applicable), the Case Manager (if applicable), the Appeal Chair or Appeal Panel (if applicable), and any independent advisors to the Discipline Panel (if applicable). None of the Parties will disclose confidential information relating to the discipline and complaints or appeal processes to any person not involved in the proceedings.

Timelines

47. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Chair or Case Manager (as applicable) may direct that these timelines be revised.

Records and Distribution of Decisions

48. Unless otherwise directed by the Discipline Chair or Discipline Panel, as applicable, the decision of the Discipline Chair or Discipline Panel, as applicable, is confidential and distribution and publication of the decision will be guided by the procedures in the *Confidentiality Policy*.

49. Unless the matter involves a minor, once the appeal deadline has expired, LPEI may publish on its website, or distribute to other individuals or groups as necessary, the outcome of the discipline and complaints process, the provision(s) of the relevant policies that have been violated, the name(s) of the Participant(s) involved and the sanction(s) imposed, if any. Identifying information regarding minors will never be published.

50. As may be required by law, by Sport Canada, or by another organization, other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Appendix A – Investigation Procedure

Determination

1. When a complaint is submitted pursuant to the *Dispute and Discipline Policy* and handled under the **Major Incident Process**, the Case Manager (in consultation with LPEI) will determine if the incident should be investigated.

Investigation

2. The Case Manager will appoint an Investigator. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
3. Federal and/or Provincial legislation related to workplace harassment may apply to the investigation if Harassment was directed toward a worker in a workplace. The Investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
 - a) Interviews with the Complainant
 - b) Witness interviews
 - c) Statement of facts (Complainant's perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
 - d) Interviews with the Respondent
 - e) Statement of facts (Respondent's perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant

Investigator's Report

5. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, a breach of the *Code of Conduct and Ethics* occurred.
6. The Investigator must be aware that sport-specific differences exist with respect to such aspects as acceptable levels of touch, physical contact, and aggression during training or competition and will consider such differences during the investigative process.
7. The Investigator's Report will be provided to the Case Manager who will disclose it, at their discretion, to LPEI.
8. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and LPEI to refer the matter to police.
9. The Investigator must also inform LPEI of any findings of criminal activity. LPEI may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving minors, fraud against LPEI, or other offences where the lack of reporting would bring LPEI into disrepute.

Reprisal and Retaliation

10. A Participant who submits a complaint to LPEI or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Dispute and Discipline Policy*.

False Allegations

11. A Participant who submits allegations that the Investigator determines to be malicious, false, or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the *Dispute and Discipline Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. LPEI or the Participant against whom the allegations were submitted, may act as the Complainant.

Confidentiality

12. The Investigator will make reasonable efforts to preserve the anonymity of the complainant, respondent, and any other party. However, LPEI recognizes that maintaining full anonymity during an investigation may not be feasible.

APPEAL POLICY

Definitions

1. Terms in this Policy are defined as follows:
 - a) **Affected Party** – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right.
 - b) **Appeal Manager** – An individual, who may be any staff member, Committee Member, volunteer, Director, or an independent third party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*.
 - c) **Appellant** – The Party appealing a decision.
 - d) **Board** – The Board of Directors of LPEI.
 - e) **Days** – Days including weekends and holidays.
 - f) **Director** – An individual appointed or elected to the Board of Directors of LPEI.
 - g) **Member Association** – A Member Association (defined in the LPEI By-laws and including Associate Member Associations) that is affiliated with LPEI.
 - h) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - i) **Parties** – The Appellant, Respondent, and any Affected Party.
 - j) **Respondent** – The body whose decision is being appealed.

Purpose

2. This *Appeal Policy* provides Participants and Member Associations with a fair and expedient appeal process.

Scope and Application of this Policy

3. This Policy applies to all Participants and Member Associations.
4. Any Participant or Member Association that is directly affected by a decision made by LPEI shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
5. This Policy **will apply** to decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Membership
6. This Policy **will not apply** to decisions relating to:
 - a) Discipline (appeals of discipline decisions are handled pursuant to the *Dispute and Discipline Policy*)
 - b) Employment
 - c) Infractions for doping offenses
 - d) The rules of the sport
 - e) Selection criteria, quotas, policies, and procedures established by entities other than LPEI
 - f) Substance, content and establishment of team selection or carding criteria
 - g) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - h) Budgeting and budget implementation
 - i) The organization's operational structure and committee appointments

- j) Decisions or discipline arising within the business, activities, or events organized by entities other than LPEI (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
- k) Commercial matters for which another appeals process exists under a contract or applicable law
- l) Decisions made under this Policy

Timing of Appeal

7. A Participant or Member Association that wishes to appeal a decision has seven (7) days from the date on which they received notice of the decision to submit the following:
 - a) Notice of the intention to appeal
 - b) Their contact information
 - c) Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
 - d) Date the Appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of two hundred dollars (\$200), which will be refunded if the appeal is upheld
8. A Participant or Member Association that wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Submitting an Appeal

9. Appeals of decisions made by LPEI can be submitted to LPEI to be heard pursuant to this Policy.
10. LPEI shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.
11. At its discretion, LPEI may request that Lacrosse Canada administer an appeal of a decision by LPEI per LPEI's policies or per Lacrosse Canada's policies.

Grounds for Appeal

12. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include:
 - a) The Respondent made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) The Respondent failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) The Respondent made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d) The Respondent made a decision that was patently unreasonable

Screening of Appeal

13. At the discretion of the Appeal Manager, and with the guidance of the Appeal Manager, the parties may first attempt to resolve the appeal through alternative dispute resolution techniques, such mediation and negotiation.
14. Appeals resolved via alternative dispute resolution techniques will result in the administration fee being refunded to the Appellant.
15. Should the appeal not be resolved by using alternative dispute resolution techniques, the Appeal Manager will have the following responsibilities:

- a) To determine if the appeal falls under the scope of this Policy
 - b) To determine if the appeal was submitted in a timely manner
 - c) To decide whether there are sufficient grounds for the appeal
16. If the Appeal Manager denies the appeal based on insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
 17. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

Determination of Affected Parties

16. In order to confirm the identification of any Affected Parties, the Appeal Manager will ask LPEI. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

18. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
19. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
20. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances. The following guidelines will apply to the hearing:
 - a) The hearing will be held within a timeline determined by the Appeal Manager
 - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
 - c) Copies of any written documents which any of the Parties wishes to have the Panel consider will be provided to all Parties in advance of the hearing
 - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e) The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
 - f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
 - h) The decision to uphold or reject the appeal will be by a majority vote of Panel members
21. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

22. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

23. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
 - a) Reject the appeal and confirm the decision being appealed.
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
 - c) Uphold the appeal and vary the decision.
24. The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
25. The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and LPEI. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

26. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

Confidentiality of Process

27. The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. None of the Parties will disclose confidential information relating to the appeals process to any person not involved in the proceedings.

Records and Distribution of Decisions

28. Unless otherwise directed by the Appeal Panel, the decision of the Appeal Panel is confidential and may not be distributed publicly or to any individual other than the parties and the Board of Directors of LPEI.
29. Unless the matter involves a minor, LPEI may publish on its website, or distribute to other individuals or groups as necessary, the outcome of the appeals process, and the name(s) of the Participant(s) involved. Identifying information regarding minors will never be published.
30. As may be required by law, by Sport Canada, or by another organization, other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Final and Binding

31. No action or legal proceeding will be commenced against LPEI or Participants in respect of a dispute, unless LPEI has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

ABUSE POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Abuse** – Child/Youth Abuse or Vulnerable Adult Abuse as described in this Policy.
 - b) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers
 - c) **Person in Authority** – A Participant who holds a position of authority within the Association including, but not limited to, coaches, managers, support personnel, chaperones, and Directors
 - d) **Vulnerable Participant** – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability, or other circumstances, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

Purpose

2. LPEI is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Participants about abuse, outlining how LPEI will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by LPEI.

Zero Tolerance Statement

3. LPEI has zero tolerance for any type of abuse. Participants are required to report instances of abuse or suspected abuse to LPEI to be immediately addressed under the terms of the applicable policy.

Education – What is Abuse

4. Vulnerable Participants can be abused in different forms.
5. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical's *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1]:

Child / Youth Abuse

6. "Child abuse" refers to the violence, mistreatment, or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:
 - a) **Physical abuse** involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking, or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
 - b) **Sexual abuse** and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
 - c) **Neglect** is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological, or emotional development and well being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.
 - d) **Emotional abuse** involves harming a child's sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health problems. For example, emotional abuse may include aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.

