

**EVENT HOSTING AND  
COMPETITION MANUAL**

## TABLE OF CONTENTS

<b>1: Introduction</b> .....	<b>1</b>
1.1 Vision, Mission and Values .....	2
1.2 Historical World Championship Results .....	3
<b>2: Governance and Finance</b> .....	<b>4</b>
2.1 Language and Communication .....	4
2.2 Legal Provisions.....	5
2.3 Selection and Neutrality of the Organizer .....	5
2.4 Event Title and Naming Rights.....	5
2.5 Event Dates and Scheduling .....	6
2.6 Roles and Responsibilities .....	7
2.6.1 WL Organizational Structure and Responsibilities .....	7
2.6.2 LOC Organizational Structure and Responsibilities .....	8
2.6.3 Competing Team Responsibilities.....	9
2.7 Finance .....	10
2.7.1 Event Budget .....	10
2.7.2 Rights Fee.....	11
2.7.3 WL Provision.....	11
2.7.4 Team Costs.....	12
2.7.5 Officials' Costs .....	12
2.8 Insurance .....	13
2.9 Project Management .....	14
2.9.1 Reporting .....	14
2.9.2 Site Visits .....	14
2.9.3 Milestone Management.....	14
2.9.4 Risk Management .....	15
2.9.5 Operational Readiness and Contingency Planning .....	15
2.10 Knowledge Transfer and Post-Event Reporting .....	16
<b>3: Rights Allocation and Licensing</b> .....	<b>17</b>
3.1 Ownership of Commercial Rights .....	17
3.2 Broadcast .....	17
3.2.1 Rights Allocation .....	18
3.2.2 Broadcast Production .....	18
3.2.3 Basic Principles.....	20

3.3 Sponsorship .....	21
3.3.1 Sponsorship Structure .....	21
3.3.2 Member Nation/Competing Team Rights .....	21
3.4 Ticketing .....	22
3.4.1 Ticketing Strategy .....	22
3.4.2 Ticket Pricing .....	22
3.4.3 Complimentary Tickets .....	22
3.5 Merchandising and Licensing .....	23
3.5.1 Licensing and Retail .....	23
3.5.2 Team Merchandise .....	23
3.5.3 Officials' Merchandise .....	24
3.5.4 Vendor Village.....	24
3.5.5 Event Program .....	24
3.6 Hospitality .....	25
<b>4: Marketing and Promotion.....</b>	<b>26</b>
4.1 Brand Identity .....	26
4.1.1 Event Brand Identity and Intellectual Property Rights .....	26
4.1.2 Event Branding and Signage .....	27
4.2 Marketing and Promotional Plan .....	27
4.2.1 General Principles and Responsibilities.....	27
4.2.2 Promotional Plan.....	28
4.3 Digital Promotion.....	28
4.3.1 Event Website and Content Management.....	28
4.3.2 Social Media Networks.....	29
4.4 Media Partnerships and Advertising .....	29
<b>5: Sport Competition and Technical Management.....</b>	<b>30</b>
5.1 Competition Format.....	30
5.1.1 Discipline Variations and Sanctioned Events .....	30
5.1.2 Competition Structure and Schedule .....	31
5.1.3 Practice Schedule .....	31
5.1.4 Pre- and Post- Match Schedules .....	31
5.1.5 Timing of Match Schedule.....	32
5.1.6 Postponed Games/Unforeseen Events .....	33
5.2 Competition Rules and Regulations .....	33

5.2.1 Rules of Play .....	33
5.2.2 Competition Policies.....	34
5.2.3 Code of Conduct and Adherence to Policies.....	34
5.2.4 World Event Debt Policy .....	34
5.2.5 World Event Team Withdrawal and Replacement Policy .....	35
5.2.6 Discipline Policy .....	35
5.2.7 Event Betting and Gambling Policy .....	36
5.2.8 Damages Policy .....	36
5.2.9 Appeals Process .....	36
5.3 Participating Teams, Qualification and Eligibility .....	36
5.3.1 Country Membership Eligibility .....	36
5.3.2 Team Entries.....	36
5.3.3 Team Qualification .....	37
5.3.4 Athlete Eligibility .....	37
5.3.5 Age Eligibility.....	37
5.3.6 Team Composition and Staffing Support .....	37
5.4 Entry Process and Registration .....	42
5.4.1 Invitation to Attend and Registration Fee .....	42
5.4.2 On-Line Registration of Teams – Players and Staff .....	42
5.4.3 Registration of Final Teams .....	44
5.5 Team Services and Additional Sport Information .....	44
5.5.1 Team Communications .....	44
5.5.2 Team Liaison Officers .....	44
5.5.3 Wireless and Electronic Field of Play Communications .....	45
5.5.4 Practice and Game Recording .....	45
5.5.5 Uniform Compliance.....	45
5.5.6 Team Gifts .....	45
5.5.7 Event Meetings .....	46
5.6 Sport Facilities, Field of Play (FOP) and Sports Equipment .....	46
5.6.1 Competition Facilities .....	46
5.6.2 Practice Facilities .....	47
5.6.3 Field of Play (FOP).....	47
5.6.4 Team Bench Area .....	48
5.6.5 Scorer and Timer’s Table.....	48

5.6.6 Team Substitution Area.....	48
5.6.7 Team Penalty Area .....	48
5.6.8 Team Locker/Change Rooms .....	49
5.6.9 Officials' Locker/Change Rooms.....	49
5.6.10 Goals.....	49
5.6.11 Balls .....	49
5.6.12 Ball Personnel.....	49
5.6.13 Team Equipment.....	50
5.6.14 Timing, Scoring and Results (TSR).....	50
5.6.15 Water and Ice Provision .....	50
5.7 Officiating .....	51
5.7.1 Officials' Management Structure .....	51
5.7.2 Bench/Table Officials .....	51
5.7.3 Selection of Officials.....	52
5.7.4 Affiliation of Country .....	52
5.7.5 Fitness Testing.....	53
5.7.6 Selection for Play-Offs .....	53
5.7.7 Officials' Meetings.....	53
5.7.8 Officials' Uniform.....	53
5.7.9 Officials' Liaison .....	53
5.7.10 Officiating Clinic .....	53
5.8 Medical.....	54
5.8.1 Minimum Standards of Provision .....	54
5.8.2 Performance and Recovery Centre.....	56
5.8.3 Competing Team Responsibilities.....	56
5.8.4 Medical Meeting.....	57
5.8.4 Injury Reporting.....	57
5.9 Anti-Doping .....	57
5.9.1 Event Testing – Competing Team Responsibilities.....	58
5.9.2 Event Testing – LOC Responsibilities.....	58
5.9.3 Testing Facility Requirements.....	59
5.9.4 In-Competition Testing Costs.....	60
5.9.5 Chaperones .....	60
5.9.6 Therapeutic Use Exemptions.....	61

5.9.7 Anti-Doping Education .....	61
5.10 Safeguarding .....	62
<b>6: Event and Venue Operations .....</b>	<b>63</b>
6.1 Accreditation .....	63
6.1.1 Accreditation System .....	63
6.1.2 Accreditation Matrix .....	65
6.1.3 Venue Accreditation Help Office (VAHO) .....	65
6.1.4 Accreditation Badges, Lanyards and Bibs .....	65
6.2 Accommodation and Catering .....	65
6.2.1 Requirements for Teams.....	66
6.2.2 Requirements for Officials.....	68
6.2.3 World Lacrosse Attendees .....	69
6.2.4 General Assembly (GA) Hotel.....	69
6.2.5 Media Hotel.....	70
6.2.6 Spectators/Fans.....	70
6.2.7 Hotel Information Desks.....	70
6.2.8 Provision of Meeting Rooms .....	70
6.2.9 Client Group Catering on Venue .....	71
6.3: Media Operations .....	71
6.3.1 Media Operations Requirements .....	71
6.3.2 LOC Media Officer .....	72
6.3.3 Media Protocols .....	72
6.3.4 Media Volunteers .....	73
6.3.5 Media Accreditation.....	73
6.3.6 Media Working Room and Seating .....	73
6.3.7 Media Benches, Field Operation and Mixed Zone .....	74
6.3.8 Press Conference Room.....	76
6.3.9 Distribution of Information .....	77
6.3.10 Photography.....	77
6.3.11 Team, Game and Ceremonies Photographs.....	78
6.4: Safety and Security .....	78
6.4.1 Security .....	78
6.4.2 Emergency Management.....	79
6.4.3 Crisis Communications Plan .....	80

6.4.4 Inclement Weather Protocols .....	80
6.5: Technology .....	80
6.5.1 Wireless Network .....	81
6.5.2 Office and Accreditation Operations .....	81
6.5.3 Public Information Systems.....	81
6.5.4 Telecommunications/Data Services .....	81
6.5.5 Power, Utilities and Lighting.....	82
6.6 Transport and Travel .....	83
6.6.1 Visa Applications.....	84
6.6.2 Team Arrival and Departure Transfers.....	84
6.6.3 Game Transportation for Teams .....	84
6.6.4 Officials' Transportation .....	85
6.6.5 World Lacrosse and GA Transportation.....	85
6.6.6 Media Transportation .....	85
6.6.7 Parking.....	85
6.6.8 Other Transportation Arrangements .....	86
6.7: Venue and Infrastructure .....	86
6.7.1 Venue Space Requirements .....	87
6.7.2 Seating.....	88
6.7.3 Venue Access.....	88
6.7.4 Disabled Access .....	89
6.7.5 Spectator Medical Facilities .....	89
6.7.6 Meeting Spaces .....	89
6.7.7 Cleaning and Waste.....	89
6.8: Workforce Operations .....	90
6.8.1 Recruitment of Volunteers.....	90
6.8.2 Sport Specific Volunteers.....	90
6.8.3 General Volunteers .....	90
6.8.4 Staff and Volunteer Welfare .....	91
6.8.5 Reward and Recognition.....	91
<b>7: Wider Event Considerations .....</b>	<b>92</b>
7.1 General Assembly .....	92
7.1.1 General Assembly Dates .....	92
7.1.2 General Assembly Attendance.....	92

7.1.3 Capacity and Facilities .....	93
7.1.4 Catering .....	93
7.1.5 Welcome Reception .....	93
7.2 Event Presentation, Ceremonies and Protocols .....	94
7.2.1 Event Presentation .....	94
7.2.2 Official Party and Invitations .....	95
7.2.3 Opening Ceremony .....	95
7.2.4 Oaths .....	96
7.2.5 Closing Ceremony .....	96
7.2.6 Functions and Events .....	97
7.2.7 VIP Hospitality .....	98
7.3 Medals and Awards .....	98
7.3.1 Medals .....	98
7.3.2 Championship Trophy .....	98
7.3.3 Other Event Awards – Men’s and Women’s Events .....	99
7.3.4 Other Event Awards – Men’s Events Only .....	100
7.3.5 Other Event Awards – Women’s Events Only .....	100
7.3.6 Event Recognitions and Acknowledgements .....	101
7.4 Event Festival .....	102
7.5 Legacy and Development .....	102
7.6 Event Impacts .....	102
7.6.1 Sustainability .....	102
7.6.2 Impact Assessments .....	103

## Appendices

Appendix 1 – Acronyms and Definitions

Appendix 2a – Previous World Championship Results - Men’s

Appendix 2b – Previous World Championship Results - Women’s

Appendix 2c – Previous World Championship Results - Men’s U19

Appendix 2d – Previous World Championship Results - Women’s U19

Appendix 2e – Previous World Championship Results - Men’s Indoor

Appendix 3 – DoE and CD Role Descriptions

Appendix 4 – Organizational Structure



- Appendix 5 – Key Planning Milestones
- Appendix 6 – Risk Management Template
- Appendix 7 – Post Event Report Template
- Appendix 8 – Commercial Rights Matrix Example
- Appendix 9 – WL Brand Guidelines
- Appendix 10 – Competition Structure Overview
- Appendix 11 – Pre-Match Schedule
- Appendix 12 – Post match schedule
- Appendix 13 – DPC policy example
- Appendix 14 – Player Code of Conduct
- Appendix 15 – Team Staff Code of Conduct
- Appendix 16 – Officials’ Code of Conduct
- Appendix 17 – Officials’ Declaration of Conflicts Form
- Appendix 18 – World Event Debts Policy
- Appendix 19 – Withdrawal of Teams Policy
- Appendix 20 – World Event Discipline and Appeals Policy
- Appendix 21 – Event Betting and Gambling Policy
- Appendix 22 – Damages Policy
- Appendix 23 – Regional Qualification Process for World Championships
- Appendix 24 – Athlete Eligibility Policy
- Appendix 25 – Team Uniform Policy
- Appendix 26 – Ball Personnel Protocols
- Appendix 27 – TSR/Table Officials Equipment List
- Appendix 28 – Technical Delegate, Timer and Scorer Job Descriptions
- Appendix 29 – Medical Hosting Manual
- Appendix 30 – Concussion Protocol
- Appendix 31 – Pregnancy Protocol
- Appendix 32 – Heat Safe Protocol
- Appendix 33 – Sexual Abuse Position Statement

Appendix 34 – Injury Reporting Form

Appendix 35 – Safeguarding/Abuse Prevention Policy

# 1. Introduction

World Lacrosse (WL) is the internationally recognized global governing body for the sport of Lacrosse and is responsible for the awarding of World Lacrosse World Championship Events as listed below:

- Men's World Championship
- Women's World Championship
- Men's U20 World Championship (previously U19)
- Women's U20 World Championship (previously U19)
- Men's Box World Championship\*
- Men's 6v6 World Championship\*
- Women's 6v6 World Championship\*

\* WL is in the process of investigating the provision of Men's and Women's 6v6 World Championships and the Women's Box Lacrosse World Championship in the future. It is also noted that the change of name from Indoor Lacrosse to Box Lacrosse was agreed at the 2020 General Assembly and this document has been updated accordingly.

WL events are fundamental in increasing global awareness of Lacrosse and improving performance across all disciplines. WL are the owners of World Championship Events and grant the right to host an event to a City/Local Organizing Committee (LOC)/National Governing Body (NGB) through a bidding process. The WL Bid Book, which provides guidelines for the bidding process, is available in addition to the WL Event Hosting and Competition Manual.

WL considers this opportunity a partnership between the Host City, NGB, Competition Venue and World Lacrosse. Each stakeholder has its part to play in delivering each World Championship Event, and a key objective of everyone involved shall be to provide a fair and consistent experience for the participating teams. Furthermore, to provide a memorable and enjoyable experience for all client groups attending each championship.

The above listed stakeholders are expected to join to form an LOC and this manual outlines the responsibilities of the LOC in hosting a World Lacrosse World Championship Event. This manual complements the information provided in the WL Bid Specification against which prospective hosts will bid. This manual also provides an overview of WL's responsibilities in the delivery of an event.

It is essential that each member of the LOC become familiar with the information and policies incorporated in this document.

The WL Event Hosting and Competition Manual should be read in conjunction with the documents, rules and policies listed in the appendices. The LOC Event Director/Lead is also responsible for being familiar with World Lacrosse's Portfolio of Governance Documents.

For Acronyms and Definitions in use throughout this manual see Appendix 1.

## 1.1 Vision, Mission and Values

The Vision, Mission and Core Values of World Lacrosse, as adopted by the General Assembly in 2018, are as follows:

### World Lacrosse Vision

Lacrosse is recognized and played by all countries worldwide and is an Olympic Sport.

### World Lacrosse Mission

World Lacrosse will provide governance and integrity for all forms of lacrosse and will provide responsive and effective leadership to support the sport's development throughout the world.

### World Lacrosse Core Values

The WL Core Values are the unwavering principles that WL never sacrifice. They guide WL in all interactions and reflect the organizations culture and priorities. WL strive to make these evident every day in how the organization works and interacts with its audience.

- **Teamwork** - We believe in the importance of working together and achieving shared goals.
- **Passion** - We use our drive and commitment to energize, engage and inspire others.
- **Respect** - We have due regard for the feelings, wishes, rights and traditions of others.
- **Integrity** - We are open, honest, ethical, and fair. People trust us to adhere to our word.
- **Friendship** - We trust and support each other. Friendship brings camaraderie and sportsmanship to the game.
- **Inclusiveness** - We value and include people with different ideas, strengths, interests, and cultural backgrounds.

WL World Championship Events are the showcase for lacrosse on the international sporting stage. These events support the WL Vision by raising awareness and recognition of lacrosse globally and providing a platform for the World's Sporting Family to be exposed to the dynamic nature of the sport, and the professionalism of WL event delivery.

WL World Championship Events also support the organization's Mission by promoting good governance and integrity in delivery and supports the sport's development by hosting events in a variety of nations. Finally, WL believe that the core values provide the framework for delivering world class sporting events and will work collaboratively with LOCs to ensure that the values are reflected through the relationships built and platforms created to deliver the best events possible.

By using the framework provided by the Vision, Mission and Values WL, in collaboration with event hosts and stakeholders, aim to:

- Raise global awareness and recognition of the sport of lacrosse
- Provide a platform for the Olympic Family and wider international audience to be exposed to the dynamic nature of the sport
- Ensure sound governance and integrity across all elements of event delivery
- Support sport development through hosting events in a variety of locations
- Keep the athletes at the heart of event related decision making and provide the best possible experience for our athletes
- Maximize marketing value from events
- Generate revenue to support a sustainable future for lacrosse.

The full objectives of WL as an International Federation are provided in section 1.4 of the WL Constitution.

## **1.2 Historical World Championship Results**

Results from previous World Championship Events are available at Appendices 2 a-e.

## 2. Governance and Finance

In line with the Mission WL is committed to promoting good governance through all areas of the organization and reaches of the sport which extends to the planning and delivery of WL World Championship Events.

Good governance ensures that organizations operate with transparency, accountability and financial integrity which supports the objective of delivering WL World Championship Events to the highest possible standard.

This manual is part of a wider portfolio of governance documentation that governs the operation of WL. Other documents within the WL Governance Portfolio may be referenced within this manual. These include, but are not limited to, the following:

- WL Constitution and Bylaws
- WL Governance Handbook
- Anti-Discrimination Policy
- Code of Ethics
- Code of Betting Integrity
- Conflict of Interest Policy
- Data Protection Policy and Protocols
- Finance Policies
- Gender Equality and Diversity Policy
- Whistle Blower Policy
- Athlete Protection Policy (SafeSport).

Where event specific versions of WL Governance Policies are required, these documents will be included in the appendices of this manual.

### 2.1 Language and Communication

The official language of World Lacrosse is English as detailed in Section 3.5.2 of the WL Governance Manual. All communication and functions related to the Event shall be in English, including:

- Announcements during games
- Press conferences
- Print materials
- Official communications.

If necessary, and subject to WL approval, translation into the local language can be provided by the LOC for certain events and in certain areas, such as local promotion. This is at the cost of the LOC unless specifically requested by WL.

## 2.2 Legal Provisions

The LOC and WL will sign the Host Agreement which details the legal obligations of both parties in the planning and delivery of a WL World Championship Event. This document will be signed approximately three years prior to the event. The LOC agrees to comply with the terms of engagement contained within the Host Agreement and this WL Event Hosting and Competition Manual.

Any changes to this manual, and the resulting event delivery requirements, requested by the LOC should be done so through written request to WL. WL will consider all requests but have the right to maintain the delivery requirements as listed.

LOC's are expected to have access to their own legal support to manage contracts, procurement and support the general running of their organization. It is not expected that this is a dedicated resource on the event, but LOCs should have access to NGB or Host City support in this area.

## 2.3 Selection and Neutrality of the Organizer

The host and location for a specific Championship will be subject to a bid process to a timescale set by the WL Board. WL will endeavor to conduct the bidding process for events four (4) years prior to the year of the Championship; however, this may be shorter due to prevailing circumstances.

Countries interested in hosting a WL World Event must complete the World Championship Bid Information as detailed in the World Lacrosse World Championship Bid Book and submit by the due date.

WL expects the Event to be neutral in all areas that are under the organizer's responsibility, including but not limited to, branding, promotion, print materials and specifically in all competition related areas to ensure parity across all teams.

However, WL consider the local NGB a partner of the event and some element of local branding will be permitted, providing it is approved by WL as part of the overall event branding and signage plan (See Section 4.1.2).

## 2.4 Event Title and Naming Rights

The official title of a World Lacrosse World Senior Championship Event shall be as follows:

"[YEAR] World Lacrosse [Men's/Women's] World Championship".

The official title of a World Lacrosse World U20 Championship Event shall be as follows:

"[YEAR] World Lacrosse U20 [Men's/Women's] World Championship".

The official title of a World Lacrosse Box World Championship Event shall be as follows:

"[YEAR] World Lacrosse Box [Men's/Women's] World Championship".

It is the responsibility of the host country to promote each Championship under the banner of WL.

Any “Naming Rights” to be included as part of a major sponsorship for a WL World Championship Event shall be included after World Lacrosse in the event title. For example:

“[YEAR] World Lacrosse ‘*Sponsor*’ U20 Men’s World Championship”

The inclusion of a title sponsor is subject to the approval of the WL Board. While WL will assist where possible the LOC is responsible for seeking sponsorship, where this is provided as a right to the organizer. If a sponsor is granted, WL will have final approval of the Event name.

Any queries relating to the format of the event title to include the naming rights should be discussed with the WL Chief Brand and Marketing Officer.

## 2.5 Event Dates and Scheduling

The program of WL World Championship Events takes place across a quadrennial period. The calendar of events from 2021 to 2024 is detailed below and further information on bidding timelines for events that have not yet been awarded is available in the WL Bid Book:

Year	WL Events	Other World Events
2022	Women's Senior Field Men's U20 Field	The World Games
2023	Men' Senior Field	
2024	Men's Senior Box, Women's U20 Field, Men's U20 Field (tbc)	(Olympic Games)

The following World Events include Lacrosse but are not WL owned events:

2022 World Games, Birmingham, Alabama, July 7 - 17

2025 World Games, Chengdu, China, date tbc

The program for the conduct of WL World Championship Events will be determined by WL with the intent that each Championship be held every four (4) years.

The host country and WL will set the exact event dates by no later than 1 June two (2) years prior to the World Event with events generally taking place between June and August, unless otherwise agreed by WL.

Each WL World Championship Event should be scheduled so that it does not overlap with other major lacrosse events or leagues, (which will be shown in the calendar of events on the WL website) and does not impact international multi-sport events in which lacrosse is included. The date of the event must be agreed with WL before it is made public. Any requests to change the date following this agreement must be made in writing to WL who reserve the right to approve or disallow the change.



The tournament shall not exceed 10 days from the first day of play to the final day of play. Further detail regarding the competition schedule is provided in Section 5.1.2.

The commencement of the Opening Ceremony determines the opening of the event unless an alternative is requested in writing by the LOC and approved by WL.

The conclusion of the Closing Ceremony determines the end of the event. However, a post-event celebration may be held by the LOC if agreed in advance with WL. For more information on functions and ceremonies see Section 7.2.

## 2.6 Roles and Responsibilities

Creating an exceptional world class lacrosse event requires close collaboration between all event stakeholders. This section provides an overview of the roles and responsibilities of the following organizations:

- World Lacrosse
- Local Organizing Committee
- Participating Teams/NGBs

It is the responsibility of the host to create a Stakeholder Board or Oversight Management Structure to ensure suitable governance of the LOC. This Board should include representatives of all key stakeholders including the NGB, Host City and Venue. Representatives from WL may be invited to attend Board meetings if appropriate. A Terms of Reference for the Board should be produced and shared with WL.

### 2.6.1 WL Organizational Structure and Responsibilities

The lead WL contact for the LOC is the WL Director of Events (DoE). The DoE provides guidance and feedback to the LOC regarding the planning and delivery of the event in its entirety.

The WL Competition Director (CD) is a member of the WL Board and takes responsibility for oversight of the sport competition. Role descriptions for each of these roles are available at Appendix 3.

Several WL roles are also key contributors to the successful delivery of WL World Championship Events as detailed below:

- Technical Director – Supports the organization of Officials, Medical and Anti-Doping as well as responsibility for the management of rules within WL.
- Officiating Chair – Oversees the appointment of officials for the event and works with the LOC on the provision of officials' facilities.
- Chief Medical Officer – Provides oversight and guidance to the LOC regarding event medical delivery.
- Chief Brand and Communications Officer – Supports the marketing and promotion of the event as well as overseeing broadcast rights and sponsorship sales.
- Social Media Officer – Supports the promotion of the event.

In addition, the President, CEO, and members of the WL Board will attend the event, and suitable arrangements will be made between WL and the LOC for accommodation, transport etc. as detailed in the relevant section of this document.

WL shall be responsible for:

- Ensuring that WL World Championship Events are conducted according to the policies and rules of the sport.
- Determining the operational protocols pertaining to the conduct of the competition.
- Appointing all on-field officials involved in the management of the competition.
- Determining and managing team and individual eligibility including dispensation requests (where relevant).
- Overseeing the team entry and registration process.
- Determining the competition schedule for the event.
- Advising on technical aspects of the event for example Field of Play, Medical and Anti-doping.
- Oversight of sport competition at event.
- Coordination of Awards process.
- Supporting the marketing and promotion of the event at a global level.
- Managing the relationship with the Rights Holder Broadcaster (RHB).

### **2.6.2 LOC Organizational Structure and Responsibilities**

The Local Organizing Committee (LOC) is the local entity responsible for the planning and delivery of the event and has agreed to provide to World Lacrosse services and assistance in connection with the various activities related to a Championship. The LOC will usually be made up of representatives from the host NGB, Host City and/or Event Venue dependent on the configuration of the organizational structure.

The LOC shall work in collaboration with WL staff to ensure that the Vision, Mission, Objectives, and Goals of World Lacrosse are guiding factors when planning and executing the WL World Championship Event.

The LOC Event Director or LOC Event Lead is responsible for overseeing all aspects of the event and liaising directly with the WL DoE. This appointment should be made approximately three years prior to an event. The Event Director should be supported by a Competition Manager, who is responsible for the management of the teams and the sport in liaison with the WL Competition Director. This role should be recruited by the LOC, in consultation with WL, and can be voluntary or paid. WL has the right to approve the appointment of the Competition Manager to ensure that this person is suitably qualified to manage the competition.

A diagram showing the recommended delivery structure is available at Appendix 4.

The LOC Event Director should also create a staffing structure which allocates suitable resource to cover the following areas of delivery to meet the needs of the event:

- Accommodation and Catering
- Accreditation

- Anti-Doping
- Broadcast
- Event Presentation and Spectator Engagement
- Finance and Legal
- IT and Technical
- Marketing and Promotion
- Media Operations
- Medical
- Rights Delivery
- Safeguarding and Welfare
- Safety and Security
- Sport Services and Competition
- Ticketing
- Transport
- Venue Management
- Volunteering/Workforce Operations

The organizational structure will be supported by several volunteer and contractor roles which make up the full delivery team. Information relating to Workforce Management and Volunteers is available in Section 6.8.

The LOC shall submit, for WL approval, an organizational chart advising of the proposed structure of its organization as part of the bidding process. Any changes to the proposed organizational structure should be notified to WL for information. Approval of changes by WL is not required.

The LOC Event Director will meet with the WL DoE, virtually or in person, on a bi-monthly basis or more frequently as required in the lead up to the event.

The organizational structure should include an estimation of the number of paid workforce and volunteer positions during planning and delivery as well as an overview of the volunteer recruitment plan for the event.

### **2.6.3 Competing Team Responsibilities**

The athletes are at the very heart of any WL World Championship Event and the LOC and WL have a responsibility to provide the best possible platform on which the teams can perform.

However, to ensure the successful delivery of the event the competing teams have the following responsibilities:

- Payment of the event registration fee to WL as per designated timelines.
- Payment, on invoice, of all participation costs to the event LOC, including the equalization of officials' costs.

- Compliance with timelines relating to registration and the provision of information as detailed by the LOC and WL. An overview of timelines is available at Appendix 5.
- Compliance with all rules, regulations and policies related to the safe and successful conduct of the game of lacrosse as determined by WL.

## 2.7 Finance

The organization of any world class international sporting event requires substantial financial investment. The support of municipalities and governments are essential for a successful event, and diligent budget management ensures that the event is delivered on-time and within agreed financial parameters.

### 2.7.1 Event Budget

Prospective hosts will provide an event budget as part of the event bidding process as detailed in the bid specification document. Following the awarding of an event the LOC will provide an updated version of the budget to WL no later than 90 days from award which will be used as the budget marker throughout planning. All provided budgets should be structured under the headings as detailed below. Further updates may be requested by WL on a quarterly basis or more frequently in the six months leading up to the event.

#### Income:

- a. Sponsorship
- b. Ticket Sales
- c. Merchandise and Licensing (including Program Sales)
- d. Media and Broadcast Rights
- e. Accommodation and Transport Commissions/Festival income
- f. Grant Funding
- g. Other – Please specify

#### Expenditure:

- a. Personnel (including staff and volunteer provisions)
- b. Event Administration (including accounting and insurance)
- c. Sport Competition (sport equipment, stats provision etc)
- d. Venue Hire and Build (including power and technology provision)
- e. Security and Accreditation
- f. Medical and Anti-Doping
- g. Broadcast and Media
- h. Accommodation, Catering and Transport
- i. Marketing and Promotion (including ticket sales and branding)
- j. Ceremonies, Awards and Protocols
- k. Event Presentation
- l. Other – Please Specify
- m. Contingency

Net Income = Income minus expenditure.

The budgeted expenditure may include, but is not limited to, the following:

Accreditation	Anti-Doping Testing	Balls
Benches	Catering, Cleaning and Waste	Communications
Emergency Medical Staff	Floodlights (if needed)	Goals/Goal Nets
Ice*	Insurance	Media Support
Medical	Officials' Transport	PA System
Physio Services	Pitch/Field Marking	Program
Promotion	Publicity	Restrooms (Toilets)
Results Display	Seating	Signage/Banners
Sponsor/Media Hospitality	Stewards/Staff/Security	Tents
Ticketing	Timing, Scoring and Results (TSR inc accom for supplier)	Transportation
Volunteers	Website	

WL acknowledge that budgets change as planning progresses. Should any of the budget headings alter by more than 10% the LOC must notify WL at the earliest opportunity.

### 2.7.2 Rights Fee

Details and payment of the Rights Fee will be specified in the Hosting Agreement, signed between WL and the LOC.

### 2.7.3 WL Provision

WL is responsible for covering the costs of the following items:

#### Medals and Awards

- Medals – Sourced and paid for by WL
- Trophies – Sourced and paid for by WL
- World Team Awards - Obtained locally, paid for by WL
- President's Team Awards - Obtained locally, paid for by WL
- Individual Awards - Obtained locally, paid for by WL
- Certificates - Obtained locally, paid for by WL
- Heart and Spirit of Lacrosse Awards (M&W) - Obtained locally, paid for by WL
- Player of the Match Awards - Obtained locally, paid for by WL.

#### Functions and Events

WL may host at least two receptions at each event. It should be noted that there would only be a second reception if the event is held in conjunction with a General Assembly (with the second primarily for GA Delegates).

## Registration System

WL will provide the registration system for the event.