7. An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.
8. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
 - a) **Emotional Maltreatment** – A Person in Authority’s failure to provide a developmentally-appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive, or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:
 - i. Refusal to recognize an athlete’s worth or the legitimacy of an athlete’s needs (including complaints of injury/pain, thirst or feeling unwell)
 - ii. Creating a culture of fear, or threatening, bullying, or frightening an athlete
 - iii. Frequent name-calling or sarcasm that continually “beats down” an athlete’s self-esteem
 - iv. Embarrassing or humiliating an athlete in front of peers
 - v. Excluding or isolating an athlete from the group
 - vi. Withholding attention
 - vii. Encouraging an athlete to engage in destructive and antisocial behaviour, reinforcing deviance, or impairing an athlete’s ability to behave in socially appropriate ways
 - viii. Over-pressuring: whereby the Person in Authority imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete’s capabilities
 - ix. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice
 - xi. Using conditioning as punishment
 - xii. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xiii. Body shaming – making disrespectful, hurtful, or embarrassing comments about an athlete’s physique
 - b) **Neglect** - acts of omission (i.e., the Person in Authority should act to protect the health/well-being of an athlete but does not). Examples of neglect include:
 - i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
 - ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical attention, or sleep
 - iii. Ignoring an injury
 - iv. Knowing about sexual abuse of an athlete but failing to report it
 - c) **Physical Maltreatment** - involves contact or non-contact behaviour that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:
 - i. Punching, beating, biting, striking, choking, or slapping an athlete
 - ii. Intentionally hitting an athlete with objects or sporting equipment
 - iii. Providing alcohol to an athlete under the legal drinking age
 - iv. Providing illegal drugs or non-prescribed medications to any athlete
 - v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)

- vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
 - vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
 - viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)
- d) **Grooming** - a slow gradual and escalating process of building comfort and trust with an athlete and/or their parent/guardian that is often very difficult to recognize. The process allows for inappropriate conduct to become normalized. It is often preceded by building confidence and comfort that an individual can be trusted with the care of the athlete. Examples of grooming include:
- i. Nudity or exposure of genitals in the presence of an athlete
 - ii. Sexually oriented conversation or discussions about personal sexual activities
 - iii. Excessive discussions about a Person in Authority's personal life (i.e., family, work, medical challenges)
 - iv. Spending time with an individual athlete and/or their family outside of team activities
 - v. Excessive gift-giving to an individual athlete
 - vi. Socially isolating an athlete
 - vii. Restricting an athlete's privacy
 - viii. Providing drugs, alcohol, or tobacco to an athlete
 - ix. Becoming overly involved in an athlete's personal life
 - x. Making sexual or discriminatory jokes or comments to an athlete
 - xi. Displaying material of a sexual nature in the presence of an athlete
 - xii. Mocking or threatening an athlete
 - xiii. Putting the Person in Authority's needs above needs of an athlete and/or going to an athlete to have the Person in Authority's needs

9. Importantly, emotional, and physical maltreatment does not include professionally accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.

10. Potential warning signs of abuse of children or youth can include [2][3]:

- a) Recurrent unexplained injuries
- b) Alert behaviour: child seems to always be expecting something bad to happen
- c) Often wears clothing that covers up their skin, even in warm weather
- d) Child startles easily, shies away from touch or shows other skittish behaviour
- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults
- g) Behavior fluctuates between extremes (e.g., extremely cooperative, or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source
- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

11. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual's situation, disability, or circumstance.
12. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in

a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time:

- a) **Psychological abuse** includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example
 - i. Threatening to use violence
 - ii. Threatening to abandon them
 - iii. Intentionally frightening them
 - iv. Making them fear that they will not receive the food or care they need
 - v. Lying to them
 - vi. Failing to check allegations of abuse against them

- b) **Financial abuse** encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult's money or property in a dishonest manner or failing to use a vulnerable adult's assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
 - i. Stealing their money, disability cheques, or other possessions
 - ii. Wrongfully using a Power of Attorney
 - iii. Failing to pay back borrowed money when asked

- c) **Physical abuse** includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
 - i. Beating
 - ii. Burning or scalding
 - iii. Pushing or shoving
 - iv. Hitting or slapping
 - v. Rough handling
 - vi. Tripping
 - vii. Spitting

- d) All forms of sexual abuse are also applicable to vulnerable adults

13. Potential warning signs of abuse of vulnerable adults can include:

- a) Depression, fear, anxiety, passivity
- b) Unexplained physical injuries
- c) Dehydration, malnutrition, or lack of food
- d) Poor hygiene, rashes, pressure sores
- e) Over-sedation

Preventing Abuse

14. LPEI will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

15. Participants who coach, volunteer, officiate, deliver developmental programs, are affiliated with Territorial teams, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Participants involved with LPEI will be screened according to the organization's *Screening Policy*.

16. LPEI will use the *Screening Policy* to determine the level of trust, authority, and access that each Person in Authority has with Vulnerable Participants. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
- a) Completing an Application Form for the position sought (which includes alerting Participants that they must agree to adhere with the organization's policies and procedures (including this *Abuse Policy*))
 - b) Completing a Screening Declaration Form
 - c) Providing letters of reference
 - d) Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
 - e) Providing a driver's abstract (for Participants who transport Vulnerable Participants)
 - f) Other screening procedures, as required
17. A Person in Authority's failure to participate in the screening process or pass the screening requirements as determined by a Director of Coaching, will result in the Participant's ineligibility for the position sought.

Orientation and Training

18. LPEI may deliver orientation and training to those Participants who have access to, or interact with, Vulnerable Participants. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.
19. Orientation may include, but is not limited to introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.
20. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
21. At the conclusion of the orientation and training, Participants will be required to acknowledge, in written form, that they have received and completed the training.

Practice

22. When Persons in Authority interact with Vulnerable Participants, they are required to enact certain practical approaches to these interactions. These include, but are not limited to:
- a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - b) Ensuring that Vulnerable Participants are always supervised by more than one adult
 - c) Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one Participant)
 - d) Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Participants
 - e) Ensuring that parents/guardians are aware that some non-personal communication between Persons in Authority and Vulnerable Participants (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Participants (e.g., teenagers). Persons in Authority are aware that such communication is subject to LPEI's *Code of Conduct and Ethics* and *Social Media Policy*.
 - f) When traveling with Vulnerable Participants, the Person in Authority will not transport Vulnerable Participants without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

Monitoring

23. LPEI will regularly monitor those Persons in Authority who have access to, or interact with, Vulnerable Participants. The monitoring will be based on the level of risk, as described in the *Screening Policy*.

24. Monitoring may include, but is not limited to regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

Reporting Abuse

25. Reports of abuse that are shared confidentially with a Person in Authority by a Vulnerable Participant may require the Person in Authority to report the incident to parents/guardians, LPEI, or police. Persons in Authority must respond to such reports in a non-judgemental, supportive, and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Participant's parent/guardian.

26. Complaints or reports that describe an element of **abuse** will be addressed by the process(es) described in LPEI's *Dispute and Discipline Policy*.

[1] Retrieved from: https://www.ecclesiastical.ca/guidelines_developsafetyprotectionpolicy_children-youths-vulnerableadults_faith/

[2] Adapted from: <https://www.all4kids.org/2014/03/04/warning-signs-child-abuse-neglect/>

[3] Adapted from: https://www.parentsprotect.co.uk/warning_signs.htm

ADVERTISING AND PROMOTIONS POLICY

Purpose

1. This Policy describes how LPEI will advertise sanctioned events, competitions and tournaments for the LPEI and for its Member Associations (as defined in the LPEI By-laws and including Associate Member Associations).

Policy

2. Member Associations are the organizations that are members in good standing with LPEI. Member Associations can include leagues, districts, clubs, and LPEI officials.
3. At the request of a Member Association, LPEI will advertise events, competitions and tournaments hosted and/or sanctioned by the Member Association at no cost to the Member Association.

Submitting Requests

4. A Member Association may request assistance advertising their event, competition or tournament by submitting the following information to LPEI:
 - a) Name and type of the event
 - b) Date of the event
 - c) Details of the participants in the event
 - d) Summary of specific notes or items to promote
 - e) Details of any sponsors
 - f) Any other information that may be relevant
5. LPEI, at its discretion, may deny the request of the Member Association with or without giving reasons. LPEI may cease promotion of the event, competition, or tournament at any time and with no notice to the Member Association.

Promotion

6. After accepting a request, LPEI will promote and advertise the event, competition, or tournament, at its discretion, via the following:
 - a) Newsletter or email communication
 - b) Website posting
 - c) Social media communication (e.g., twitter, Instagram, Facebook)

Limitation

7. LPEI will not advertise events, competitions or tournaments for Member Associations who are not in good standing or for organizations or individuals who are not affiliated with LPEI (other than Lacrosse Canada).

ANTI-DOPING POLICY

Definitions

1. Terms in this Policy are defined as follows:
 - a) **Canadian Centre for Ethics in Sport (CCES)** – The CCES is an independent, national, not-for-profit organization responsible for administering Canada’s Anti-Doping Program and the World Anti-Doping Code in Canada.
 - b) **Canadian Anti-Doping Program (CADP)** – The CADP is a set of rules that govern doping control in Canada. The CADP can be viewed [here](#). The 2021 CADP came into effect on January 1, 2021.
 - c) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - d) **World Anti-Doping Agency (WADA)** – An independent, international, not-for-profit organization responsible for administering the World Anti-Doping Code and the promotion of clean sport internationally.
 - e) **World Anti-Doping Code (WADC)** – Set of rules that govern doping control internationally. The full policy can be viewed [here](#).

Purpose

2. The purpose of this policy is to confirm that LPEI, through Lacrosse Canada, has adopted the 2021 CADP as its primary domestic anti-doping policy.

Scope and Authority

3. This policy applied to all Participants.
4. In the event of a conflict between this Policy and the 2021 CADP, the 2021 CADP shall prevail.