## Officials' Fitness Testing

Officials' fitness tests should be arranged by the LOC but may be charged back to WL.

### 2.7.4 Team Costs

Team registration fees, which currently stand at USD\$1,500 per team, are administered and retained by WL. Teams will be invoiced as per an agreed timeline. Detail on timelines for payment are available in Section 5.4.1.

Teams/NGBs are responsible for their own costs including, but not limited to:

- Accommodation
- Catering
- Transport to and from the event\*
- Playing Kit/Uniforms
- Other Clothing
- Sport Equipment (unless specified)

\* Note: Teams are responsible for the cost of travel to and from the official international entry hub (i.e. airport) designated by the LOC. See Section 6.6 Transport for more details.

### 2.7.5 Officials' Costs

Officials' accommodation and catering is arranged by the LOC and paid for by the participating teams (shared cost). Details on the required accommodation provision for Officials is provided in Section 6.2.2. The total cost per team should not exceed \$3,500. This is based on 30 teams competing (Total \$105,000). If it is more than this amount approval must be sought from WL.

The LOC will arrange and pay for transport from the designated arrival point (airport/rail station) to event accommodation and return at the end of the event which may be equalized between the teams.

Officials, and/or their National Governing Bodies will cover the cost of transport to and from home to the designated arrival point (airport/rail station). Travel Insurance, covering cancellation, delay, rebooking and illness, is the sole responsibility of each Official (or their NGB). Evidence of insurance will be provided to the Officiating Chair no later than two months prior to the world event.

The shared cost (Accommodation and Food) is to be arranged such that those participating teams who do not provide any Officials pay 10% more than those who do provide Officials.

For both men and women's events the Officials are responsible for their own uniform costs; however, where possible sponsorship will be sought by WL.

It is the responsibility of the LOC to provide athletic trainer/ physiotherapist care for the On-Field Officials. This cost to be shared amongst all participating countries. It is the LOCs responsibility to invoice the teams for this cost.

## 2.8 Insurance

It is the responsibility of the LOC to ensure all event insurance is in place as detailed below. It is the responsibility of each competing nation to ensure all personnel are insured to travel and participate in the event. No responsibility for the insurance of athletes, team officials, athlete equipment or spectators will be taken by WL or the LOC.

**Cancellation Insurance:** The LOC shall secure and maintain, at its own expense during the period of at least 18 months prior to (and including) the Event, sufficient insurance with an insurer of recognized international standing to cover the consequences of cancellation, abandonment, postponement or relocation of the Event due to weather, terrorism or other unforeseen circumstances. Where possible, coverage should be secured for force majeure, pandemic, or other relevant exposures. The LOC shall notify WL of any exclusions within the policy.

**Liability Insurance:** The LOC shall secure and maintain, at its own expense during the period of at least 18 months prior to the Event, comprehensive general liability insurance with an insurer of recognized international standing with minimum insuring limits of USD\$5,000,000 per occurrence and of USD\$10,000,000 aggregate per policy term for bodily injury, property damage and financial losses arising out of any operations associated with the staging and hosting of the Event. Such insurance shall be in broad form and shall contain no exclusion for liability for injury to athletic participants. Policies must include Sexual Abuse and Molestation Liability and have no exclusion for Concussion or Neurodegenerative Liability (both coverages to a minimum of \$2million). World Lacrosse shall be named as an additional insured party under this policy.

**Insurance for Products Provided by Commercial Suppliers:** All value in kind which will be provided to the LOC by Event Commercial Partners will have to be adequately insured by the LOC. This includes but is not limited to, IT, video, and office equipment. World Lacrosse shall be named as an additional insured party under this policy.

World Lacrosse shall be provided a copy of all insurance policies within 10 days of the procurement of each policy.

**World Lacrosse Responsibilities:** WL shall insure the following persons against accidents which may occur during their travel to and from the country hosting the competition:

- Officiating staff (appointed by WL).
- Official WL Board representatives and staff attending the event.

**Participating National Federation Responsibilities:** The National Federations whose teams participate in the competition and those who attend solely for the General Assembly (GA) must have appropriate levels of accident medical, liability and travel insurance and insure their teams against the following:

- Accidents which may occur during the travel to and from the country hosting the competition.

- Sport-related accidents and injuries which may occur to athletes during the competition and for which the LOC is not responsible.
- Cancellation of travel, accommodation or travel related incidents.

NGBs should confirm to the LOC that such insurance is in place and has global coverage for the location of the event.

It is noted that some countries i.e., USA, require a specific level of medical insurance for teams competing in the country. The LOC must notify WL and the Teams of any insurance requirements at least one year in advance of the event.

## 2.9 Project Management

The LOC shall develop a detailed timeline and work plan to ensure the best use of available resources, efficient time management, maximizing financial resources and to minimize last minute issues.

### 2.9.1 Reporting

To ensure close collaboration and seamless delivery, WL require the LOC to provide regular updates to the DoE and present to the WL Board in advance of the event at the following times.

Update 1 – WL January Board meeting – approximately 18 months prior to the event.

Update 2 – WL General Assembly – approximately one (1) year prior to the event.

Update 2 – WL January Board meeting – approximately 6 months prior to the event.

The DoE will work closely with the LOC to determine the content of these presentations which will be agreed between the parties at least one (1) month prior to the presentations.

### 2.9.2 Site Visits

WL will conduct site visits to the venue and accommodation on at least an annual basis in advance of the event. The cost for these site visits will be borne by WL but the LOC will be responsible for facilitating access to the event site.

### 2.9.3 Milestone Management

WL will require the LOC to report progress against agreed milestones to ensure that event planning is progressing as expected.

The list of WL proposed milestones are provided in Appendix 5. Any amendment to this plan will be agreed between the parties within 60 days of execution of the Hosting Agreement.

In addition, WL suggest the use of a wider project plan to cover all elements of planning. WL is available to support the LOC in the creation of this document if required. Recommended milestones include, but are not limited to the following:

- a. Submission of Budget and Budget Update Deadlines



- b. Organizational Structure and Volunteer Recruitment timelines
- c. Venue Layout
- d. Accreditation and Security Plan
- e. Accommodation Plan – Number of hotels, prices etc.
- f. Marketing and Promotional Plan
- g. Ticketing Plan and On-Sale Date
- h. Broadcast Production Plan
- i. Transport Plan
- j. Festival Plan – if festival is included
- k. Branding and Signage Plan
- l. Medical Operation and Anti-Doping Provision confirmed
- m. Team Communication Dates
- n. Competition Schedule Drafted/Communicated to Teams
- o. Appointment of Officials
- p. Detail of Ceremonies and Event Presentation provision
- q. Timing, Scoring and Results Provision Confirmed
- r. Submission of Contingency Plans
- s. Event Final Report and Transfer of Knowledge

#### **2.9.4 Risk Management**

WL require the provision of a risk management matrix which highlights any risks/concerns that the LOC may have in delivering the event against the Hosting Agreement and this manual.

The LOC agrees to work with the WL DoE to create a risk matrix which will be shared with the WL Board as required. The format and template of the risk matrix will be agreed between the LOC and WL Representative within 30 days of the signature of the Hosting Agreement. An example template is available at Appendix 6 and includes the following headers:

- Risk Detail
- Type of Risk (Financial, Reputational, Strategic, Operational)
- Likelihood (graded score)
- Severity (graded score)
- Impact (Likelihood x Severity + Severity) \*
- Mitigations
- Date of Review

Risks may be strategic, financial, operational, safety or reputational for the LOC, WL, or the event stakeholders. Example risks include lack of ticket sales, extreme weather, team no-shows etc.

\* For example, if the Likelihood level is 3 and the Severity is 4 the total impact would be  $3 \times 4 + 4 = 16$ . This is because the Severity has a greater effect on level of risk.

#### **2.9.5 Operational Readiness and Contingency Planning**

Operational Readiness ensures that the delivery team is fully prepared for the everyday operation of the event. In contrast, contingency planning provides documented responses to unexpected occurrences which may impact the smooth running of the event.

WL suggests that the LOC prepare an operating plan which details the different elements of delivery and provides a single source of truth for those involved in the event. Although not a condition of hosting, WL recommends that the LOC undertakes a series of readiness exercises, such as desktop scenarios, with the delivery team, in the lead up to the event. The WL DoE can work with the LOC to create testing scenarios and assist in the hosting of these exercises if required.

It is also recommended that the LOC create a set of contingency plans which highlight areas of delivery risk and provide mitigations to these risks/action plans should such incidents occur.

Contingency plans should be provided in case of unexpected occurrences such as inclement weather. Contingency plans should be used during operational readiness to test the LOC's level of preparation in advance of the event. Further information on safety is available in Section 6.4.

## **2.10 Knowledge Transfer and Post-Event Reporting**

No later than 90 days following the Event, the LOC shall provide WL a final report, which includes the following:

1. A compilation of all supporting documents and forms used in the preparation and conduct of the Event, including video, photo and print materials
2. An outline of the committees that assisted with the local organization, including responsibilities, protocol, and other information
3. A timeline for each area of responsibility reflecting the planning schedule
4. Recommendations for the future conduct of the Event.

All financial reconciliation is required no later than six (6) months following the completion of the event as detailed in the Hosting Agreement between the parties.

A template for the post event report is available at Appendix 7.

## 3. Rights Allocation and Licensing

Broadcast, sponsorship, licensing, ticket sales and hospitality are not only revenue streams for an event but are among the most powerful promotional tools WL and the LOC have access to.

To grow the name and image of the World Lacrosse World Championship Event, as well as to increase event revenues, WL and the LOC must effectively coordinate and manage the sales and delivery of the Event's commercial rights.

### 3.1 Ownership of Commercial Rights

WL is the rights holder (owner) for each World Lacrosse World Championship Event, and as such all marks, multimedia (broadcast etc.) and commercial rights associated with the Event are exclusively owned by WL.

The below list provides an overview of the assets owned by WL:

- World Lacrosse logo and name
- Event logo and name
- Event word mark, tournament mark and tagline/slogan
- Event mascot and its name
- Event song and music
- Image of the Event
- Image and name of the Event trophy
- All broadcast footage from any games of the Event produced by the host broadcaster
- Any historical archive, including broadcast footage and photography
- Any data related to the Event, including game summaries and official statistics
- Any graphic secondary elements developed for the Event in association with Event logo and marks.
- Commercial associations with the event for the creation of partnerships and sponsorships.

However, WL can choose to assign certain rights to the LOC which will be determined in the Event Hosting Agreement between the LOC and WL.

WL must approve all uses of the marks and other intellectual property, including but not limited to public messages (audio and visual) inside and outside the venues as well as any signage inside and outside the venue.

### 3.2 Broadcast

The LOC is responsible for ensuring that a broadcast 'signal' for all games is professionally produced at a level suitable for distribution across linear (television) and streaming (digital) platforms. Any variation from this requirement must be agreed in writing, in advance, with WL.

The LOC is responsible for meeting broadcast production standards as established by WL with respect to number of cameras, video replay, graphics, and the announcement of teams.

The overall broadcast production plan must be approved at least three (3) months before the World Championship Event, by WL, with a draft proposal received at least 12 months prior to the Event.

### **3.2.1 Rights Allocation**

The broadcast for WL World Championship Events is a fundamental component of growing the sport in both domestic and international markets. As the Event Rights Holder, WL is responsible for the negotiation and conclusion of all contracts relating to the worldwide transmission of all games of the Event.

The term “Transmission” includes all coverage by terrestrial, satellite, cable and closed-circuit television, Internet, video, radio and film on a live or delayed basis, whether broadcast complete or in highlights. All new technical broadcast innovations come under these terms including IP, broadband, mobile, digital, high definition, wide screen, compressed vision, 3-D, 4K, virtual animated graphics and video, computer or other multimedia formats are included as well as innovations relating to the broadcast of the event that have not yet been developed.

WL alone can authorize broadcasts of all or any games of the Event, including arrangements for provision of the basic coverage, and for all live and delayed broadcasts (highlights, news or otherwise) into all countries.

No television broadcasters, radio stations, video or film companies will be allowed access to the games without the prior approval of WL. No broadcasters are permitted to broadcast in whole, or in part, any of the games without WL’s prior consent.

In general, the Broadcaster requirements may include, but are not limited to, space for camera positions, commentary positions, venue TV studios, presentation and interview positions, television briefing room, Outside Broadcast (OB) compound and space for several television technical and production vehicles as detailed in Section 3.2.2 below.

Additional information regarding the financial ownership of broadcast rights is detailed in the WL Bylaws in Section 2.5.1.

### **3.2.2 Broadcast Production**

It is the responsibility of the LOC to ensure that broadcast production is provided to a suitable standard which will be agreed between WL, the LOC, and the Rights Holder Broadcaster (RHB). Details of this will be included in the Hosting Agreement and subsequent contracts between WL and the RHB(s).

The LOC shall provide the necessary space as is reasonably required for the installation of cameras by the broadcast production partner. The exact details of the location of all cameras, studios, presentation, and interview positions must be detailed on venue plans prior to the Event and will follow the guidelines set out in this manual.

## Gold Package

The Gold Package of broadcast production will be mandatory on the main championship field. The minimum provision for this field will be as follows:

- Minimum six cameras
  - one at midfield location (1)
  - one in each end zone (2)
  - one on each goal line (2)
  - one handheld (1)
- Broadcast / announce team (play by play, color)
- Clock visible on screen
- Full replay.

WL, the LOC, and RHB will determine which matches will receive the Gold Package of coverage and therefore need to be located on the main championship field. It is anticipated that at a minimum the semifinals and medal games will be included in the broadcast Gold Package.

## Bronze Package

The Bronze Package of broadcast production will be required on all other fields or as specified by WL, as permissible in the Hosting Agreement. The minimum provision on these fields are as follows:

- Two fixed cameras; one at midfield location
- No broadcast / announce team
- Clock visible on screen
- No replay.

Games that will be included in the Bronze Package will be agreed with various distribution partners. As this may not occur until close to the event a minimum of Bronze Package provision is required on all fields, unless agreed with WL at least three (3) months in advance of the Event.

## Broadcast Layout

The LOC will appoint a suitably experienced broadcast production partner who will work with the LOC to ensure that camera positions and other essential equipment are included on venue layout plans. The positioning of cameras, trucks and other equipment may be subject to the approval of the Officials or LOC representative who is responsible for the safe administration of the Field of Play (FOP). A camera plan must be provided to WL at least six (6) months prior to the event. Any platforms or structures required to elevate cameras will be provided by the LOC.

Information on additional media facilities which can be accessed by broadcasters, such as the mixed zone and press conference area, are detailed in Section 6.3.

## Copies of Games

The LOC must ensure that the broadcast production partner provides a copy of games, which is accessible for each of the Teams, the Officials, and representatives of WL, within one hour of the

conclusion of each game. All participating teams must have access to a copy of their own games. The cost of digital recordings for member nations/individuals is to be determined by the LOC and agreed with WL. However, copies of the matches must be provided to WL and the Official's Leadership Team free of charge.

Information on filming locations for team personnel, separate to broadcast provision, is available in Section 5.5.4.

### 3.2.3 Basic Principles

The below basic principles must be adhered to:

**Field.** Broadcast equipment and personnel staff shall not be positioned in any locations that can endanger athletes and Officials. All cameras shall be a minimum of two meters from the sidelines and end lines of the field and, where advertising signage is in position, they must be located behind this signage.

Moveable, handheld cameras working for the broadcast partner will be allowed access to the field and team benches but will only be permitted on the field during timeouts, half-time and immediately following the conclusion of the game. Broadcast representatives shall not approach athletes or coaches for interviews or comments during play without the prior consent of WL.

**Athletes and Coaches.** Broadcast partners shall respect the needs of the athletes and coaches. All arrangements for interviews should be made via the relevant WL representative and interviews may only take place outside of the "technical zone" in areas that are judged to be safe for all participants. Most interviews will take place in the Mixed Zone – see section 6.3.

**Officials.** Broadcast equipment and personnel shall not cause any confusion or unreasonable obstruction to the view or movement of the game officials, athletes, and coaches.

**Spectators.** Camera equipment and personnel shall not unreasonably obstruct any spectator view of the field. Cameras shall not record the crowd in a manner that would cause any dangerous activity.

On site, in advance of the tournament, the broadcast production contact shall meet with the WL Chief Brand and Communications Officer, WL Director of Events, and the Head of Officiating to establish the following:

- Camera positions, camera personnel movements and other production facilities potential impact on FOP, teams, and officials
- Media timeouts and the scheduling of these within the broadcast
- Officials' microphone requirements
- Variations to pregame running order related to broadcast – see Section 5.1.4 re: pre-game schedule
- Penalty reporting requirements
- Any other game protocol related requirements that may be altered by broadcast request.

Reporters shall not approach athletes or coaches for interviews or comments during play. Microphones must not be placed in any position which may cause a danger to an athlete.

### **3.3 Sponsorship**

The LOC shall provide an agreed number of tier-one event sponsorships for WL sponsors, which include all sponsor benefits associated with the event excluding broadcast assets. WL will confirm with the LOC the requirement for sponsorships no later than six (6) months prior to the event. In the event WL does not notify the LOC by the deadline, those rights will revert to the LOC.

The LOC is encouraged to pursue corporate sponsorships to help promote the World Championship, enhance the athlete and spectator experience, and generate revenue to underwrite the staging of the event.

The LOC should provide to WL for review and approval a high-level corporate sponsorship plan no less than two (2) years before the event.

WL must approve all corporate sponsorships before any agreement may be considered final.

WL retains the right to reserve certain sponsorship categories and assets for its own international federation partners, which will be notified to the LOC in a timely manner. WL and the LOC will keep the other party notified of any sponsorship agreements to avoid a clash in category allocation.

Sponsorship by a company involved in, or advertising for, the following product lines is prohibited at WL World Championship Events:

- Tobacco and related items
- Alcohol – for U20 events and where minors may be competing i.e., an associated festival.
- Anything that would offend the spectators, teams, event sponsors etc. (accepting on the latter point there may be some degree of competition e.g., Visa with one team and MasterCard with another etc.).

#### **3.3.1 Sponsorship Structure**

The LOC must produce a rights matrix which lists all the assets and rights available at the event and work with WL on how these may be allocated. An example of a rights matrix is available at Appendix 8.

#### **3.3.2 Member Nation/Competing Team Rights**

The commercial rights for each participating team are owned by that team and its National Governing Body. The LOC and WL may request to convey certain commercial benefits, such as uniform branding, to partners on a case-by-case basis. This process will be managed by WL in consultation with the Teams. Any costs associated with the activation of such commercial benefits are not to be borne by the team or its NGB.

Specifications regarding uniform sponsorship is detailed in Section 5.5.5. No further rights will be allocated to teams.

## 3.4 Ticketing

Full stadia are a priority for WL World Championship Events, in line with the key objective of increasing awareness and support for the sport of lacrosse. It is important, therefore, that the ticketing strategy, in coordination with the marketing and promotion strategy, provides easily accessible and affordable tickets, whilst ensuring that revenue targets are met.

### 3.4.1 Ticketing Strategy

The LOC and WL will work together to carefully research and formulate a detailed ticket sales and pricing strategy.

Tickets may be offered for single games, full days or across the full duration of the Championship. The LOC shall carefully analyze and determine the most effective type of ticket to attract crowds and maximize ticket sales with the strategy presented to WL for approval.

For senior-level World Championship Events the minimum seating capacity expected on the Finals field is 5,000.

A second field, with a seating capacity of at least 1,000 is also required. Where only one (1) Field of Play (FOP) is in use, for example at a WL World Box Championship, a minimum capacity of 5,000 is required.

For an U20 WL World Championship the minimum seating capacity expected on the Main Championship Field is 1000.

The ticketing strategy should be shared with WL at least 18 months prior to the event.

### 3.4.2 Ticketing Pricing

In the initial budget the LOC will be required to detail how projected ticket sales income has been calculated. This calculation will be reviewed in light of prevailing circumstances to produce the overall pricing matrix.

Factors that determine what ticket price should be charged are:

- Demand and interest
- Venue capacity
- Time of games
- Level and price of local competing activities
- Competitive strength of the host nation.

### 3.4.3 Complimentary Tickets

The LOC shall provide the following complimentary tickets to World Lacrosse as detailed in the Event Hosting Agreement:



- A minimum of 30 all event tickets including VIP access at no cost. This is to cover the WL Board, staff and invited guests including WL Corporate Partners. This does not account for WL Lifetime Achievers who will be in addition to the above and at WL cost.
- Provision for each WL Member attending any associated WL General Assembly meeting to access two (2) event tickets (Delegate and Observer) at no cost provided that the names of the Delegate and Observer are advised at least 30 days prior to the commencement of the Event.
- WL may require additional tickets, at no cost, for invited guests from the IOC, National Olympic Committees, Global Association of International Sports Federations (previously Sport Accord) and the International World Games Association (not to exceed 12 tickets in total).
- Tickets for entry to each game shall be made available at no cost to each competing nation for numbers as per the team composition guidelines in Section 5.3.6 and Event Officials.
- Approx. 10-20 seats should be reserved for Media at the Main Championship Field (see media operations in Section 6.3).

## 3.5 Merchandising and Licensing

### 3.5.1 Licensing and Retail

Licensing is the sale of rights for the creation, development and sale of exclusive official products which use the marks, mascots, and images of the Event, and are called Official Licensed Products.

All rights relating to the commercial use of the WL logo and family of marks (licensing, merchandise, marketing) belong exclusively to WL. WL will work with the LOC to determine the process for selling WL branded merchandise through the Event's own merchandise supplier; however, WL reserve the right to source products from other suppliers if required.

The right to license products for retail that contain the Event logo resides with the LOC. However, if the Event logo contains any part of the WL logo approval of all product designs must be acquired from WL. The WL logo may not be used on sales items without written permission of WL.

WL will work closely with the LOC and agree a mechanism for the sale of co-branded merchandise at the Event and potentially prior to the Event through on-line sales.

An agreement of the division of profit from merchandising and licensing will be detailed in the Event Hosting Agreement.

### 3.5.2 Team Merchandise

It is the responsibility of the LOC to provide at no charge to each competing nation and WL, the necessary facility to sell items. Sales items are the choice of each country; however, examples and photos or a list of items should be sent to the LOC in advance. A country will confirm if they will require space to sell items no less than three (3) months before the commencement of the Championship.

### **3.5.3 Officials' Merchandise**

The LOC is to supply a list of apparel that can be purchased by the Officiating Group at a discounted rate from the local selling price.

The Officiating Group shall be allowed to use the event logo on officiating apparel or items for exchange within the officiating party on the expressed understanding that the logoed items will not be made available for resale outside the Officiating Group and items are sold within the group on a cost basis only.

The design of these items must be shared with the LOC and WL DoE in advance of production.

### **3.5.4 Vendor Village**

It is the responsibility of the LOC to permit/sell "sales space" to others, e.g., sponsors as well as provide an adequate "sales area", with provision for security.

To incorporate the above the LOC has the right to create a vendor village near the playing fields as an exhibition area for suppliers and sponsor activations.

### **3.5.5 Event Program**

It is the responsibility of the LOC to publish a program which will be distributed for sale at the Event and as a complimentary offer for Teams, Officials, WL, VIPs, and the Media. The document should include the program of games and details of the competing teams.

The program must also include the following:

- Welcome from WL President
- Welcome from Host Country/LOC Event Director
- WL Page (for WL chosen content)
- Acknowledgements by Host Country/LOC
- Team Roster, including the name, number, and position of each athlete, as well as the names of support staff for each team
- Professionally produced team photo/individual photos
- Officials' Information – names and photos
- Program of games/competition schedule
- WL Board of Directors page
- Guide to Lacrosse including Official Hand Signals/Rules
- Advertising for LOC or WL Corporate and Broadcast Partners

The LOC will determine the complete list of information that will be included in the program in addition to the items listed. Any information that is required from client groups such as Officials, Teams and WL should be requested from these individual groups at least six (6) months prior to the event. At this time, the LOC will also confirm the mechanism by which information should be submitted.

Information, including team biographies, is required from the teams to the LOC, a minimum of three (3) months prior to the event. Depending on print lead times the LOC may call for information at an earlier date but at least one (1) months' notice must be given from request to submission date.

It is the responsibility of each country to meet all deadline requirements and to ensure that all information submitted is accurate. Changes made after any deadlines set may not be included in the program.

Only the official number of team athletes will be shown in the program i.e., 23 for Men's Field, 18 for Women's Field. If additional athletes are also listed in the online registration submission the athletes who should be included in the program must be designated three (3) months prior to the event. Alternate athletes will not be listed in the program. Photos must be provided in the size and format required by the LOC.

The WL Competition Director must be provided with a draft prior to finalization and printing.

Complimentary programs should be distributed to each client group on arrival.

### **3.6 Hospitality**

The LOC has the option of offering hospitality for sale as a revenue generator for the event. Plans for providing commercial hospitality at a WL World Championship Event should be notified to WL before sales commence.

## 4. Marketing and Promotion

A fundamental objective of WL is to increase the number of spectators at each WL World Championship Event. This includes raising awareness of the Event beyond the lacrosse community.

The WL Marketing Team will work closely with the LOC to create the Marketing and Promotion Plan for the event which will be required two years in advance of the Event.

### 4.1 Brand Identity

The brand identity of the Event is composed of the following marks/items:

- Event name
- Event logo
- Event word mark and/or tournament mark
- Event secondary graphic elements
- Event tagline
- Event mascot and its name.

WL will provide the LOC the right to create a logo associated with the Event. This logo must include the WL logo, Event name, location and date of the Event and must be approved by WL before use, approval not to be unreasonably withheld. The use of the WL logo must comply with the WL Brand Guidelines.

The LOC are responsible for developing the brand identity for the Event; however, this must not conflict with the WL Brand Guidelines and must be approved by WL before publication.

The WL Brand Guidelines are available at Appendix 9. Any queries relating to this document should be directed to the WL Chief Brand and Communications Officer or the WL Director of Events.

#### 4.1.1 Event Brand Identity and Intellectual Property Rights

WL shall be the exclusive owner of all marks, which will be registered by WL in its name.

The following marks are part of World Lacrosse's exclusive IP portfolio:

- World Lacrosse name and logo
- Event trophy, its imagery and name
- Event song and music
- All TV footage from any games of the event, and any historical archive, including TV footage and photography
- Video footage of the event for commercial purposes
- Any data related to the Event.

Any use of the listed properties is subject to World Lacrosse approval prior to use.

WL must approve all uses of the marks and other intellectual property, including but not limited to public messages (audio and visual) inside and outside the venues as well as any signage inside and outside the venue.

The results of any marketing or social, or any type of survey, analysis or research done at the event venue, based on the event, or related to the event by any third parties will be granted to WL free of charge as well as access to the collected raw data.

#### **4.1.2 Event Branding and Signage**

**Event Branding Rights.** The right to secure world event signage shall be granted to the LOC. However, the LOC must ensure that WL sponsors are provided signage rights as allocated in any sponsorship agreements.

WL will provide at least two WL Field Signs which must be in a prominent position visible on the broadcast cameras. WL reserve the right to approve the positioning of these signs once broadcaster cameras are in position. In addition, the WL logo should be marked on the playing fields and on LOC branding in prominent positions visible on the broadcast cameras.

If the LOC is unable to fulfil all signage rights for the event these rights may be returned to WL.

**Event Branding Design.** The Event branding includes all graphic and design solutions that will be developed and used to represent the image or “look and feel” of the Event. These designs may be applied in different ways during different time phases, prior to and during the Event, such as city dressing and venue dressing. Where the WL brand and/or logo is used in a new layout or format approval must be sort from WL.

**Event Branding Production and Set Up.** The LOC will provide an event branding plan to WL at least six (6) months prior to the Event. This plan will identify branding locations and the look of the Event as well as confirmation of the provider and outline the installation program.

## **4.2 Marketing and Promotional Plan**

### **4.2.1 General Principles and Responsibilities**

The main objective for event promotion is to create awareness of, and interest in, the Event. There are various elements involved in promotion, which can be global/international, national, or local and can be initiated years in advance and up to, during and after the Event.

Although it is understood that the LOC will focus largely on national promotion while WL will take responsibility for generating awareness at an international level, it is important that the LOC and WL work closely together to ensure that all promotional activities, whether national or international, are coherent, coordinated and consistent.

At event media and photography responsibilities are detailed in Section 6.3.

## 4.2.2 Promotional Plan

The LOC shall develop a promotional plan to be presented to WL that may include, but is not limited to, the following:

- Event positioning and message
- Target audience
- Tactics including print and digital, TV and radio advertising
- Ticket sales strategy
- Ticket promotions, including details of sales promotions and special incentives
- Involvement of national team and other celebrities for media interviews in the lead up to the event
- Promotions through national lacrosse leagues and at all lacrosse events
- Community and school activities
- Trophy tour
- Production of materials.

The WL Marketing Team will meet with the LOC Marketing Representatives in advance of this to agree roles and responsibilities and ensure that a collaborative plan is in place.

## 4.3 Digital Promotion

In the current climate digital promotion is not only a powerful tool for promotion of the Event but in many cases is the primary medium for communication. Digital promotion includes, but is not limited to the Event Website, content management and social media platforms.

### 4.3.1 Event Website and Content Management

The website is a key source of information for participants, media, and fans around the world. The LOC is responsible for the creation of the website and the LOC shall appoint an individual to oversee and manage local content. This individual shall ensure that website content remains up-to-date and consistent and is aligned with WL's communications strategy.

WL and the LOC shall work together to develop appealing and engaging content for the website, which ensures a good balance between presentation of the host country, athlete information and biographies, live scores and standings, news and features, game reviews, interviews, live audio and video, high quality pictures, exclusive video coverage and games/interactive content.

Through WL's own website WL offer LOCs the opportunity to utilize an existing platform for the creation of an event website for a small fee. It is recommended that LOCs use this as the most cost-effective solution to website provision; however, at a minimum, LOCs must ensure that the event website can be linked to the main WL website. Also, it is expected that the LOC will include a link from its website to the WL web site.

The LOC must request approval from WL when choosing an event website URL to ensure that it does not conflict with other events, especially when more than one WL World Championship is taking place in a single year.

### **4.3.2 Social Media Networks**

Social media networks have become the main channel for promotional activities, reaching millions of people in just a few seconds and with much lower expenditure compared to traditional promotional activities.

The LOC is responsible for establishing the official event social media channels, in consultation with the WL Social Media Officer. An official event hashtag will be defined and should be used wherever possible. As per the website these hashtags will need to be approved by WL to ensure that they do not clash with other WL World Championship Events.

## **4.4 Media Partnerships and Advertising**

When possible, the LOC shall establish media partnerships on a national level and in the host cities with national media partners such as local newspapers, websites, magazines or outlets, provided they do not interfere with granted television and radio rights.

## 5. Sport Competition and Technical Management

Athletes are at the very heart of every WL World Championship Event and it is the LOC's responsibility, in collaboration with WL and other event partners, to ensure a world class environment is provided which gives athletes the platform to perform to the best of their abilities. This section details the facilities, services and details required to deliver the highest standard of competition.