Commitment, Adoption and Cooperation

5. LPEI is committed to clean sport in Canada and endorses the 2021 CADP and the WADC.
6. LPEI has adopted and agrees to abide by the CADP as it may be amended from time to time.
7. LPEI is unequivocally opposed to the practice of doping in sport on ethical, medical and legal grounds.
8. LPEI shall cooperate with the CCES’s investigations regarding potential anti-doping rule violations.

Education and Training

9. LPEI, through Lacrosse Canada, will provide regular information and news on the CADP domestically and internationally and will arrange for the presentation of an anti-doping educational program with support material from the CCES to groups of athletes and athlete support personnel at camps and competitions whenever possible. Anti-doping links and resources are provided as **Appendix A**.

Conduct Standards

10. LPEI will include the following requirements in the applicable section of its *Code of Conduct and Ethics*:
 - a) *Participants must reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations*
 - b) *Coaches, trainers and other athlete support personnel who use methods or substances prohibited by the CADP without valid and acceptable justification may not coach, train, or otherwise support athletes*
 - c) *Participants may not harass, intimidate or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control*

Sanctions and Reciprocity

11. LPEI will comply with the CADP with respect to public announcements of positive test results.
12. LPEI will respect any penalty enacted pursuant to the breach of the CADP whether imposed by Lacrosse Canada, WADA or the CCES.
13. LPEI will respect the sanctions applied to a Participant due to an anti-doping rule violation, whether imposed by Lacrosse Canada, WADA, the CCES, or any national or provincial sport organization.
14. All Participants sanctioned for an anti-doping rule violation will be ineligible to participate in any role with LPEI or in any competition or activity organized, convened, held, or sanctioned by LPEI as per the penalties imposed.
15. In addition to any sanctions applied to a Participant by Lacrosse Canada, WADA, the CCES or LPEI, LPEI will, at its discretion, apply the same or similar sanctions (such as disqualification from an event) to members of the Participant's team.

Appendix A – Anti-Doping Links and Resources

Anti-Doping and Values-Based Sport Information:

- CCES website: www.cces.ca
- True Sport website: www.truesport.ca
- CCES E-Learning: contact the CCES for additional information
- CCES Advisory Notes and Media Releases: www.cces.ca/subscribe

Substance Information:

- Global DRO: www.globaldro.com
- Contacting the CCES: 1-800-672-7775 or substances@cces.ca

Therapeutic Use Exemptions (TUEs):

- CCES Medical Exemption Wizard: www.cces.ca/mewizard
- Contacting the CCES: 1-800-672-7775 or tue-aut@cces.ca

Report Doping:

- Report Doping Hotline: 1-800-710-CCES or www.cces.ca/reportdoping

Note: Various printed resources are available.
Contact the CCES for more information (education@cces.ca or 1-800-672-7775).

CODE OF CONDUCT AND ETHICS

LPEI has adopted the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(“UCCMS”\)](#) which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately and automatically upon their adoption by the SDRCC, without the need for any further action by LPEI.

Definitions

1. Terms in this Code are defined as follows:
 - a) **Athlete** – An individual who is a Participant in LPEI who is subject to the policies of LPEI and to this Code.
 - b) **Athlete Support Personnel** – Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition.
 - c) **Bullying** – Offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power.
 - d) **Event** – An event, which may include a social event, sanctioned by LPEI.
 - e) **Harassment** – A vexatious comment (or comments) or conduct against a Participant or group, regardless of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts;
 - b. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - c. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - d. Leering or other suggestive or obscene gestures;
 - e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - f. Practical jokes which endanger a person’s safety, or which may negatively affect performance;
 - g. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - i. Deliberately excluding or socially isolating a person from a group or team;
 - j. Persistent sexual flirtations, advances, requests, or invitations;
 - k. Physical or sexual assault;
 - l. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - m. Retaliation or threats of retaliation against a person who Reports harassment to LPEI.
 - f) **Maltreatment** – As defined in the UCCMS.
 - g) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - h) **Person in Authority** – Any Participant who holds a position of authority within LPEI including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
 - i) **Power Imbalance** – As defined in the UCCMS.

- j) **Report** – As defined in the UCCMS.
- k) **UCCMS** – The Universal Code of Conduct to prevent and address Maltreatment in Sport, as amended from time to time by the Sport Dispute Resolution Centre of Canada (“SDRCC”).
- l) **Workers** – All individuals who perform work for LPEI including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, and independent contractors.
- m) **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
- n) **Workplace Harassment** – A course of vexatious comment or conduct against a Participant in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
- o) **Workplace Violence** – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker.

Purpose

- 2. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of LPEI by making all Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with LPEI’s core values, mission, and policies.
- 3. LPEI supports equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application – General

- 4. This Code applies to the conduct of all Participants during the business, activities, and Events of LPEI including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
- 5. This Code also applies to the conduct of all Participants outside of the business, activities, and Events of LPEI when such conduct adversely affects LPEI’s relationships (and the work and sport environment) or is detrimental to the image and reputation of LPEI. Such applicability will be determined by LPEI at its sole discretion.
- 6. This Code applies to Participants who are registered with LPEI. This Code also applies to Participants who are no longer registered with LPEI but against whom a claim has been submitted that a potential breach of this Code occurred when the Participant was registered with LPEI.
- 7. Notwithstanding anything to the contrary contained herein, all incidents of Maltreatment involving Workers, may also be addressed pursuant to the processes set out in any applicable workplace policy.

Prohibited Behaviours

- 8. All Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
- 9. Participants are responsible for knowing what actions or behaviours are Prohibited Behaviours and/or Maltreatment.

10. Prohibited Behaviours listed in the UCCMS, that are described further in the UCCMS, include but are not limited to:
- a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Failing to Report
 - i) Aiding and Abetting
 - j) Retaliation
 - k) Interference with or Manipulation of Process
 - l) False Reports
11. In addition to the Prohibited Behaviours described in the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Participants. Any failure to respect these expected standards of behaviour by a Participant may constitute a breach of this Code. In addition, the following behaviours also constitute breaches of this Code:
- a) Bullying
 - b) Harassment
 - c) Workplace Harassment
 - d) Workplace Violence

Responsibilities of Participants

12. All Participants have a responsibility to:
- a) Refrain from any behaviour that constitutes Maltreatment or Prohibited Behaviour under this Code or the UCCMS.
 - b) Maintain and enhance the dignity and self-esteem of other Participants by:
 - a. Treating each other with fairness, honesty, respect and integrity;
 - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
 - c. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
 - d. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - c) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
 - d) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of LPEI.
 - e) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or Event.
 - f) In the case of individuals who are not minors, not consume cannabis in the Workplace or in any situation associated with the Events of LPEI (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
 - g) When driving a vehicle:
 - a. Have a valid driver's license;
 - b. Obey traffic laws;
 - c. Not be under the influence of alcohol or illegal drugs or substances;
 - d. Have valid car insurance; and
 - e. Refrain from engaging in any activity that would constitute distracted driving.
 - h) Respect the property of others and not wilfully cause damage.
 - i) Promote sport in the most constructive and positive manner possible.
 - j) Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition and not offer, receive or refrain from offering or receiving any benefit which is intended to

manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.

- k) Adhere to all applicable federal, provincial/territorial, municipal and host country laws.
- l) Comply with the bylaws, policies, procedures, rules, and regulations of LPEI, as applicable, and as adopted and amended from time to time.

Directors, Committee Members, and Employees

13. In addition to Section 12 (above), Directors, Committee Members, and employees of LPEI have additional responsibilities to:

- a) Function primarily as a Director, committee member or employee of LPEI (as applicable) and ensure to prioritize their duty of loyalty to LPEI (and not to any other organization or group) while acting in this role.
- b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- c) Comply with their obligations under any screening procedures, including understanding ongoing screening expectations and cooperating fully in the screening process.
- d) Conduct themselves openly, professionally, lawfully and in good faith.
- e) Be independent and impartial and not let self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of LPEI.
- f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- g) Maintain required confidentiality of organizational information.
- h) When acting as a Director or Committee Member, respect the decisions of the majority (the Board or a Committee, as applicable) and resign if unable to do so.
- i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- j) Have a thorough knowledge and understanding of all governance documents.

Athlete Support Personnel

14. In addition to Section 12 (above), Athlete Support Personnel have many additional responsibilities.

15. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in their relationship with Athletes and must be extremely careful not to abuse it, either consciously or unconsciously.

16. Athlete Support Personnel will:

- a) Avoid any behaviour that abuses the Power Imbalance inherent in their position.
- b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the athletes.
- c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- d) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals (where appropriate) in the diagnosis, treatment, and management of athletes' medical and psychological treatments.
- e) Support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team, should an athlete qualify for participation with one of these programs.
- f) Accept and promote athletes' personal goals and refer athletes to other coaches and sport specialists as appropriate.
- g) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- h) Act in the best interest of the athlete's development as a whole person.