### 5.1 Competition Format

The competition format of each tournament is critical for both the success and credibility of any WL World Championship event. This may vary between the differing disciplines of Field and Box lacrosse, and is dependent on various factors including the location, facilities, and number of participating teams.

#### 5.1.1 Discipline Variations and Sanctioned Events

This manual provides an overview of the hosting requirements for WL World Championship Events across all disciplines; however, WL acknowledge that there may be variations in provision, especially between men's and women's events, and between box and field disciplines. Where possible these variations have been acknowledged and standardized; however, it may not have been possible to capture all variations, therefore, WL are open to discussions with LOC representatives where this may occur.

The World Lacrosse disciplines are:

#### Field

- World Championship (Men's and Women's)
- World Lacrosse 6v6 World Championship (Men's and Women's) \*

\* The dates and details of the inaugural WL 6v6 World Championship are currently in planning and will be added to this section when confirmed.

In the Men's and Women's Field Disciplines there are current age-group categories as detailed below:

- Men's U20 World Championship (Field)
- Women's U20 World Championship (Field)

#### Box

- World Box Championship (Currently Men's) \*

\* WL are working to create greater opportunities for Women's Box Lacrosse.



This manual will also be relevant for WL Sanctioned Events. The WL Event Sanctioning Policy is under review and once confirmed any events that wish to be considered WL Sanctioned Events will need to adhere to the protocols of this manual.

### **5.1.2 Competition Structure and Schedule**

The World Lacrosse Competition Structure is under review by WL and will need to progress through the General Assembly (GA) approval process before it is confirmed; however, the existing format, i.e. The Blue Group format is currently in use and is detailed in World Lacrosse Championship Structure Appendix 10.

WL will work closely with the LOC to produce the competition schedule, based on the competition structure, and subject to the number of competing countries, at least nine (9) months prior to the event. WL will consider factors including ticket sales and requests from the LOC regarding allocation of games, but final confirmation of the schedule lies with WL.

Once confirmed by WL and the LOC the schedule shall be circulated to participating Members and across media channels.

### **5.1.3 Practice Schedule**

The LOC will provide a minimum of one practice field per each playing field which ideally will be the same surface as the playing field. These will be available to teams on competition days and up to a maximum of three days prior to the event commencement, pending the LOC's confirmation. For Box Tournaments, a minimum of one practice floor should be provided.

Practice facility requests must be made to the LOC no later than three (3) months prior to commencement of the event. The LOC will confirm practice facility allocations no later than two (2) months prior to commencement of the Event.

Each country must confirm acceptance/non-acceptance of the proposed training schedule to the LOC no later than six (6) weeks prior to commencement of the Event.

The LOC is not required to schedule practice time for teams who do not submit their request by the agreed deadline; however, can do so if sessions are available.

### **5.1.4 Pre-and Post-Match Schedules**

The pre-match schedule details the activities which take place in the lead up to a game on the playing field before a game commences. This includes, athlete introductions, team line-ups, anthems, and toss of coin for ends. A detailed schedule is available at Appendix 11 and in the relevant WL Rule Book.

The post-match schedule provides for the 10-minute cool-down period on the playing field after the conclusion of the match. A detailed schedule is available at Appendix 12 and in the relevant WL Rule Book.

The LOC has the right, and is encouraged, to include pre-match entertainment; however, this needs to work around the official pre-match schedule. Further detail is available in Section 7.2.1 Event Presentation.

### **5.1.5 Timing of Match Schedule**

The regulation playing time of a game is sixty minutes (60), divided into four (4) quarters of fifteen (15) minutes each for all disciplines, excluding 6v6. This does not allow for extra time in the case of a tied match, which must be played to a conclusive result in World Event competition. Full information on match timings is available in the relevant WL Rule Book.

WL will work with the LOC to develop the schedule and match timings which will accommodate the below criteria:

1. The schedule should include at least one (1) rest day for all teams.
2. A minimum of one (1) day's rest should be scheduled before the medal games for the teams competing in those games.
3. There must be a minimum of three (3) hours between the commencement of one match, and the commencement of the following match on the same field/floor. If the LOC wants to request a change to this allocation it needs to be requested to WL in writing.
4. There must be a minimum of 14 hours between the scheduled conclusion of one match and the scheduled commencement of that team's next match.
5. The daily schedule must allow sufficient time for all matches to be played to a clear winner.
6. The schedule must be as even as possible, with a balance of late/early matches for teams.
7. Each team will participate in not more than one game per day (excluding WL 6v6 Discipline).
8. The first game of the day must not commence before 9am. The timing of the first scheduled match may be dependent on the proximity of the venue and team accommodation with later start times permitted with agreement between WL and the LOC.
9. The final game of the day must not be scheduled to commence later than 8pm. Evening games may be included in game schedules providing adequate game lighting is provided. See Section 6.5.5 for information on Lux levels for lighting. At the Event, games may be permitted to start later than 8pm as a contingency for weather delays etc., providing WL is notified.
10. The schedule shall include provision of time for the rescheduling of postponed games.

### 5.1.6 Postponed Games/Unforeseen Events

If circumstances arise where a Delay, Postponement or Cancellation (DPC) of part or all of a game or part or all of a day of competition may be required, a protocol should be put in place detailing the processes to be taken to minimize the impact of the DPC on competition.

This may be caused either by an incident on the Field of Play (FOP) affecting the ability for a match to continue, or by an incident away from the FOP which impacts the continuation of the Event, therefore impacting competition on the FOP. Primary responsibility for writing and enacting any part of the DPC Protocol lies with the LOC Event Director working closely with the relevant Officiating Subcommittee Chair.

Specific rules regarding severe weather conditions such as intense heat, thunder and lightning are detailed in the Rule Books and in Section 6.4.4 of this manual.

Guidelines for the creation of a DPC protocol are available at Appendix 13.

## 5.2 Competition Rules and Regulations

This section highlights the Rules of Play, policies, and procedures for WL international competitions.

### 5.2.1 Rules of Play

All WL World Championship Events shall be conducted in accordance with the WL Rules of Play specific for each discipline and gender, effective on the first day of the competition, except as varied by Tournament Rules (which may be an appendix of the relevant Rule Book), which define rules applicable for world specific events not covered in the body of the Rule Book. No rule change may be made for a particular event within the two-year period prior to the event, without the approval of members. (Reference WL Governance Manual 3.5 General Assembly clause 3.5.11 Rule Changes).

The Rule Books, which include World Event variations, are:

- Men's Rules – Field and Under-Age
- Women's Rules – Field and Under-Age
- Box Rules – Men
- 6x6 – Men & Women.

The WL Rule Books are separate to the Event Hosting & Competition Manual and are available on the World Lacrosse Website at [www.worldlacrosse.sport](http://www.worldlacrosse.sport). The Rules generally cover the following areas of the game:

- The Playing Field
- Equipment
- The Teams inc number of players
- Control of the Game
- Length of the Game
- The Play of the Game

- Substitutions
- The Goal Crease and Goalkeeper
- Fouls – Technical, personal and expulsion
- Rules specific to each discipline

### **5.2.2 Competition Policies**

WL Competition Policies govern the behaviours of all parties involved in the competition at WL World Championship Events. Competition Policies are written by WL but approved by the membership. This section provides an overview of several policies which are detailed in full within the appendices; however, it should be noted that other competition policies are referenced in specific sections of this document, and all event and competition policies are part of the wider WL governance portfolio highlighted in Section 2 of the Manual.

### **5.2.3 Code of Conduct and Adherence to Policies**

To take part in WL World Championship Events athletes, support staff and officiating personnel must adhere to competition and other relevant WL policies as detailed both in this document and the WL Governance Handbook. As part of the registration process for each event all athletes, support staff and Officials are required to sign the respective WL Code of Conduct which confirms that the signatory will adhere to the policies associated with participation. These forms must be read and signed individually by each person, and by a parent/guardian if the athlete is under 18 years of age before being uploaded onto the registration system as detailed in Section 5.4.1.

The following Code of Conduct and adherence documents are included as Appendices to this document.

- Athlete Code of Conduct (Appendix 14)
- Athlete Anti-Doping Consent Form (Appendix 14a)
- Athlete ISSPI Form – Consent to use of data in Anti-Doping Procedures (Appendix 14b)
- Team Staff Code of Conduct (Appendix 15)
- Officials' Code of Conduct (Appendix 16)
- Officials' Conflict of Interest Declaration (Appendix 17).

Further information relating to non-compliance with the relevant Code of Conduct is provided in the Discipline Policy described in Section 5.2.7.

### **5.2.4 World Event Debt Policy**

It is the LOC's responsibility to manage the booking of accommodation, catering, and other services on behalf of the teams at a WL World Championship Event and manage the payment of costs by the teams. It is the responsibility of the teams to ensure that payment is made prior to arrival at an event, in line with the payment deadlines provided by the LOC, and for the LOC to ensure that all money has been collected.

This policy details the procedures to be undertaken at an event if a team does not pay accommodation, catering, and associated costs prior to the first day of competition, as notified by the LOC.

Any team who does not pay by the final deadline, as listed in the policy, will not be permitted to take the field for their first match, or any other match, until the outstanding debt is paid.

Any member nation owing money from an event will not be permitted to take part in any future WL event until the debt is cleared, or an agreed payment plan is in place.

Further detail is included in the World Event Debt Policy Appendix 18.

### **5.2.5 World Event Team Withdrawal and Replacement Policy**

If a team has been entered into a world event, and withdraws, after payment of registration fee, or fails to arrive to participate, various penalties will apply to the Member as detailed in the Withdrawal and Replacement of Participating Teams Policy available at Appendix 19.

The penalty amount is relative to the date at which a registered team withdraws, with the amounts increasing the nearer this is to the commencement of the event. Any such fine must be paid, or a payment plan agreed, before that Member may compete in any future WL event. Any Member withdrawing from any event or not participating will be expected to meet any contractual arrangements related to the Event.

Recognizing that there could be extraordinary circumstances, beyond the control of the team or its National Governing Body (Member), that may necessitate withdrawal or non-attendance, the WL Board shall have the authority to adjust / waive the penalties.

In the event of withdrawal of one or more teams, the participation of a replacement team(s) is to be approved by WL in the case of a World Championship, or an invitational tournament.

The participating countries, and the media, will be notified accordingly prior to the event commencing.

### **5.2.6 Discipline Policy**

Each competing nation is responsible and accountable for its own conduct and the conduct of all teams' members. Any potential breach of discipline will be investigated.

A Disciplinary Committee will be convened when a complaint of behavior serious enough to harm or damage the reputation of the sport, or the safety of participants, is received in writing. The decision will be final and binding on all parties concerned. Note: Verbal complaints must be followed up in writing.

Full details on disciplinary procedures are available in the World Event Discipline and Appeals Policy Appendix 20.

### **5.2.7 Event Betting and Gambling Policy**

It is not permitted for any person involved in the competition to bet on any game in that competition or event to maintain the integrity, honesty, and fair play of the competition. Full details of allowable practices are available in the WL Code of Conduct Betting Integrity Policy (July 2014) which is part of the WL portfolio of governance documentation.

The Event Betting and Gambling Policy provides details of the penalties imposed should any person involved in the competition be found to be involved in betting or gambling related to the Event and is available at Appendix 21.

### **5.2.8 Damages Policy**

It is important that all attendees respect the facilities in which the Event is being held. However, WL is aware that accidental damage to facilities and equipment may occur. It is the team's responsibility to pay for any damages that they cause. Damage to any property during a World Event shall be reported by the LOC/relevant others to WL. Full detail of the actions taken in relation to damages is provided in the WL Event Damages Policy available at Appendix 22.

### **5.2.9 Appeals Process**

The Appeals Process in international competition allows for an Appeal to be made against an in-competition ruling. An Appeals Tribunal of three persons will be appointed prior to the commencement of the World Event. There is no right of appeal in relation to decisions of Match Officials taken during a game. The procedure is detailed in the Discipline and Appeals policy at Appendix 20.

## **5.3 Participating Teams, Qualification & Eligibility**

It is WL's responsibility to ensure that World Championship Events are available to Members in a fair and equitable manner that supports the growth of the sport, whilst protecting the elite nature of a World Championship competition. Regulations regarding Member and individual eligibility, as well as qualification pathways, are detailed in this section.

### **5.3.1 Country Membership Eligibility**

A country must be a member of WL from at least 1 January two years prior to year of a World Championship Event.

By 31 March in the year prior to the year of the World Event all participants must be in Full Membership.

Further information on the types of membership and the requirements necessary to be a Full Member are provided in in the WL By-Laws.

### **5.3.2 Team Entries**

A country's first National Team is the only team allowed to participate in a WL World Championship.

The maximum number of teams participating in any WL Championship shall be as agreed by the WL Membership. At present there is a cap of 30 teams for Senior Events.

### **5.3.3 Team Qualification**

Where the likely number of eligible teams exceeds the cap there shall be a qualification process through the Continental Federation (CF) Regional Qualifying Events, hosted by the CFs. This process is detailed in Appendix 23.

The eligible teams who place 1-10 in the prior relevant World Championship shall be automatic qualifiers for the next World Championship.

For events where no qualifying events are required WL shall invite Members to enter. WL will determine the process and timelines for entry. Late entries after a given deadline will only be permitted at the absolute discretion of WL.

For information regarding the replacement of teams who withdraw see Section 5.2.5.

### **5.3.4 Athlete Eligibility**

An athlete's participation will be determined by compliance with the WL Athlete Eligibility Criteria. The same rules and requirements shall be applied to all Members. Each athlete must be under the jurisdiction of a Member, and the responsibility to prove eligibility rests with both the athlete and with the Member.

Full detail regarding the requirements for determining eligibility is provided in the WL Athlete Eligibility Policy at Appendix 24.

### **5.3.5 Age Eligibility**

The lower age limit that applies to all WL Events is 16 years of age for Men and 15 years of age for Women. These players must be 15 (W) or 16 (M) on the day prior to the event commencement. (Note this is currently under review).

The upper age limit age which applies to all U20 world events is detailed in the WL Athlete Eligibility Policy at Appendix 24.

The Team Entry Form, which is submitted electronically, must be accompanied by a support age verification document as detailed in Section 5.4.

### **5.3.6 Team Composition and Staffing Support**

The composition of a team, made up of players and staff, varies dependent on discipline as detailed in the WL Men's, Women's, and Box Rule Books.

Athlete and staff names must be registered pre-event as per the process detailed in Section 5.4. Final confirmation of these names is to be confirmed at the first Team Managers' meeting, held at the event prior to the first game of the competition. No player or staff may be added to any team

following the conclusion of this first Team Managers' meeting and only the official team members are allowed on the FOP from the time the final roster is confirmed until the end of the event.

The WL Athlete Entourage Guidelines, which govern the conduct of private and public entourage who may accompany an athlete, form part of the WL Governance Manual, and should be read in conjunction with this document.

An overview of the composition of teams per discipline is provided below; however, the relevant WL Rule Book takes precedence and therefore should be consulted.

## **1. Men's Field**

### **Team Staff and Players**

The maximum team size in the Men's Field discipline shall be twenty-three (23) Players and twelve (12) Staff. These thirty-five (35) persons shall constitute the maximum numbers on the team bench at any one time except for the addition of an Interpreter if required (refer Accredited Supplementary Staff). Their names must be confirmed at the first Team Managers' meeting, held one day prior to the start of the event. No player or staff may be added to any team following the conclusion of the first Team Managers' meeting.

The twelve (12) staff must include at least:

- One (1) Head Coach
- One (1) Manager
- One (1) Qualified Primary Care Person with credentials recognized by the NGB's country trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer). Failure to include this member will result in liaison with the LOC for provision of same at the Member's own expense.

These thirty-five (35) team members shall receive accreditation for:

- Access to the accommodation, meals, competition, and training venues.

### **Accredited Supplementary Staff**

A team may elect to bring a maximum of one (1) additional supplementary staff member, who shall be given accreditation to access the accommodation, meals, competition, and training venues.

This additional supplementary staff role shall be limited to the following:

- Interpreter

An interpreter may be utilized by countries where English is not the first language.



This one (1) additional staff member is permitted to:

- Remain with the team for the duration of the event, including being accommodated with the team, and permitted on the team bench.

## **2. Women's Field**

### **Team Staff and Players**

The maximum team size in the Women's Field discipline shall be eighteen (18) players and six (6) staff. These twenty-four (24) persons shall constitute the maximum numbers on the team bench at any one time. Their names must be confirmed at the first Team Managers' meeting, held one day prior to the first day of the event.

The six (6) staff must include at least:

- One (1) Coach
- One (1) Manager
- One (1) Qualified Primary Care Person with credentials recognized by the NGB's country trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer). Failure to include this member will result in liaison with the LOC for provision of same at the Member's own expense.

These twenty-four (24) team members shall receive accreditation for:

- Access to the accommodation, meals, competition, and training venues.

### **Accredited Supplementary Players**

A team may elect to bring a maximum of two (2) additional supplementary players. These two (2) additional players are permitted to:

- Train with the team prior to the first Team Managers' meeting where the final roster is confirmed.
- Remain with the team for the duration of the event, including being accommodated with the team.
- May participate in practices held on practice fields before, and after, the commencement of the event.

These two (2) additional players are not permitted to:

- Participate in any activities on the main game fields
- Be included in the Opening and Closing Ceremonies
- Be on the team bench
- Be dressed in official team playing uniform.

These two (2) additional players shall receive accreditation for:

- Access to the accommodation, meals, and training venues.

### **Accredited Supplementary Staff**

A team may elect to bring a maximum of two (2) additional supplementary staff, who shall be given accreditation to access the accommodation venue, and the training venues.

Additional supplementary staff roles shall be limited to the following:

- Medical Practitioner
- Interpreter.

A Medical Practitioner is a Medical Doctor who is registered with a country's medical governing body and is licensed to practice medicine. The specific title "Medical Practitioner" is a protected title by law, and only applies to those listed in the country's Medical Register for Medical Doctors.

An interpreter may be utilized by countries where English is not the first language.

These two (2) additional staff are permitted to:

- Remain with the team for the duration of the event, including being accommodated with the team.

These two (2) additional staff are not permitted to:

- Participate in any activities on the main game fields
- Be included in the Opening and Closing Ceremonies
- Be on the team bench (tbc)

These two (2) additional staff should:

- Be provided a seating area by the LOC, which is not behind the team benches, nor anywhere else within the playing enclosure

**Note:** Medical emergencies may occur at any time and common sense must apply. These emergencies will demand medical assistance is available as quickly as possible.

These two (2) additional staff shall receive accreditation for:

- Access to the accommodation, meals, and training venues.

### **3. Men's Box**

The maximum team size in the men's box discipline shall be twenty-three (23) Players and twelve (12) Staff. Their names must be confirmed at the first Managers' meeting, held one day prior to the

first day of the event. No player or staff may be added to any team following the conclusion of the first Team Managers' meeting.

The twelve (12) staff must include at least:

- One (1) Head Coach
- One (1) Manager
- One (1) Qualified Primary Care Person with credentials recognized by the NGB's country trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer). Failure to include this member will result in liaison with the LOC for provision of same at the Member's own expense.

These thirty-five (35) team members shall receive accreditation for:

- Access to the accommodation, meals, competition, and training venues.

Twenty players, including eighteen (18) runners, and two (2) goaltenders, if available, shall constitute the maximum official playing numbers on the team bench at any one time. A team, in any match can only play the twenty (20) team members identified on the team list provided prior to the commencement of the match. Only these twenty (20) players in uniform, the Head Coach, and five non-playing eligible personnel shall be permitted to occupy their team bench.

The three (3) players not named for a specific match are:

- Not permitted to be dressed in team playing uniform
- Not permitted to sit on the team bench with the team
- Must be allocated seating not behind the team benches nor anywhere else within the playing enclosure.

### **Accredited Supplementary Staff**

A team may elect to bring a maximum of one (1) additional supplementary staff member, who shall be given accreditation to access the accommodation, meals, competition, and training venues.

This additional supplementary staff role shall be limited to the following:

- Interpreter

An interpreter may be utilized by countries where English is not the first language.

This one (1) additional staff member is permitted to:

- Remain with the team for the duration of the event, including being accommodated with the team, and permitted on the team bench.

The Rules for the conduct of 6v6 competition are currently under review and the appropriate detail will be included when confirmed.

## 5.4 Entry Process and Registration

This section sets out the Entry Process and On-line Registration requirements for Members and individual team members (players and staff), for WL World Championship Events. Members shall be required to comply with all provisions of the WL Event Rules & Regulations. Signatures on required documents shall be taken to imply that the signatory has read, understood, and agrees with the content of the signed document.

### 5.4.1 Invitation to Attend & Registration Fee

WL, in liaison with the LOC, will send the Invitation to Participate to WL qualified members (if not a qualifier event then all WL members registered for the event).

Qualification is to be completed by no later than one year prior to the Event and the following timelines apply:

- Invitations will be sent 14 days following the closing date of qualifications
- Replies from the competing teams are expected within 21 days of the letter distribution date
- 1<sup>st</sup> Registration Payment – September 30
- 2<sup>nd</sup> Registration Payment – December 31

It is noted that if the Event is scheduled to take place after August 31, the payment timelines may be amended at the discretion of World Lacrosse.

The Event Registration Fee will be determined and retained by World Lacrosse and advised to teams in the Invitation to Participate. This is currently set at \$1,500. Invoices will be sent by WL to Members approximately four (4) weeks prior to the payment deadlines. Teams are obligated to meet all financial payment timelines as detailed in the WL Governance document.

The Invitation to Participate will include a form to accept the Rules and Regulations governing the World Event on behalf of the team (Acceptance Form), a Member Contact form and payment of funds information.

### 5.4.2 On-Line Registration of Teams – Players & Staff

It is the responsibility of the Team Manager of each competing Member Nation to enter the details of each player and member of support staff into the WL Online Registration System. A user-guide, which provides instructions on how to register a team and each individual person, will be distributed to all Managers approximately six (6) months prior to the event.

The following information will be required:

#### Team Registration

- Team Manager contact details and login information
- Team name

- Team Uniform and Colors – Additional information is available in Section 5.5.5 and Team Uniform Policy at Appendix 25.

### **Individual Registration**

- First Name/Surname
- Address
- Organization
- Role
- Gender
- Date of Birth
- Country of Residency
- Passport Nationality
- Passport Number
- Emergency Contact
- Confirmed Shirt Number
- Birth Certificate for U20 participants

In addition to the details requested above the following forms and information will need to be uploaded onto the system for each person individually.

- Photo Upload
- Passport Upload/Proof of Eligibility
- Players Code of Conduct
- Team Staff Code of Conduct
- Anti-Doping Form/ISPPPI Form

Forms, such as the Player Code of Conduct and Anti-Doping form, must be read, understood, and individually signed by the named player prior to upload. If the player is under eighteen (18) years of age the forms must also be signed by the parent/guardian.

Failure to provide these forms with individual signatures, will prevent a player from taking part in the competition.

The deadline for the provision of information shall be no later than four (4) months prior to the event. Final approval of information provision will be within the remit of WL.

By virtue of a Team electronically registering a Team Entry Form to a World Championship Event, by the given date, all team members are automatically bound by, and required to comply with, all the provisions of WL Event Rules & Regulations. Failure to provide full information may impede a team taking to the field until the information is provided. Individual Codes of Conduct further supports this for individual athletes and team members.

All information will be collected and processed in accordance with WL data collection policies including EU General Data Protection Regulation. WL shall ensure the appropriate technical and organizational measures are in place to implement the data protection principles.

### 5.4.3 Registration of Final Teams

Player and staff names are to be confirmed in writing at the first Team Manager meeting which will be held prior to the commencement of the first day of the event. No replacement player, or staff member, may be added to any team following the conclusion of this meeting.

## 5.5 Team Services and Additional Sport Information

The success of any WL World Championship Event is contingent upon effective communication between WL, the LOC, the Teams, and other stakeholders. Multiple persons are responsible for the delivery of the event, both on and off the Field of Play (FOP), and the provision of services, to ensure the needs of those involved are met in a timely and productive manner.

### 5.5.1 Team Communications

The Invitation to Participate detailed in Section 5.4.1 requests contact information from all teams, and following the return of this document most event specific communication will be the responsibility of the LOC. WL and the LOC will work together to ensure communications are provided to teams in a timely manner.

The WL Event Hosting & Competition Manual, including its attachments, provides a general overview of information that will be provided to, and expected from, the Teams.

The LOC is responsible for providing a schedule of communications to WL which details the level and type of information that will be communicated to teams at regular points following the initial Invitation to Participate i.e., distribution of accommodation information through newsletters, emails, or signposting to the website (see Section 4.3.1 re: website). WL will include in this schedule timelines for the registration of teams through the WL registration system – see Section 5.4.

It is the responsibility of WL, the LOC, and participants to be punctual with all communications, and to meet stipulated deadlines. E-signatures, where required, are deemed valid on documents.

### 5.5.2 Team Liaison Officers

It is the responsibility of the LOC to appoint Team Liaison Officers (TLOs) and brief them on the requirements of the role. Ideally one TLO should be appointed per Team. This person becomes the focal point for the Team, and is a communication channel for the LOC.

The LOC must provide contact details of the respective TLO to the Team Manager at least three (3) months prior to the Championship.

TLO's should assist with accommodation/transport matters and other local issues as defined by each individual LOC. An overview of responsibilities is provided below:

- Meet and greet the Team at airport and facilitate their transportation needs to hotel.
- Facilitate check-in process at accommodation for team, particularly if language is a concern.
- Assist Team Manager and Head Coach with locating resources the team may need during event: i.e., restaurants, grocery stores, pharmacy, hospital and medical services, banks, ATM's, etc.

- Facilitate Team transportation to event.
- Be available to the Team Manager to answer questions and concerns.
- Facilitate Teams with opportunities to learn about the culture and tourist attractions available to the teams.
- Be the communication link between the LOC and the Team.

### **5.5.3 Wireless & Electronic Field of Play Communications**

The use of wireless and electronic communications on the sideline is permitted by Team Staff on the Team Benches. iPads etc. may be used as part of the coaching process.

### **5.5.4 Practice and Game Recording**

During practices filming is permitted under certain conditions. Practices will be defined as 'open' or 'closed' (which may be dependent upon the nature of the facility). Filming may occur at an open session where the public has free entry. Only filming by the practicing team may take place during a closed session where public and media entry will be denied.

It is the responsibility of the LOC to provide a specified location for teams to film a match that will accommodate a maximum of two (2) team personnel from each team playing that specific match. This location may also be required to accommodate the accredited official tournament media staff for TV or web casts. A location must be designated at each field/floor which provides a clear view of the entire field/floor.

Teams scouting games during the championship may digitally record from the stands but will not be permitted access to the official digital recording area. Any team filming from the stands must not impede the view of spectators.

Digital recordings of matches for participants shall be provided following all games as detailed in Section 3.2 Broadcast. Specific details shall be advised to teams prior to the event.

### **5.5.5 Uniform Compliance**

Participants must abide by the Team Uniform Policy which includes uniform requirements, the World Lacrosse logo patch and uniform advertising.

The Team Uniform Policy is available at Appendix 25 and further information can be found in the relevant WL Rule Book.

### **5.5.6 Team Gifts**

It is accepted practice that a small gift i.e., a pin, is exchanged between teams at the conclusion of each match.

It is each country's responsibility to have sufficient gifts (pins or equivalent) for:

- each team played at the event

- Officials (On and Off Field)

### **5.5.7 Event Meetings**

There shall be event briefing meetings conducted prior to the commencement of the event and as required during the event. The day, time and location of these meeting rooms shall be specified to teams by the LOC in collaboration with WL.

Team Coach and Managers must attend the pre-event briefing meeting at the time and place specified. Team Managers shall be required to bring to this meeting a sample of their playing uniform (both light and dark strips). They must also bring any other material as requested by the WL Competition Director, which may include evidence of further documentation confirming eligibility of Athletes.

There shall also be a Medical meeting which is detailed in section 5.8.

## **5.6 Sport Facilities, Field of Play (FOP) and Sports Equipment**

The FOP is the designated area that includes the defined field/floor area, Team Benches and Scorer & Timer's Table.

Access to the FOP, including Team and Technical Preparation areas, shall be strictly controlled by Competition Management, who shall be empowered to move people on/off the FOP as required e.g., during match intervals or prior to matches.

Access shall be restricted to those with FOP accreditation. Event accreditation does not automatically give anyone a right to enter the FOP.

Additional information regarding competition facilities that surround the FOP and sports equipment utilized on the FOP is detailed in this section.

### **5.6.1 Competition Facilities**

The Competition Facilities encompass the FOP, on-field facilities and off-field locations that accommodate the teams during their competition period. Competition facilities must be of the highest possible standard and comply with WL requirements as detailed in the relevant Rule Book for each of the disciplines.

There may be more than one competition field in the same location, or competition facilities may be on separate sites.

A list of facilities/spaces required for the event is provided in section 6.7.1 Venue Space Requirements. This includes both competition and wider event facilities, but specific competition details are provided below.

This section should be read in conjunction with the relevant WL Rule Book.



### **5.6.2 Practice Facilities**

Practice facilities must be made available during the Event and must be near the competition playing venue. Practice facilities should be the same surface as the competition surface with correct lines marked out. If this is not possible, approval must be obtained from WL and notified to the competing teams in advance of the event.

These practice facilities shall be made exclusively available to the Event for the duration of the Championship.

Preferably there should be two (2) goals per team practicing at any one time, and these goals should remain on the practice field. A minimum of 50% of each practice field must be allocated to each practicing team.

Information on practice scheduling is available at Section 5.1.3.

### **5.6.3 Field of Play (FOP)**

The FOP dimensions vary for all disciplines and measurements are included in the relevant WL Rule Book, which must be adhered to. Through the bidding process the LOC must demonstrate that all fields meet the designated field size and marking criteria. This will be approved by WL during the first site visit.

The LOC Competition Manager shall be responsible for ensuring the FOP layout complies with the relevant WL Rule Book. An inspection will be undertaken by WL two days prior to the event and again on the evening before play begins for final approval.

Recommended positioning of the equipment outside of the FOP is provided in the relevant WL Rule Book, as are all Sports Equipment requirements, which must meet all detailed WL specifications. The FOP must be marked clearly as per the specifications in the relevant Rule Book.

There should be adequate protection over the team benches and technical table areas to allow for adverse weather conditions of heat, rain etc. It is the LOC's responsibility to ensure this protection is provided.

The preferred playing surface in the Field discipline is artificial turf material. Where a field of artificial turf material is not available, a field of natural grass may be used.

The preferred playing surface in the Box discipline is artificial turf material. Where a floor of artificial turf material is not available, a concrete floor, with a smooth finish may be used.

All surfaces need to be flat, smooth, free of tears, holes or other defects which may adversely impact upon the safety of participants.

This section should be read in conjunction with the relevant WL Rule Book which provide FOP dimensions and sample FOP layout.

#### **5.6.4 Team Bench Area**

The Team Bench Area is a designated area for the competing teams, and benches shall be provided for the use of both teams. Only eligible personnel shall be permitted to occupy their team bench. These numbers vary as per the disciplines detailed in the relevant Rule Book.