- i) Comply with their obligations under any screening procedures, including understanding ongoing screening expectations and fully cooperating in the screening process.
- j) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to LPEI, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
- k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of minors, alcohol, cannabis, and/or tobacco.
- l) When acting as a coach, respect athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.
- m) When a Power Imbalance exists, not engage in a sexual or intimate relationship with an athlete of any age
- n) Disclose to LPEI any sexual or intimate relationship with an athlete over the age of majority and, if requested by LPEI, immediately discontinue any coaching involvement with that athlete.
- o) Avoid compromising the present and future health of athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments, including when discussing optimal nutritional strategies or weight control methods for junior-aged athletes and above (18+ years of age). Dieting and other weight control methods are not permitted for athletes 17 years of age and younger.
- p) Recognize the power inherent in their position and respect and promote the rights of all Participants in sport. This is accomplished by establishing and following procedures for confidentiality, privacy of their personal information, informed participation, and fair and reasonable treatment. Athlete Support Personnel have a special responsibility to respect and promote the rights of Participants who are in a vulnerable or dependent position and less able to protect their own rights.
- q) Dress appropriately.
- r) Use inoffensive language and take into account the audience being addressed (e.g., the age/maturity of the individuals).

Athletes

17. In addition to Section 12 (above), athletes have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations.
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.
- d) Adhere to any rules and requirements regarding clothing, professionalism, and equipment.
- e) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

Officials

18. In addition to Section 12 (above), officials have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Not publicly criticize other Participants.
- c) Adhere to the rules of their national and provincial federations and any other sport organization that has relevant and applicable authority.
- d) Place the safety and welfare of competitors, and the fairness of the competition, above all else.
- e) Respect the terms of any agreement that they enter into with LPEI.
- f) Work within the boundaries of their position's description while supporting the work of other officials.
- g) Take ownership of actions and decisions made while officiating.
- h) Act openly, impartially, professionally, lawfully, and in good faith.

- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- j) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants.
- k) Comply with their obligations under any screening procedures, including understanding ongoing screening expectations and fully cooperating in the screening process.
- l) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or LPEI at the earliest possible time.
- m) When writing reports, set out the facts to the best of their knowledge and recollection.
- n) Dress in appropriate attire for officiating.

Member Associations and Associate Member Associations

19. Member Associations and Associate Member Associations (as defined in the LPEI By-laws) must:
- a) Adhere to all LPEI governing documents and, where necessary, amend their own rules to comply or align with those of LPEI;
 - b) Pay all required dues and fees by the prescribed deadlines;
 - c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of LPEI are registered and in good standing;
 - d) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
 - e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly;
 - f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
 - g) Advise LPEI immediately of any situation where a complainant has publicized a complaint in the media (including social media);
 - h) Provide LPEI with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals; and
 - i) Implement any decisions and disciplinary sanctions imposed pursuant to LPEI's discipline process.

Anti-Doping¹

20. LPEI adopts and adheres to the Canadian Anti-Doping Program. LPEI will respect any sanction imposed on a Participant as a result of a breach of the [Canadian Anti-Doping Program](#) or any other applicable Anti-Doping Rules.
21. All Participants shall:
- a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.
 - b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
 - c) Cooperate with any Anti-Doping Program that is conducting an investigation into any anti-doping rule violation.
 - d) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, regardless of whether such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.
22. All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to athletes that fall under LPEI's jurisdiction.

Retaliation, Retribution or Reprisal

¹ Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

23. It is a breach of this *Code of Conduct and Ethics* for any Participant to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that individual from filing, in good faith, a Report pursuant to any policy of LPEI. It is also a breach of this *Code of Conduct and Ethics* for an individual to file a Report for the purpose of retaliation, retribution or reprisal against any other individual. Any individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

24. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the *Confidentiality Policy*.

CONCUSSION POLICY

Preamble

1. This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
2. The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
3. A concussion is a clinical diagnosis that can only be made by a physician.

Definitions

4. The following terms have these meanings in this Policy:
 - a) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - b) **Suspected Concussion** – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
 - c) **Sport-Related Concussion ("SRC")** – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
 - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent
 - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

Purpose

5. LPEI is committed to ensuring the safety of Participants in its activities. LPEI recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Participants.
6. This Policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion, and a Return to Sport protocol should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.
7. This Policy applies to all activities and events for which LPEI is the governing or sanctioning body including, but not limited to, competitions, practices, and training sessions.

Recognizing Concussions

8. If a Participant demonstrates or reports any of the following **red flags**, an on-site licensed healthcare professional shall be summoned and, if deemed necessary, an ambulance should be called (if an onsite healthcare professional is not available, an ambulance should be called):
 - a) Neck pain or tenderness
 - b) Double vision
 - c) Weakness or tingling / burning in arms or legs
 - d) Severe or increasing headache
 - e) Seizure or convulsion
 - f) Loss of consciousness
 - g) Deteriorating conscious state
 - h) Vomiting more than once
 - i) Increasingly restless, agitated, or combative
 - j) Increased confusion

9. The following **observable signs** may indicate a possible concussion:
 - a) Lying motionless on the playing surface
 - b) Slow to get up after a direct or indirect hit to the head
 - c) Disorientation or confusion / inability to respond appropriately to questions
 - d) Blank or vacant look
 - e) Balance or gait difficulties, absence of regular motor coordination, stumbling, slow laboured movements
 - f) Facial injury after head trauma

10. A concussion may result in the following **symptoms**:
 - a) Headache or “pressure in head”
 - b) Balance problems or dizziness
 - c) Nausea or vomiting
 - d) Drowsiness, fatigue, or low energy
 - e) Blurred vision
 - f) Sensitivity to light or noise
 - g) More emotional or irritable
 - h) “Don’t feel right”
 - i) Sadness, nervousness, or anxiousness
 - j) Neck pain
 - k) Difficulty remembering or concentrating
 - l) Feeling slowed down or “in a fog”

11. Failure to correctly answer any of these **memory questions** may suggest a concussion:
 - a) What venue are we at today?
 - b) Where was your last major competition?
 - c) What day is it?
 - d) What event are you participating in?

Removal from Sport Protocol

12. In the event of a Suspected Concussion where there are **observable signs** of a concussion, **symptoms** of a concussion, or a failure to correctly answer **memory questions**, the Participant should be immediately removed from participation by a designated person who is either an on-site Association staff member and/or certified coach.

13. After removal from participation, the following actions should be taken:
 - a) The designated person who removed the Participant should consider calling 9-1-1;

- b) LPEI must make and keep a record of the removal
- c) The designated person must inform the Participant’s parent or guardian if the Participant is younger than 19 years old, and the designated person must inform the parent or guardian that the Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Participant will be permitted to return to participation; and
- d) The designated person will remind the Participant, and the Participant’s parent or guardian as applicable, of LPEI’s Return-to-Sport protocol as described in this Policy.

14. Participants who have a Suspected Concussion and who are removed from participation should:

- a) Be isolated in a dark room or area and stimulus should be reduced
- b) Be monitored
- c) Have any cognitive, emotional, or physical changes documented
- d) Not be left alone (at least for the first 1-2 hours)
- e) Not drink alcohol
- f) Not use recreational/prescription drugs
- g) Not be sent home by themselves
- h) Not drive a motor vehicle until cleared to do so by a medical professional

15. A Participant who has been removed from participation due to a suspected concussion should not return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the [Sport Concussion Assessment Tool – 5th Edition \(SCAT5\)](#) (for Participants over the age of 12) or the [Child SCAT5](#) (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

Re-Evaluate

16. A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant’s clinical status and the potential need for neuroimaging scans.

Rest and Rehabilitation

- 17. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant’s symptoms. Participants should avoid vigorous exertion.
- 18. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

Refer

19. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

Recovery and Return to Sport

- 20. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Participants, these cognitive defects, balance, and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant’s initial symptoms following the first few days after the injury.
- 21. The table below represents a graduated return to sport for most Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
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1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Light drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training	Exercise, coordination, and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 1 – Return to Sport Strategy

22. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
23. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
24. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
25. If symptoms persist, the Participant should return to see a physician.
26. The Participant’s Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process.
27. The Participant must provide LPEI with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.

Reconsider

28. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
29. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.
30. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading, texting, screen time). Start with 5–15 min at a time and gradually build up	Gradual return to typical activities

2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

Table 2 – Return to School Strategy

Residual Effects

31. Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that *“a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or subconcussive impacts cause CTE remains unknown.”*

Risk Reduction and Prevention

32. LPEI recognizes that knowing a Participant’s SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. LPEI encourages Participants to make coaches and other stakeholders aware of their individual histories.

Non-Compliance

33. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with LPEI’s policies for discipline and complaints.

Liability

34. LPEI shall not be liable for any Participant or other individual’s use or interpretation of this Policy. Further, none of LPEI’s members, directors, officers, employees, agents, representatives, and other individuals involved in any way in the administration of this Policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this Policy.

ATHLETE PROTECTION GUIDELINES

Definitions

1. Terms in these Guidelines are defined as follows:

- a) **Athlete** – An individual who is an athlete Participant in LPEI who is subject to the policies of LPEI.
- b) **Participant** - Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
- c) **Person in Authority** – Any Participant who holds a position of authority within LPEI including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
- d) **Vulnerable Participants** – Includes minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by Persons in Authority).