Location and measurements of these benches vary within each discipline, which are located outside the boundary of the FOP. In the field discipline these benches are placed on either side of the timer's table.

In the Box discipline the team benches shall ideally be placed alongside the floor, in the neutral zone, opposite the penalty area and timer's area, as near the center of the floor as possible. However, this is dependent on the layout of the Arena and changes must be approved by WL.

Team benches shall be allocated 'home' and 'away' as per the details outlined in the relevant WL Rule Book.

#### **5.6.5 Scorer & Timer's Table**

The Scorer & Timer's Table is situated in a designated area outside of the FOP, allowing for scoring, timing and game statistical personnel to time, score and record the match. The positioning of this table varies within each discipline as detailed in the relevant Rule Book, being on the bench side in the Field discipline, where it should be elevated to allow for clear vision of the FOP, and on the opposite side to the bench area in the Box discipline.

Equipment must include at a minimum a table, seating, and access to power. Secure Wi-Fi internet is preferred, or hard wired, with a high-speed capability with its own secure system. A means of communicating with the announcer must be provided if this person is not seated at the table, e.g., a walkie talkie system.

#### **5.6.6 Team Substitution Area**

A substitution area shall be clearly marked on the same side of the field as the team bench areas, outside the FOP as per the relevant Rule Book for the varying disciplines. All substitutions 'on the fly' must be made through the team's substitution area, and players must enter and exit through this designated 'gate' area only.

In the Box game players may exit and enter at different doors, or through the same door, or over the boards from the team bench area. Restriction and movement of team personnel within this area is as per the relevant Rule Book.

#### **5.6.7 Team Penalty Area**

There is provision within the rules for those serving timed penalty suspensions, including the need for seating. The location where penalized players serve suspensions from the game varies within each discipline and is detailed in the relevant WL Rule Book.

### **5.6.8 Team Locker/Change Rooms**

Team Locker/Change Rooms should be provided close to the FOP. There should be a minimum of four (4) locker rooms for each FOP. Where existing facilities do not exist, temporary facilities, such as tents, should be installed, and adequate security provided if structures are not lockable.

Locker room facilities shall be allocated to teams by the LOC Competition Manager. It is the responsibility of the LOC to schedule the locker rooms, including toilets, to ensure that only one team is in the locker room at any one time. Locker rooms will be secure for team members only.

The Locker/Change Rooms shall be designated Home or Away for each match, and the Team's allocated room shall be clearly identified on the day of play. Teams can expect to be rotated through available change rooms throughout the event. They must be secured and be able to accommodate between 26 and 35 persons depending on the discipline.

Any team member may leave the field at any time during the game to go to the secure locker room.

### **5.6.9 Officials' Locker/Change Room**

An Officials' Locker Room should be available close to the FOP. There should be one (1) locker room to each FOP. They must be secured and be able to accommodate up to a maximum of ten (10) persons depending on the discipline. A Locker/Change Room per gender should be provided if the Officiating Leadership Team confirm that male and female Officials will be operating at the event.

### **5.6.10 Goals**

A goal shall be placed in each goal circle/crease. Each goal shall consist of two vertical posts joined at the top by a rigid crossbar. A goal shall be collectively designated as 'the Pipes.' The goal net and the pipes shall be collectively designated as 'the Cage.' The dimensions vary according to the discipline, and all goals must meet WL requirements as detailed in the relevant Rule Book.

### **5.6.11 Balls**

The color and type of ball to be used for an international event is determined in accordance with the WL Rule Books, and in consultation with WL.

The LOC must advise all event participants of the type and color of ball at least six (6) months prior to the event.

### **5.6.12 Ball Personnel**

It is the responsibility of the LOC to supply ball persons and brief them on their role and the rules of the game. The LOC must supply a set of standard uniform, and ensure appropriate protective equipment is worn as required. Ideally there should be eight (8) ball persons per FOP who must be a minimum of 10 years of age. The management of Ball Persons must adhere to the protocol detailed in Appendix 26.

### **5.6.13 Team Equipment**

The teams and individual players are responsible for ensuring their equipment meets the rules and specifications as detailed in the relevant Rule Book for their discipline.

### **5.6.14 Timing, Scoring and Results (TSR)**

The LOC is responsible for the provision of a World Championship Timing, Scoring and Results system which includes the provision of statistics for all games. WL reserves the right to approve the provider who should be appointed by the LOC between nine and twelve (9-12) months in advance of the event. All accommodation, catering, transport etc. for this supplier is the responsibility of the LOC who will cover all costs.

It is the responsibility of the LOC to provide the required FOP equipment including clearly visible scoreboards and clocks. The clock, which counts down, showing elapsed time, must be positioned for easy sighting by the teams and officials, and the spectators, as far as possible. Priority viewing must be for Teams and Officials. The clock should be able to be controlled from the timers/scorer bench. If this is not possible it must be demonstrated, to the satisfaction of World Lacrosse, that the visible score clock can be started and stopped on the Official's whistle. Should this not be possible then the official game time shall be kept at the scorer's bench. Participating teams will be advised of the "official clock" which may vary on each FOP.

The LOC is also responsible for providing the required FOP equipment which includes the following:

- Clearly visible electronic scoreboard and clocks as detailed above
- Elevated score tables (2-6' tables minimum) – to seat a minimum of 4 staff with chairs– table staff must be able to see above the players standing in the box when seated at the table
- Six (6) - Stop watches (minimum) for back up timer and penalty times
- Minimum of 1 laptop computer, for statistics, with wireless internet capability – to be provided through TSR/Stats provider
- Printer to print stats
- World Lacrosse Official Game Sheets (NCR, 3-page, multi-copy)
- Adequate stationery items.

A more comprehensive list of equipment requirements is detailed at Appendix 27. Specific details relating to the equipment and protocols for Box games is provided in the Men's Box Rules.

Copies of official scoresheets for each game shall be provided to all teams and shall be retained in a secure place during the event. Copies of all scoresheets should be provided to WL at the end of each day.

### **5.6.15 Water and Ice Provision**

It is the responsibility of the LOC to provide injury ice and non-carbonated drinking water for in-match consumption at the playing venue 30 minutes prior to the commencement of each match, following each match, and to be replenished throughout the daily schedule. Additional ice, available

for purchase, must also be made available to Teams and the LOC must provide a mechanism for purchase.

## 5.7 Officiating

The Officiating Team are a vital part of competition delivery ensuring the games are administered fairly, safely and to time. The Officials run the competition on the FOP and are recruited through WL. Specific detail relating to accommodation, transport, catering, facilities, and equipment can be found in the relevant section of the Manual.

### 5.7.1 Officiating Management Structure

The management of Officials during the planning phase is led by the Chair of Officiating who determines the total number of Officials, Officials' Coaches and Officiating Leadership (Officiating Team) that will attend the event. This is based on approved protocols determined by the number of expected competing teams for the event.

During competition the management of Officials is led by the relevant sub-committee chair (Men's/Women's/Box) working with the LOC Competition Manager. The Officiating Management Structure links into the overall Event Management Structure which is detailed in Section 2.6 and available at Appendix 4 and the roles are defined below:

Officiating Committee Chair (Head of Officiating)	Oversees the Sub-Committee Chair with responsibility for the management of the Officials Coaches Program delivery
Relevant Subcommittee Officiating Chair	Delivers the Official's program at WL competition from pre-event through event-time and post-event reporting. Oversees the Officiating Leadership Team
Officials Coaches	Provide mentoring, assessment and coaching to the Officials' Panel
Officiating Leadership Team	Supports the Sub-Committee Officiating Chair to deliver the officiating at a WL Competition
Officials' Panel	The Officials that have been selected to officiate at a WL competition
Officials' Administrator	Provides administrative support to the Officiating Chairs and Leadership team from pre-event through event time and post event reporting.

It is noted that the Officials who make up the Officials' Panel differ between the Men's and Women's disciplines. The women's panel includes a Technical Delegate.

### 5.7.2 Bench/Table Officials

The LOC shall provide suitably experienced and qualified personnel to operate the game clock, shot clock (if required), penalty time clocks and manage the game sheet/stats. These individuals do not form part of the WL Officiating Team.

The LOC shall appoint a supervisor to schedule, manage and quality control the Bench/Table Officials throughout the event. The Officiating Leadership Team shall meet with the Bench/Table Official's Supervisor (may be called Head Table Official) to review and confirm timing protocols, broadcast considerations and to answer any technical questions.

The Bench Officials Panel is comprised of Timers, Scorers, and Clock Operators. Each game will

require the following number of Bench Officials.

Women's	4
Men's	6
Box	4

In addition, the Box game will also require an individual for each penalty box that can open and close the penalty box door for each Team as and when required. This may be accommodated by the Bench Officials if they have access to the penalty box.

The game protocols for timers, scorers, and technical delegates (Women's game) are available at Appendix 28.

It is the responsibility of the LOC to provide the Bench/Table Officials with breakfast, lunch and/or dinner dependent on shift patterns and accommodation (if they are not local) at the LOC's expense.

The Bench Officials Supervisor/Head Table Official will interface with the WL Events and Competition Team and the Officiating Chair. It is the responsibility of the Bench Officials Supervisor/Head Table Official to ensure a copy of all score sheets are given to the WL Competition Director and Officiating Chair at the completion of each day's play.

Game statistics should be given to each coach at halftime and immediately following the game, where possible.

### **5.7.3 Selection of Officials**

The number of Referees & Umpires appointed (collectively known as 'the Officials') will be determined by The World Lacrosse Event Officials Selection Policy using a formula that considers the number of participating teams at the event and the required number of Officials that take part in each game. The process of selection and appointment shall be managed by the Chair of Officiating with the relevant Sub-Committee Chair and others as designated by the Chair of Officiating.

Officials should be selected and ratified by the relevant Officiating Sub-Committee by December 31 of the year prior to the world event but no less than 6 months from the event start date.

Note – this section is under review by the Officiating Committee.

### **5.7.4 Affiliation of Country**

An Official's affiliation to a member country shall be based on either:

- a) The country where the Official resides more than 51% of the calendar year  
OR
- b) The country which awarded the Official their first national Referee/Umpire rating/qualification. A national rating/qualification shall be defined as the highest rating awarded by the member country.

An Official must make this designation of affiliation by 1 January of the year prior to the year of the World Event. This designation of affiliation must be in writing and signed by the Official and an Officer of the Lacrosse Association of the country being designated.

Note – this section is under review by the Officiating Committee.

### **5.7.5 Fitness Testing**

The LOC will facilitate the fitness testing of the On-Field Officials prior to the commencement of the competition. A professional service should be provided to administer this test in a suitable facility. All Fitness Test protocols will be provided to the LOC. The LOC will recoup the cost of testing from WL.

This testing is usually undertaken 2-3 days prior to the first day of competition.

### **5.7.6 Selection for Play-Offs**

All officiating assignments are the responsibility of the relevant Sub-Committee Chair overseeing the competition who may seek input from their Officiating Leadership Team.

### **5.7.7 Officials' Meetings**

Officials will meet daily, or as deemed necessary, during the Event. A designated meeting room for meetings is required, preferably at the site of the games and at the accommodation.

### **5.7.8 Officials' Uniform**

It is WL's responsibility to determine the protocols around uniform provision for Officials. It is the intention that Officials will be supplied with uniform free of charge through an official supplier. Uniforms for Officials are not the responsibility of the LOC.

### **5.7.9 Officials' Liaison**

The LOC shall appoint a Liaison Officer solely for the Officiating Team with no other LOC responsibilities. The Liaison Officer will provide local knowledge and assistance to support the Officiating Team during the competition. The Officiating Leadership Team should be advised of their Liaison Officer when they are appointed and not less than three (3) months before a competition begins. The Liaison Officer should assist with accommodation/transport matters and other local issues as defined by the LOC.

### **5.7.10 Officiating Clinic**

The WL Pre-World Event Off Field Officiating Clinic will be held four days prior to start of a WL World Championship Event, and the On Field Officiating Clinic will be held three days prior to the start of a WL World Championship Event. Officials will be expected to arrive on the night before the start of the relevant clinic.

A suitable room with a multi-media projector should be provided.

It is the responsibility of the LOC to arrange for accommodation for four nights (Off Field Officials) and three nights (On Field Officials) and two meals per day for all Officials selected for the clinic. This cost should be equalized between the Teams.

## 5.8 Medical

Lacrosse is a physically demanding sport and, particularly in the Men's Field and Box disciplines, a collision sport which may result in injury. A WL World Championship Event brings together several attendees from different participant groups and countries living together in an unfamiliar and close environment. Therefore, medical provision also needs to account for the increased risk of illness.

The LOC is responsible for providing the minimum standards of medical cover as listed below to ensure that the risk of injury is mitigated and, if injury or illness occurs, that they are dealt with to best facilitate a suitable recovery. In addition, all provision should meet local authority regulations regarding the medical cover at event/large crowd gatherings. Further detail is available in Appendix 29: The Medical Hosting Manual which should be comprehensively reviewed by the LOC Event Director and LOC Event Medical Officer (EMO).

### 5.8.1 Minimum Standards of Provision

Medical Services shall be provided for all Players, Officials, and non-playing personnel at the competition venue. These services should include sports medicine, physiotherapy, and general/emergency healthcare. Medical services for other participant groups should be provided by the venue as detailed in Section 6.7.5.

#### Personnel

The LOC must recruit an EMO who has overall responsibility for the delivery of the Medical Program for the Event. The EMO must be a Licensed, Board Certified Medical Doctor with a specialty in either Sports Medicine or Emergency Medicine.

The EMO is a vital position and should be an individual willing to oversee the Event medically and provide services clinically. This individual must:

- Be a licensed physician capable of prescribing medication and ordering diagnostic imaging
- Work with visiting team physicians to assist in their medical needs
- Provide healthcare for teams without additional medical support
- Facilitate care with other specialists and medical providers in the host country
- Be available to perform minor procedures i.e., sutures, IVs, joint reductions.

An LOC medical representative must be on-site at all competition venues when play is taking place. The medical team will be led by the EMO at the main site with suitably qualified deputies if the competition takes place across long competition days or use of multiple venues.

The EMO will liaise with the WL CMO from approximately nine (9) months in advance of the event to ensure that adequate medical provision is provided by the LOC. The EMO will report to the LOC Event Director with an additional reporting line to the WL CMO at the Event.



The LOC will be required to provide a medical plan to the WL CMO and WL Director of Events no later than six (6) months prior to the event.

A licensed Medical Practitioner should be assigned to each field, who is prepared to treat minor injuries and lacerations on site. A shaded seated position, with full view of the FOP and easy access onto the FOP, to monitor activity during each game, should be provided. A small tent or room should be available adjacent to each FOP as a triage area as required. Details of the Performance and Recovery Centre, which includes a central medical facility is provided in Section 5.8.2.

The EMO should be supported by an Event Medical Host who understands the local healthcare system and knowledge of the event venue. The role of the Host is detailed within the Medical Host Manual at Appendix 29.

It is also the responsibility of the LOC to provide athlete trainer/physiotherapy for the On-field Officials who can provide medical and taping services. The cost for this is shared between competing countries.

The LOC should include medical coverage for the training fields within their Medical Plan. Should the LOC elect to offer ancillary events, such as a lacrosse festival, in conjunction with a WL World Championship Event, then the appropriate medical cover shall be provided. These personnel should be separate to the dedicated provision for the World Championship Event.

At the event it is expected that the Medical Team should drill and rehearse mild and severe injury extraction daily prior to the commencement of play.