Purpose

2. These *Athlete Protection Guidelines* describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

3. LPEI requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The ‘Rule of Two’ is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.
4. LPEI recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
 - a) To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
 - b) Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
 - c) A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian.
 - d) Persons in Authority may not invite or host Vulnerable Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

Competitions and Training Sessions

5. For competitions and training sessions, LPEI recommends:

- a) A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Participant’s parent or guardian.
- b) If the Vulnerable Participant is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives.
- c) If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present in order to avoid the Person in Authority being alone with a Vulnerable Participant.

- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e) Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message.

Communications

- 6. For communication between Persons in Authority and Athletes, LPEI recommends:
 - a) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone.
 - b) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant).
 - c) Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication.
 - d) All communication between a Person in Authority and Athletes must be between the hours of 6:00am and midnight unless extenuating circumstances justify otherwise.
 - e) Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
 - f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.
 - g) Persons in Authority are not permitted to ask Athletes to keep a personal secret for them.

Travel

- 7. For travel involving Persons in Authority and Athletes, LPEI recommends:
 - a) Teams or groups of Athletes shall always have at least two Persons in Authority with them.
 - b) For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender.
 - c) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
 - d) To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
 - e) A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.
 - f) Room or bed checks during overnight stays must be done by two Persons in Authority.
 - g) For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate and of the same gender identity.

Locker Rooms / Changing Areas

- 8. For locker rooms, changing areas and other closed meeting spaces, LPEI recommends:
 - a) Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.
 - b) Parents/guardians are not permitted in the locker rooms / changing areas.
 - c) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies.

Photography / Video

9. For all photography and video of an Athlete, LPEI recommends:
 - a) Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete.
 - b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
 - c) Examples of photos that shall be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images

Physical Contact

10. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching or assisting a skill or tending to an injury. For physical contact, LPEI recommends:
 - a) A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b) Infrequent, incidental physical contact during a training session is not considered a violation of policy.
 - c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

11. Any alleged violations of these *Athlete Protection Guidelines* may be addressed pursuant to the *Dispute and Discipline Policy*.

CONFLICT OF INTEREST POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Conflict of Interest** – Any situation in which a Representative’s decision-making, which should always be in the best interests of LPEI, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b) **Non-Pecuniary Interest** – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - c) **Pecuniary Interest** – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - d) **Representatives** – Individuals employed by, or engaged in activities on behalf of, LPEI including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of LPEI

Background

2. Individuals who act on behalf of a not-for-profit organization have a duty first to that organization and second to any personal stake they have in the operations of the organization. Representatives must not put themselves in positions where making a decision on behalf of LPEI is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. LPEI strives to reduce and eliminate nearly all instances of conflict of interest at LPEI – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of LPEI, shall always be resolved in favour of LPEI.
6. Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with LPEI, unless such business, transaction, or other interest is properly disclosed to LPEI and approved by LPEI
 - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with LPEI, if such information is confidential or not generally available to the public
 - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of LPEI, or in which they have an advantage or appear to have an advantage on the basis of their association with LPEI
 - f) Without the permission of LPEI, use LPEI’s property, equipment, supplies, or services for activities not associated with the performance of their official duties with LPEI

- g) Place themselves in positions where they could, by virtue of being a Representative of LPEI, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of LPEI

Disclosure of Conflict of Interest

7. On an annual basis, all LPEI's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form (Appendix A)** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by LPEI.
8. Immediately upon becoming aware that a conflict of interest may exist, all Representatives must disclose any real or perceived conflict of interest as follows:
 - a) Directors, Officers, Committee Members, candidates for election to the Board, and the senior staff person (when employed) must disclose real and perceived conflicts of interest to the Board
 - b) Employees must disclose real and perceived conflicts of interest to the senior staff person or, in the absence of a senior staff person position, to the Board
 - c) Coaches, volunteers, managers, and other Representatives must disclose real and perceived conflicts of interest to their immediate supervisor (e.g., team manager, staff person, other volunteer, etc., as applicable)
9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of LPEI will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For Board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of LPEI
11. For potential conflicts of interest involving employees, LPEI's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. LPEI will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with LPEI or give rise to a conflict of interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to LPEI's Board who will decide appropriate measures to eliminate the potential or existing conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from LPEI
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to LPEI to be addressed under LPEI's *Dispute and Discipline Policy*.
14. Failure to comply with an action as determined by the Board will result in automatic suspension from LPEI until compliance occurs.
15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

16. Failure to adhere to this Policy may permit discipline in accordance with LPEI's *Dispute and Discipline Policy*.

DIVERSITY, EQUITY AND INCLUSION POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Diversity** – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization.
 - b) **Equity** – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics.
 - c) **Inclusion** – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics.
 - d) **Under-Represented Groups** – Under-Represented Groups include women, children in low income families, Indigenous people, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ2 community.

Purpose

2. LPEI is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that LPEI provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

General

3. LPEI will:
 - a) Support inclusion, equity, and access for Under-Represented Groups
 - b) Exercise influence with external agencies to encourage equity

Programming

4. LPEI is committed to creating and supporting programs that address diversity, equity, and inclusion issues in sport. For example, LPEI will:
 - a) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering LPEI's programs and policies
 - b) Ensure that individuals from Under-Represented Groups have no barriers to participation in LPEI's programs, training, and coaching opportunities
 - c) Create and support new programming that specifically addresses diversity, equity, and inclusion
 - d) Monitor and evaluate the success of its diversity, equity, and inclusion programming
 - e) Fund programs and services equally
 - f) Encourage Under-Represented Groups to act as role models for young participants
 - g) Create special opportunities to advance the number and levels of women in coaching
 - h) When planning educational sessions, consider the balance of female and male presenters

Staff, Board of Directors, Committees

5. LPEI will:
 - a) Strive to achieve gender balance in the appointment of all committees, task forces and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to the Board
 - b) Include gender equity as a stated value that is accepted and promoted on nominating and selection committees
 - c) Ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision-making
 - d) Develop, update and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted and supported

- e) Deal with any incidence of discriminatory behaviour according to the *Code of Conduct and Ethics* and *Dispute and Discipline Policy*

Media Relations

6. LPEI will:

- a) Strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications
- b) Produce all written and visual materials in a gender-inclusive manner
- c) Develop a communication plan that strives to give media visibility to Under-Represented Groups
- d) Use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites

Human Resource Management

7. As part of its commitment to the use of equitable human resource management practices, LPEI will:

- a) Adopt, when possible, work practices such as flex-time, job-sharing and home-based offices
- b) Provide a physically accessible workplace environment
- c) Ensure a non-smoking environment
- d) Use non-discriminatory interview techniques
- e) Provide opportunities for all staff to advance to senior decision-making levels and receive equitable remuneration
- f) Publicly declare LPEI to be an equal opportunity employer and respect and implement the principle of pay equity in relation to salaried and contract employees
- f) When appropriate, make available access to Employee Assistance counselling

Ongoing Commitment to Inclusion, Diversity and Equity

8. LPEI resolves to continue to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media and communications.

Evaluation

9. LPEI will continually monitor and evaluate its inclusion, equity, and diversity progress.

FINANCIAL MANAGEMENT POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Representative** – An individual employed by, or engaged in activities on behalf of, LPEI including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of LPEI

Purpose

2. LPEI will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport and the betterment of LPEI.
3. The purpose of this Policy is to guide the financial management practices of LPEI.

Budget and Reports

4. LPEI's Board will develop and approve an annual budget which will contain LPEI's total anticipated expenditures and revenues.
5. The Director of Finance (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
6. The financial statements of LPEI will be reviewed in accordance with applicable legislation by an auditor.
7. Monthly financial reports consisting of a Balance Sheet, Profit-and-Loss Statement (also called an Income Statement), and a Cash Flow Statement shall be produced by the LPEI Executive Director and reviewed by the Director of Finance. Year-end financial reports shall be produced and provided to the LPEI Board for review.

Fiscal Year

8. LPEI's fiscal year will be as described in the By-laws.

Banking – Revenue

9. Registration fees shall be reviewed annually by the Director of Player Experience and the Director of Finance (or designate) who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
10. All money received by LPEI will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of LPEI, as determined by LPEI's Board.
11. All money received by LPEI will be deposited, in the name of LPEI, with a reputable financial institution.

Signing Officers

12. All contracts, documents, or any other instruments in writing requiring the signature of LPEI shall be signed by at least two (2) of the following individuals:
 - a) President
 - b) Director of Finance
 - c) Executive Director
 - d) Any Director appointed by the Board
13. All cheques require the signature of two (2) signing officers.

14. All cheques payable to any signing authority will not be signed by that signing authority.
15. All online payments (including eTransfers) must have double authorization notification in place. Authorized representatives are any two (2) signing officers.

Expenses

16. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by LPEI's Director of Finance (or designate).
17. Directors may expense reasonable hospitality expenses.
18. Approved expenses are to be claimed and reported no later than fifteen (15) days following the date of the expense. Expenses submitted beyond the fifteen (15) day reporting requirement will be paid only upon special approval by Director of Finance (or designate).
19. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by LPEI unless determined otherwise by the Board.

Accounts

20. Accounts receivable terms are net ninety (90) days from the date of invoice.
21. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Credit Card

22. With the approval of the Board, LPEI may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of LPEI. The Board will determine who receives credit cards and what the credit card limits will be.
23. Credit card holders will be responsible for all charges made on credit cards issued in their name.
24. Credit cards must only be used for authorized payments that include:
 - a) Payment of actual and reasonable expenses incurred on authorized business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to LPEI
 - b) Purchase of goods or budgeted items
25. For the purposes of this Policy, expenses included in an annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to a credit card.
26. Credit cards are not to be used for any personal expenses.
27. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on business of LPEI.
28. Under no circumstances are cash advances to be drawn on credit cards.
29. In addition, the following individuals have credit card responsibilities:
 - a) Cardholders must:

- i. not allow another person to use the card
 - ii. protect the pin number of the card
 - iii. only purchase within the credit limit of the card
 - iv. notify the credit card company if the card is lost or stolen
 - v. keep the card with them at all times, or in a secure location
 - vi. forward to LPEI's Director of Finance (or designate), on a monthly basis, all receipts for expenses charged to the card in the previous month
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- b) LPEI's Director of Finance (or designate) must:
- i. ensure that each credit card issued to an individual is paid in full on a monthly basis
 - ii. review and reconcile each credit card statement on a monthly basis
 - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - iv. recover from the cardholder any funds owing for unauthorized expenses

Expense Claims

30. Representatives may submit expense claims to the Director Finance (or designate) for personal expenses incurred during the discharge of their LPEI duties. Expense claims, including allowance payouts, must be submitted within fourteen (14) days of the incurred expense and must include:
- a) The exact amount of each expense
 - b) The date on which the expense occurred
 - c) The place and location of the expense
 - d) The purpose of the expense
 - e) A receipt for the expense
31. Travel shall be booked by LPEI Office, or, if agreed upon by LPEI Office, by the traveling party. Representatives may submit expense claims to LPEI Director of Finance, or designate, for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings provided the expected expense reimbursement amount is pre-approved by LPEI Director of Finance (or designate).
32. Generally, no cash advance will be provided. If there is a need for a cash advance, a request must be made to the Director of Finance (or designate) for approval of the advance.
33. Expenses will be reimbursed in amounts outlined by any relevant LPEI bylaws, regulations, or policies, or in accordance with CRA Guidelines, whichever is the lesser value. An allowance may be requested prior to a multi-day event but requires approval from the Director of Finance (or designate) before the event takes place. LPEI allowance rate is a maximum of \$70.00 per day, paid out as \$20 for breakfast, \$20 for lunch, and \$30 for dinner. Receipts must be provided.
34. LPEI will not reimburse for costs above any specified rates defined by this policy without prior approval of the Director of Finance (or designate).

Travel and Accommodation Expenses

35. Air travel including fares and itineraries are to be approved in advance by the Director of Finance (or designate). In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.

36. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses.
37. Accommodation will be reimbursed based on single occupancy for LPEI's President, LPEI Staff, and the LPEI Board of Directors. All other accommodation will be reimbursed based on double occupancy.
38. LPEI will not provide reimbursement for parking tickets, speeding tickets, or fines for any other violations.
39. A Representative attending an event where meals are not provided may request an allowance before attending the event. The sum-total of the allowance must not exceed the value designated in this Policy. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.
40. Mileage reimbursement rate is set at the lesser of \$0.40 per kilometer or the current CRA mileage rate and requires approval from the Director of Finance (or designate). Mileage will only be provided for travel exceeding 50km roundtrip.

NSF Charges

41. LPEI will charge a twenty-five dollar (\$25.00) charge on all NSF Cheques.

Replacement Cheques

42. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
43. Cheques that need to be replaced due to loss will be assessed a five-dollar (\$5.00) administration fee.
44. Lost or missing cheques that have not been claimed by LPEI's year end will not be reissued.

REGISTRATION AND REFUND POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.

Purpose and Application

2. The purpose of this policy is to describe how Participants may receive refunds for the fees that they pay to LPEI.

Refund

3. Refunds may be obtained as follows:
 - a) If programming is cancelled due to circumstances outside the control of LPEI, LPEI Player fee will be
 - i. 40% is non-refundable
 - ii. 60% being refundable on a prorated basis
 - b) In the event a player withdraws from a program, LPEI Player Registration fee will only be considered for medical reasons. A Doctor's note is required. The refund is subject to approval and a twenty-five dollar (\$25.00) administration fee.
4. Only the registration fees (and applicable taxes) paid by the Participant will be refunded. Transaction fees and/or service fees will not be refunded at anytime for any reason.

Closure

5. Notwithstanding the above, LPEI may issue a credit to the Participant for LPEI closure only under special circumstances and at the discretion of LPEI..

Eligibility

6. A Participant who has been disciplined, suspended, or de-registered is not eligible for a refund.

SOCIAL MEDIA POLICY AND GUIDELINES

Definitions

1. Terms in this Policy are defined as follows:
 - a) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
 - b) **Person in Authority** – Any Participant who holds a position of authority within LPEI including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
 - c) **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and X (formerly Twitter).

Preamble

2. LPEI is aware that Participant interaction and communication occurs frequently on Social Media. LPEI cautions Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Dispute and Discipline Policy*.

Application of this Policy

3. This Policy applies to all Participants.

Conduct and Behaviour

4. All conduct and behaviour occurring on Social Media must comply with the *Code of Conduct and Ethics*.
5. Participants may not engage in the following behaviour on Social Media:
 - a) Posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium that is directed at a Participant, at LPEI, or at other individuals connected with LPEI
 - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive, and that is directed at a Participant, at LPEI, or at other individuals connected with LPEI
 - c) Creating or contributing to a Facebook group, webpage, Instagram account, X feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about LPEI or its stakeholders or reputation
 - d) Any instance of cyber-bullying or cyber-harassment between one Participant and another Participant (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

Participants Responsibilities

6. Participants should be aware that their social media activity may be viewed by anyone; including LPEI.
7. If LPEI unofficially engages with a Participant in Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Participant may, at any time, ask LPEI to cease this engagement.
8. When using Social Media, a Participant must model appropriate behaviour befitting the Participant's role and status in connection with LPEI.

9. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Participant from being subject to the *Dispute and Discipline Policy*.
10. An individual who believes that a Participant's Social Media activity is inappropriate or may violate policies and procedures should report the matter to LPEI in the manner outlined by the *Dispute and Discipline Policy*.

LPEI Responsibilities

11. LPEI has a responsibility to understand if and how Persons in Authority and athletes are using Social Media to communicate with each other. Persons in Authority and athletes may need to be reminded that behaviour in Social Media is still subject to the *Code of Conduct and Ethics* and *Social Media Policy*.
12. Complaints and concerns about the behaviour of a Person in Authority or athlete in Social Media can be addressed under the *Dispute and Discipline Policy*.

Guidelines

13. The Guidelines in this section provide Persons in Authority and athletes with tips and suggestions for Social Media use. Persons in Authority and athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the *Code of Conduct and Ethics*.
14. Given the nature of Social Media as a continually developing communication sphere, LPEI trusts its Persons in Authority and athletes to use their best judgment when interacting with Social Media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform individuals' best judgment.

Social Media Guidelines for Persons in Authority

15. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:
 - a) With minor athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space
 - b) Attempt to make communication with athletes in Social Media as one-sided as possible. Be available for athletes if they initiate contact – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete's personal Social Media space
 - c) Ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways
 - d) Choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform athletes (and/or parents/guardians) why you will not engage in this space and explain which media you will use to communicate with them
 - e) athletes will search for your Social Media accounts. Be prepared for how you will respond when an athlete attempts to interact with you on Social Media
 - f) Annually review and update the privacy settings on all your Social Media accounts
 - g) Consider monitoring or being generally aware of athletes' public Social Media behaviour to ensure compliance with *Code of Conduct and Ethics* and this Policy
 - h) Never demand access to an athlete's private posts on X, Instagram, or Facebook
 - i) Do not send friend requests to athletes. Never pressure athletes to send you a friend request or follow your Social Media accounts
 - j) If you accept a friend request from one athlete, you should accept these requests from all athletes. Be careful not to show favouritism on Social Media
 - k) Consider managing your Social Media so that athletes do not have the option to follow you on X or send you a friend request on Facebook
 - l) Do not identify minor athletes on publicly available Social Media
 - m) Seek permission from adult athletes before identifying them on publicly available Social Media

- n) Avoid adding athletes to Snapchat and do not send snapchats to athletes
- o) Do not post pictures or videos of minor athletes on your private Social Media accounts
- p) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- q) If selection decisions and other official team business are announced on Social Media, ensure they are also posted on a less-social medium like a website or distributed via email
- r) Never require athletes to join Facebook, join a Facebook group, subscribe to an X feed, or join a Facebook page about your team or organization
- s) If you create a page on Facebook or Instagram for your team or athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email)
- t) Exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by athletes
- u) Avoid association with Facebook groups, Instagram accounts, or X feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an athlete
- v) Never misrepresent yourself by using a fake name or fake profile

Social Media Guidelines for Athletes

16. The following tips should be used by athletes to inform their own strategy for Social Media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see.
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or X. You are not required to follow anyone or be Facebook friends with anyone.
- c) Avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority.
- d) If you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with your organization.
- e) You do not have to join a fan page on Facebook or follow an X feed or Instagram account.
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post.
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana (if underage).
- i) Model appropriate behaviour in Social Media befitting your status as a) an athlete, and b) a member of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through Social Media.
- j) Be aware that your public Facebook page, Instagram account, or X feed may be monitored by your organization, coach, or by another organization and content or behaviour demonstrated in Social Media may be subject to sanction under the *Dispute and Discipline Policy*.

SCREENING POLICY

Definitions

1. The following defined terms have these meanings in this Policy:
 - a) **Criminal Record Check (CRC)** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - b) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
 - c) **Local Police Information (LPI)** – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
 - d) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers
 - e) **Vulnerable Participant** – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability, or other circumstances, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)
 - f) **Vulnerable Sector Check (VSC)** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database

Preamble

2. LPEI understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community.

Application of this Policy

3. This Policy applies to all individuals whose position with LPEI is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with LPEI will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to LPEI or Participants. LPEI will determine which individuals will be subject to screening using the following guidelines (LPEI may vary the guidelines at their discretion):

Level 1 – Low Risk - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants.

Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:

- a) Athlete support personnel
- b) Non-coach employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials

Level 3 – High Risk – Participants involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or

unsupervised access to Vulnerable Participants. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Adult volunteers who travel with unrelated minor volunteers

Director of Coaching

5. The implementation of this policy is the responsibility of the Director of Coaching.
6. The Director of Coaching is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within LPEI. In carrying out its duties, the Director of Coaching may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
7. Nothing in this Policy restricts or limits the Director of Coaching from requesting that the individual attend an interview with the Director of Coaching if the Director of Coaching considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Director of Coaching from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Director of Coaching from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Director of Coaching make a decision on the basis of the information before it.
10. The Director of Coaching may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Director of Coaching shall determine whether there is reason to believe that the individual may pose a risk to LPEI or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the Director of Coaching from considering that offence as part of the individual's screening application.
13. If the Director of Coaching determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of LPEI, the Director of Coaching shall approve the individual's application, subject to the Director of Coaching's right to impose conditions.
14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of LPEI, which may disseminate the decision as they see fit in order to best fulfil the mandate of LPEI.
15. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of LPEI for two (2) years from the date the rejected application was made.

Screening Requirements

16. It is the policy of LPEI that when an individual is first engaged by the organization:
 - a) Level 1 individuals will:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)

- iii. Participate in training, orientation, and monitoring as determined by LPEI
- b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by LPEI
 - vi. Provide a driver's abstract, if requested
 - c) Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by LPEI
 - vi. Provide a driver's abstract, if requested
 - d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to LPEI. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - e) If LPEI learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Dispute and Discipline Policy*.

Young People

17. For the purposes of this Policy, LPEI defines a young person as someone who is younger than 19 years old. When screening young people, LPEI will:
- a) Not require the young person to obtain a VSC or E-PIC; and
 - b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
18. Notwithstanding the above, LPEI may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person's *youth record*. LPEI understands that they may not request to see a young person's youth record.

Renewal

19. Unless the Director of Coaching determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
- a) An E-PIC every three years
 - b) A Screening Disclosure Form every three years
 - c) A Screening Renewal Form (**Appendix C**) every year
 - d) A Vulnerable Sector Check once
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Director of Coaching may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of LPEI, could affect the assessment of the individual's suitability for participation in the programs or activities of LPEI, or the individual's interactions with other individuals involved with LPEI.

Orientation, Training, and Monitoring

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of LPEI.
22. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
24. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix D**).
25. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

26. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>
27. Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
28. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
29. LPEI understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Participants.

Procedure

30. Screening documents must be submitted to the Director of Coaching at the following address:

coach.lacrossepei@gmail.com

31. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
32. LPEI understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of LPEI, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
33. LPEI recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Director of Coaching will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
34. Following the review of the screening documents, the Director of Coaching will decide:

- a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
35. In making their decision, the Director of Coaching will consider the type of offense, date of offense, and relevance of the offense to the position sought.
36. The Director of Coaching must decide that an individual has not passed screening if the screening documentation reveals any of the following:
- a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense of assault, physical or psychological violence
 - iii. Any offense involving trafficking or possession of illegal drugs
 - iv. Any offense involving conduct against public morals
 - v. Any offense involving theft or fraud
 - b) If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense involving the possession, distribution, or sale of any child-related pornography
 - iii. Any sexual offense

Conditions and Monitoring

37. If the screening documentation reveals an offense that does not automatically cause the individual to not pass screening (described in the above subsection), the Director of Coaching may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Director of Coaching shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Records

38. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
39. The records kept as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
 - b) An individual's E-PIC (for a period of three years)
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) An individual's Screening Renewal Form (for a period of one year)
 - e) Records of any conditions attached to an individual's registration by the Director of Coaching
 - f) Records of any discipline applied to any individual by LPEI or by another sport organization

Appendix A – Application Form

Note: Participants who are applying to volunteer or work within certain positions with LPEI must complete this Application Form. Participants need to complete an Application Form once for the position sought. If the individual is applying for a new position within LPEI, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of LPEI including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. Policies are located at the following link: www.lacrossepei.ca

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix B – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize LPEI to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. LPEI does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform LPEI of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix C – Screening Renewal Form

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver’s Abstract (“Personal Document”) to LPEI. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to LPEI. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to the Screening Committee instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix D – Volunteer Orientation and Training Acknowledgement Form

1. I have the following role(s) with LPEI (circle as many as apply):

Parent / Guardian

Coach

Director / Volunteer

Athlete

Official

Committee Member

2. As an individual affiliated with LPEI, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name

Signature

Date

Appendix E – Request For Vulnerable Sector Check

Note: LPEI must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

LPEI is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

LPEI is a not-for-profit provincial organization for the sport of lacrosse located in Prince Edward Island.

[Insert additional description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from LPEI, please contact the Director of Coaching:

[Insert information for Director of Coaching]

Signed: _____ Date: _____

CONFIDENTIALITY POLICY

Definitions

1. Terms in this Policy are defined as follows:

- a) **Confidential Information** – Personal information of Participants including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, information submitted as part of a screening process, and information submitted as part of a complaint, appeal, or dispute resolution process. Additionally, *Confidential Information* also includes information considered to be intellectual property of LPEI such as data, proprietary information, membership lists, customer information, business information, and trade secrets.
- b) **Participant** – Refers to all categories of individual members and/or registrants defined in the By-laws of LPEI who are subject to the policies of LPEI, as well as all people employed by, contracted by, or engaged in activities with, LPEI including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers.
- c) **Representatives** – Refers to individuals employed by, or engaged in activities on behalf of, LPEI. Representatives include, but are not limited to, staff, administrators, committee members, volunteers, and Directors and Officers.

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information.

Scope and Application

3. This policy applies to all Representatives.

4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain. Participants voluntarily publishing or consenting to the publication of their personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that information for as long as it is available publicly.

Responsibilities

5. Representatives will not, either during the period of their involvement/employment with LPEI or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

6. Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of LPEI.

Complaints and Dispute Resolution

7. Information that is submitted by a party as part of a dispute resolution process is considered Confidential Information and may not be disclosed to anyone not involved with the dispute resolution process until such time as the dispute resolution process is completed or stated otherwise in LPEI's policies related to discipline.

8. A written decision rendered at the conclusion of a dispute resolution process, subject to the direction of the decision-maker, may not be disclosed to any individual or group other than those that are identified (such as National Sport Organizations, Provincial/Territorial Organizations, or professional associations) in the applicable policy or as stated by the decision-maker.

9. Notwithstanding the above, LPEI may publish a summary letter that discloses the result of the dispute resolution process (**Appendix A – Decision Disclosure (Complaint)**) provided this letter limits the disclosure of Confidential Information and complies with the *Privacy Policy*.

Intellectual Property

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with LPEI will be owned solely by LPEI, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. LPEI may grant permission for others to use its intellectual property.
11. Confidential Information that is intellectual property of LPEI will remain the property of LPEI and, upon cessation of involvement/employment with LPEI, for any reason, or upon request of LPEI, Representatives will immediately return this information, as well as copies and reproductions, and any other media containing this information.

Enforcement

12. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions following a complaint filed pursuant to the *Dispute and Discipline Policy*.

Appendix A – Decision Disclosure Letter (Complaint)

[insert date]

Re: Complaint Decision

In [month year], LPEI received a complaint naming [Respondent's Name(s)]

LPEI addressed the complaint in a procedurally fair manner per its *Dispute and Discipline Policy*. A Discipline Panel appointed to hear the case found that the [Respondent's Name(s)] breached several sections of the *Code of Conduct and Ethics* and [insert other policies, if applicable].

The Discipline Panel decided the following sanctions:

- [insert all sanctions]

The details of the complaint and the dispute resolution process are confidential pursuant to the *Confidentiality Policy* and *Privacy Policy*.

[insert text re: if the Respondent has completed or complied with the sanction].

[insert name, position]

Lacrosse PEI

PRIVACY POLICY

General

1. **Purpose** – LPEI must comply with the requirements of the federal *Personal Information Protection and Electronics Documents Act* (“PIPEDA”) in matters involving the collection, use and disclosure of personal information during any commercial activity related to LPEI. This policy is based on the standards required by PIPEDA and LPEI’s interpretation of these responsibilities.
2. **Definitions** – The following terms have these meanings in this Policy:
 - a) **Act** – *Personal Information Protection and Electronics Documents Act* (“PIPEDA”)
 - b) **Commercial Activity** – Any particular transaction, act or conduct that is of a commercial character.
 - c) **IP Address** – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
 - d) **Personal Information** – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender identity, age, income, home address or phone number, ethnic background, family status, health history, and health conditions
 - e) **Representatives** – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, administrators, contractors and participants in LPEI’s events and activities

Application of this Policy

3. **Application** – This Policy applies to Representatives in connection with personal information that is collected, used, or disclosed during any commercial activity related to LPEI.
4. **Ruling on Policy** – Except as provided in the Act, the Board of Directors of LPEI will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. **Statutory Obligations** – LPEI is governed by Act in matters involving the collection, use and disclosure of personal information.
6. **Additional Obligations** – In addition to fulfilling all requirements of the Act, LPEI and its Representatives will also fulfill the additional requirements of this Policy. Representatives of LPEI will not:
 - a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
 - d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with LPEI; or
 - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

7. **Privacy Officer** – The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

info.lacrossepei@gmail.com

8. Duties – The Privacy Officer will:
 - a) Implement procedures to protect personal information;
 - b) Establish procedures to receive and respond to complaints and inquiries;
 - c) Record all persons having access to personal information;
 - d) Ensure any third-party providers abide by this Policy; and
 - e) Train and communicate to staff information about LPEI's privacy policies and practices.
9. Employees – LPEI shall be responsible to ensure that the employees, contractors, agents, or otherwise of LPEI are compliant with the Act and this Policy.

Identifying Purposes

10. Purpose – Personal information may be collected from Representatives and prospective Representatives for Commercial Activity that includes, but is not limited to, the following:

General:

- a) Managing and developing LPEI's business and operations, including personnel and employment matters;
- b) Meeting legal and regulatory requirements;
- c) Travel arrangement and administration;
- d) Implementation of LPEI's screening program;
- e) Medical emergency, emergency contacts or reports relating to medical or emergency issues;
- f) Determination of membership demographics and programming needs;
- g) Managing insurance claims and insurance investigations;
- h) Video recording and photography for promotional use, marketing and advertising by LPEI;
- i) Payroll, honorariums, company insurance and health plans

Communications:

- j) Sending communications in the form of e-news or a newsletter with content related to LPEI's programs, events, fundraising, activities, discipline, appeals, and other pertinent information;
- k) Publishing articles, media relations and postings on LPEI's website, displays or posters;
- l) Award nominations, biographies, and media relations;
- m) Discipline results and long-term suspension list;
- n) Checking residency status;
- o) Posting images, likenesses or other identifiable attributes to promote LPEI;

Registration, Database Entry and Monitoring:

- p) Registration of programs, events and activities;
- q) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications and coach selection;
- r) Database entry to determine level of officiating certification and qualifications;
- s) Determination of eligibility, age group and appropriate level of play/competition;
- t) Selection;
- u) Athlete registration, outfitting uniforms, and various components of athlete and team selection;
- v) Technical monitoring, officials training, educational purposes, sport promotion, and media publications;
- w) Implementation of anti-doping policies and drug testing;
- x) Technical monitoring, coach/club review, officials training, educational purposes, media publications, and sport promotion;

Sales, Promotions and Merchandising:

- y) Purchasing equipment, coaching manuals, resources and other products;
- z) Promotion and sale of merchandise;

11. Purposes not Identified – LPEI shall seek consent from individuals when personal information is used for Commercial Activity not identified above. This consent will be documented as to when and how it was received.

Consent

12. Consent – LPEI shall obtain consent by lawful means (**Appendix A – Consent**) from individuals at the time of collection and prior to the use or disclosure of this information. LPEI may collect personal information without consent where reasonable to do so and where permitted by law.
13. Implied Consent – By providing personal information to LPEI, individuals are consenting to the use of the information for the purposes identified in this policy.
14. Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. LPEI will inform the individual of the implications of such withdrawal.
15. Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.
16. Exceptions for Collection – LPEI is not required to obtain consent for the collection of personal information if:
- a) It is clearly in the individual's interests and consent is not available in a timely way;
 - b) Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial/territorial law;
 - c) The information is for journalistic, artistic, or literary purposes; or
 - d) The information is publicly available as specified in the Act.
17. Exceptions for Use – LPEI may use personal information without the individual's knowledge or consent only:
- a) If LPEI has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial/territorial, or foreign law and the information is used for that investigation;
 - b) For an emergency that threatens an individual's life, health, or security;
 - c) For statistical or scholarly study or research;
 - d) If it is publicly available as specified in the Act;
 - e) If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - f) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or territorial law.
18. Exceptions for Disclosure – LPEI may disclose personal information without the individual's knowledge or consent only:
- a) To a lawyer representing LPEI;
 - b) To collect a debt the individual owes to LPEI;
 - c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
 - d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, territorial, or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or territorial law;
 - e) To an investigative body named in the Act or government institution on LPEI's initiative when LPEI believes the information concerns a breach of an agreement, or a contravention of a federal, provincial/territorial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
 - f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or territorial law;

- g) In an emergency threatening an individual's life, health, or security (LPEI must inform the individual of the disclosure);
- h) For statistical, scholarly study or research;
- i) To an archival institution;
- j) 20 years after the individual's death or 100 years after the record was created;
- k) If it is publicly available as specified in the regulations; or
- l) If otherwise required by law.

Limiting Collection, Use, Disclosure and Retention

- 19. Limiting Collection, Use and Disclosure – LPEI shall not collect, use, or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.
- 20. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in LPEI, to maintain accurate historical records and or as may be required by law.
- 21. Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

Safeguards

- 22. Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Breaches

- 23. Breaches – LPEI is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a “real risk of significant harm” to an individual. A “real risk of significant harm” is defined as: *“Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property”*.
- 24. Reporting – LPEI will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
- 25. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, LPEI will keep records of the breach and inform affected individuals.

Individual Access

- 26. Access – Upon written request, and with assistance from LPEI, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
- 27. Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
- 28. Denial – An individual may be denied access to his or her personal information if the information:
 - a) Is prohibitively costly to provide;
 - b) Contains references to other individuals;
 - c) Cannot be disclosed for legal, security, or commercial proprietary purposes; or

d) Is subject to solicitor-client privilege or litigation privilege.

29. Reasons – Upon refusal, LPEI shall inform the individual the reasons for the refusal and the associated provisions of the Act.

30. Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Challenging Compliance

31. Challenges – An individual shall be able to challenge compliance with this Policy and the Act to the designated individual accountable for compliance.

32. Procedures – Upon receipt of a complaint LPEI shall:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint;
- d) Appoint an investigator using LPEI's personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint;
- e) Upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to LPEI; and
- f) Notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.

33. Whistleblowing – LPEI shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, trainer, contractor, and other decision-maker within LPEI or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

- a) Disclosed to the commissioner that LPEI has contravened or is about to contravene the Act;
- b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the Act; or
- c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the Act.

IP Address

34. IP Address – LPEI does not collect, use, or disclose IP Addresses.

Applicable Law

35. Applicable Law – LPEI website is created and controlled by LPEI in the Province of Prince Edward Island. As such, the laws of Prince Edward Island shall govern these disclaimers, terms, and conditions.

Appendix A – Consent

LPEI will include the following paragraph (or a variation) whenever Personal Information is being collected:

1. I authorize LPEI to collect and use personal information about me for the purposes described in the *Privacy Policy*.
2. In addition to the purposes described in the *Privacy Policy*, I authorize LPEI to:
 - a) Distribute my information to Lacrosse Canada
 - b) Photograph and/or record my image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport through the media of newsletters, websites, television, film,

radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes

3. I understand that I may withdraw such consent at any time by contacting LPEI's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.

Appendix B – Website Disclaimer

LPEI will include the following copyright and legal disclaimer (or similar statements) in the applicable section on LPEI's website:

Website – LPEI website is a product of LPEI. The information on the website is provided as a resource to those interested in LPEI. LPEI disclaims any representation or warranty, express or implied, concerning the accuracy, completeness, or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that LPEI is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by LPEI. LPEI also reserves the right to make changes at any time without notice.

Outside Links – Links made available through the website may allow you to leave LPEI site. Please be aware that the internet sites available through these links are not under the control of LPEI. Therefore, LPEI does not make any representation to you about these sites or the materials available there. LPEI is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. LPEI is not responsible for privacy practices employed by other companies or websites.

MARITIME UNIVERSITY FIELD LACROSSE LEAGUE (MUFFL)/UPEI LACROSSE

1. Purpose: To clarify the relationship between Lacrosse PEI and the island lacrosse team registered to participate in the MUFFL.
2. Lacrosse PEI is not responsible for any oversight, monitoring or administration of this team. LPEI does not provide funding to the team and is not liable for any debts incurred by the coaching staff, players, or administrators of the team. LPEI does not have any involvement in team selection, team finances, insurance coverage, coaching certification, or officiating. While LPEI volunteers may choose to participate in the support of this team, they do so under the governance of MUFFL and/or UPEI/Holland College policies and procedures. If the Team management borrows equipment from LPEI, it must be returned promptly at the end of the lacrosse season.