## **Facilities and Equipment**

The Medical Team should be provided with dedicated areas at the site. An ambulance must be onsite at all times when games are being played. It is the LOC's responsibility to provide and pay for the ambulance on site and ensure that should the ambulance be required to leave site it is immediately replaced with a second vehicle, otherwise play may be stopped. Two Emergency Medical Support personnel, one to be certified in airway management, should accompany the ambulance.

The LOC should ensure that a spinal board, stretcher, and collar are available and accessible by medical personnel monitoring each field. The procedures for use of this equipment will need to be managed by the LOC Medical Team.

The LOC is responsible for the provision of ice used in the management of injuries. More information on the provision of ice for this and for team use is available in Section 5.6.15.

A 'needs checklist' is provided in the Medical Host Manual at Appendix 29 which should be adhered to.

## **Emergency Care**

As part of the medical plan the LOC will be required to provide a LOC Emergency Action Plan. This plan should include both games and practice sessions and detail name and address of venue,

nearest hospital, nearest urgent care facility, dental care provider, location of AEDs, EMS/Ambulance entrance and location of emergency medical equipment.

The nearest hospital to the event site should be identified and notified that the event is taking place.

The LOC shall also provide the contact details for a local dentist, hospital, scanning facilities and other health care providers that teams may require access to whilst in the country.

### **WL Medical Policies/Protocols**

WL Medical Policies must be understood by all parties involved in the delivery of the event and adhered to to ensure safety of all involved. These policies are listed below and are available at Appendices 30 – 33.

1. Concussion Protocol
2. Pregnancy Protocol
3. Heat Safe Protocol
4. Sexual Abuse Position Statement

### **5.8.2 Performance and Recovery Center**

A central sports medicine treatment area must be provided with temperature-controlled heating/air conditioning, four (4) treatment tables and a private treatment area. This area should be managed at all times by a licensed athletic/physical therapist.

The Performance and Recovery Center should also include a taping service providing access to taping for all athletes and officials during the event. The LOC should also coordinate the ability for countries to purchase bundles of supplies such as tape, wrap and other therapist supplies if possible, at least three (3) months in advance of the event.

WL will work with the LOC to provide additional services such as ice baths, massage, stretching area. This will be dependent on additional sponsorship through WL or the LOC.

### **5.8.3 Competing Team Responsibilities**

Each Team must provide one person trained in the physical care of their athletes (for example, a physiotherapist, athletic trainer) within their Team Staffing. Failure to include this member will result in liaison with the LOC for provision of same at the country's own expense.

A country's designated Athletic Trainer must be on the practice and game field with the team at all times (unless they are attending to an emergency off site). Failure to have at least one Medical Personnel with the team on the field may result in a financial penalty. For the women's game the supplementary Medical Practitioner is not seated on the Team Bench; however, access to the FOP must be permitted in the event of a serious team injury.

In addition, it is a Team Staff responsibility to ensure that medical information is collected for all Athletes and Team Staff which can be shared with the on-site medical team in the event of an emergency.

### 5.8.4 Medical Meeting

A medical meeting will be scheduled one day prior to the first game of the event. Each team must be represented by the Athletic Trainer (or equivalent) and/or Medical Practitioner representing their team. The meeting shall be co-chaired by the EMO and CMO.

It is the responsibility of the LOC to schedule the day, time and venue for the meeting and advise attendees accordingly. This meeting must be held separately from the Coaches & Managers meeting.

### 5.8.5 Injury Reporting

The WL CMO will work closely with the LOC Medical Practitioners to ensure that injury and illness data is captured. This includes all injuries requiring athletic trainer, physio, and medical attention at the event. This will be recorded through the WL Injury Report Form which is available at Appendix 34.

The data that will be recorded includes, but is not limited to, the following:

- Concussions
- Lacerations
- Urgent Surgery
- Dislocations – Elbow, Shoulder
- Hospital visits
- Minor injuries
- Location of injury on body
- Illnesses

A full list of requirements will be agreed between the WL CMO and LOC EMO in advance of the Event. All data is anonymous and will be stored for statistical purposes only. Country will be recorded but athlete name and numbers will not be included.

## 5.9 Anti-Doping

WL is a full supporter of WADA – the World Anti-Doping Agency. WL has adopted WADA's anti-doping policies and procedures for all World Championship Events. This includes the use of the WADA Code, the five International Standards (namely, the List of Prohibited Substances and Methods [Prohibited List], Testing, Laboratories, Therapeutic Use Exemptions (TUE), and Protection of Privacy and Personal Information) and Whereabouts Information.

Anti-Doping Testing will take place at each of these events:

- Men's World Championships
- Women's World Championships
- Men's U20 World Championships
- Women's U20 World Championships

- World Box Championships (Men's)
- Other World Lacrosse events

It is WL's responsibility to include in the Acceptance Form an acknowledgement that a country will abide by WL drug testing regulations upon accepting the invitation and to give to all countries a clear advance statement of the situation that will be in force regarding drug testing at a WL World Championship Event.

The WL DoE will communicate to the LOC no later than three (3) months prior to commencement of world event of any drug testing that may take place and conditions.

Anti-Doping policies and procedures are also referenced in the WL Bylaws (2.10) which should be read in conjunction with this section.

### **5.9.1 Event Testing – Competing Team Responsibilities**

It is each competing teams' responsibility to:

- Agree to abide by the WL Anti-Doping Procedures as detailed in the WL Bylaws or decline the invitation to participate in the Event.
- Ensure they are conversant with the WL Anti-Doping Policy including the list of Prohibited substances and methods issued by the World Anti-Doping Agency.
- Submit athlete TUE (Therapeutic Use Exemption) forms no later than two (2) months prior to the World Event to WL DoE.

### **5.9.2 Event Testing – LOC Responsibilities**

The Local Organizing Committee has a responsibility to:

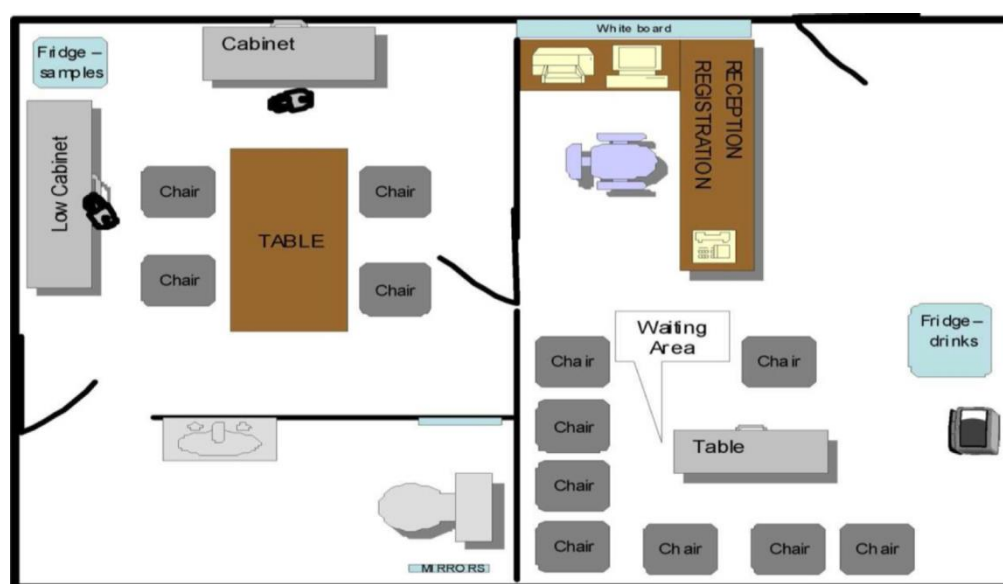
- Keep all Anti-Doping information confidential including, but not limited to test dates, number of tests, teams, or athletes to be tested.
- Provide adequate on-site testing facilities (see 5.9.3) that meet the WADA standard and advise to WL at least three (3) months prior to the event.
- Work with the World Lacrosse appointed Anti-Doping Agency for all required testing
- Cover all costs of in-competition testing (see 5.9.4).
- Provide at no cost, "Access All Area" credentials and parking for the Doping Control Officer(s), Chaperones and World Lacrosse personnel for the purpose of sample collection
- Recruit and appoint the required number of chaperones to work with the Doping Control Officer(s) to facilitate the In-Competition Testing process (see 5.9.5).
- Provision of a suitable quantity of "sealed" bottled water for consumption by the athletes to be tested.
- Circulate as required any communications to team personnel, athletes, and officials.
- Facilitate a suitable location and time for an Athlete Outreach Program to be organized with World Lacrosse and the National or Regional Anti-Doping Organization (NADO/RADO) prior to the start of competition where athletes and team support personnel can interact with the NADO/RADO in a fun/interactive setting.
- Provide athlete/team whereabouts information and access if required to Doping Control Officers to facilitate Out-Of-Match Testing.

### 5.9.3 Testing Facility Requirements

The Anti-Doping facilities should meet the following criteria for in-competition testing:

- Located within a reasonable distance to the competition venue and athletes' changing rooms.
- The designated doping control station, including toilets, must not be used as a public facility and is reserved only for doping control. It must be used solely for Doping Controls purposes until the end of the sample collection session which may in some instances exceed the usual closing time of the facility.
- Secured and accessible only to authorized personnel with the ability to lock all entry doors, in order to store samples and equipment.
- Provision of security staff for each Doping Control Station to employ during sample collection procedures.
- Private enough to ensure athletes' privacy and confidentiality.
- Thoroughly cleaned and sanitized prior to use for Doping Control.
- Ideally per each Doping Control Station (DCS) there should be:
  - One table at the entrance of the DCS to record the flow of athlete/staff entering and leaving the doping control station.
  - Processing area (processing room + toilet);
    - Large enough to accommodate the number of athletes to be tested, athlete representatives, sample collection personnel and chaperones.
    - Facilities to wash hands prior to the provision of a urine sample.
    - Chair and table to facilitate the provision of a blood sample.
    - A toilet where the athlete can be witnessed providing a urine sample. A disabled stall is an ideal solution.
  - Two refrigerators one to securely store samples within the testing facility and a second for refrigerated drinks.

An example of Doping Control Station layout:



#### 5.9.4 In-Competition Testing Costs

WL will work with the LOC to advise of the estimated number of Anti-Doping Tests that may be required during the event. For budget purposes, the LOC shall budget for a minimum number of 15 tests; however, this number is subject to change based on the WL Test Distribution Plan and other considerations which may then require further event testing. WL will advise the LOC the estimated number of athletes that will be tested In-Competition and the date(s) of the testing no more than three (3) months prior to the scheduled start of competition.

The LOC shall work with the WL appointed Anti-Doping partner (currently the Independent Testing Authority (ITA)) to organize and appoint the Doping Control Officer(s) and cover all costs of the In-Competition Testing as per the terms of all invoices provided.

#### 5.9.5 Chaperones

The LOC shall provide suitably qualified volunteers to work with Doping Control Officer(s) to facilitate the In-Competition testing process. They will be required to stay with the athlete until that athlete's testing is complete and therefore shall not have any further event responsibilities during this period, which may in some cases be for an extended period.

Specifically, the Chaperone is responsible for:

- Completing notification and chaperoning duties as part of the WL Anti-Doping Program which includes:
  - Notifying, accompanying, and observing the selected athletes from their notification until they report to the doping control station, as well as for the supervision of the athletes in and outside the doping control station.
  - If required, direct observation of the athlete during any medical, medal ceremonies or media sessions prior to the conclusion of the Doping Control process.
- Directly observing and witnessing urine sample provision (when needed).
- Managing the Entry and Exit Log located in the Doping Control Station (DCS).
- Assisting with maintaining the security of the DCS and samples (when needed).
- Accurately and adequately completing the procedures and administrative duties associated with the role of a Chaperone including writing comprehensive and legible reports when required.
- Participating in team briefs and debriefs with other Doping Control Personnel.
- Maintaining confidentiality in all matters relating to the Doping Control Process.
- Interacting in a professional manner with Athletes, Athlete Support Personnel, WL Staff and Directors, other International Federation representatives.
- In exceptional circumstances the Chaperone may be asked to attend any disciplinary hearing convened in respect of an Athlete (as a result of the DCO's provision of service at any sample collection sessions).

The number of Chaperones is dependent on the number of concurrent tests to be undertaken. The LOC should allocate one Chaperone per scheduled anti-doping test.

### 5.9.6 Therapeutic Use Exemptions

Any athlete taking medication that is on the [WADA Prohibited List](#) must apply to WL for a Therapeutic Use Exemption prior to competing.

A Therapeutic Use Exemption allows an Athlete with a medical condition to use a Prohibited Substance or Prohibited Method, but only if the conditions set out in Article 4.4 and the [International Standard for Therapeutic Use Exemptions](#) are met.

This information can be found on the WL Web Site under [Anti Doping](#).

### 5.9.7 Anti-Doping Athlete Education

WL is committed to clean sport and anti-doping in all levels of lacrosse. One of the most effective ways in which to achieve this is through effective athlete education. As part of WL's Anti-Doping Program athletes in WL competitions are required to successfully complete the Anti-Doping Education program prior to competition. This includes all team members, including athletes, coaches, and support personnel such as physios, team doctors and team managers.

A participant may choose to work with either their:

- National Anti-Doping Organization - See list of [\(Accredited NADO's\)](#).
- Regional Anti-Doping Organization – See list of [\(Accredited RADO's\)](#).

NADO's/RADO's may be able to provide bespoke education programs that are delivered in a language or format that best suits individual athletes and timing for team practices or meetings. This may be delivered face to face, or even some NADO's or RADO's offer their own E-Learning tools.

Participants can also use WADA's ADeL - Anti-Doping e-Learning Platform which can be accessed here: <https://adel.wada-ama.org/>. It is available free of charge and offers learners the opportunity to undertake the mandatory learning in the form of an online program. The education is offered in five languages in the form of an interactive presentation and a "test your knowledge" question and answer format.

The Athlete Learning Program about Health and Anti-Doping (ALPHA) gives athletes information about the dangers of doping and the importance of anti-doping controls, promoting positive attitudes to avoiding doping. Upon successful completion each participant receives an electronic certificate for the course(s) completed.

For members who have already undertaken education within the year prior to the event through their compliant National or Regional Anti-Doping Organization (RADO / NADO) or the WADA ADeL platform, WL is able to recognize this prior learning provided a valid certificate/letter can be produced evidencing the learning.

Doping control tests will be conducted at the event in accordance with WL regulations.

## 5.10 Safeguarding

WL acknowledge the important role of safeguarding in all elements of lacrosse delivery and, as the International Federation for the sport, WL has the obligation to provide and promote a safe and healthy environment for athletes and others to participate in the sport. This extends to WL World Championship Events and WL will work collaboratively with the LOC to ensure that all event policies include safeguarding protocols where relevant.

It is the responsibility of the LOC to appoint a welfare officer and provide a welfare plan and safeguarding policy for the event. WL recommend that the LOC liaise with National Organizations for Safeguarding in their own countries to ensure suitable standards are met.

The Event Safeguarding Policy shall include specific policies for areas of potential vulnerability, such as the management of U18's in team accommodation. The Event Safeguarding Policy is particularly relevant to U20 events where athletes may be under the age of 18; however, it is acknowledged as relevant across the spectrum of WL events which may include U18 volunteers, persons away from home and differing environments.

The WL Safeguarding/Anti-Abuse policy is available at Appendix 35.



## 6. Event and Venue Operations

This section provides guidance on the operation of both the venue and the wider event delivery from Accreditation to Workforce. In reference to the venue this section covers areas and services in addition to Sport Competition Facilities, which are covered in Section 5.

### 6.1 Accreditation

An accreditation is an identification tool issued to individuals working on the event (staff, volunteers, media, TV, etc.) or participating in the event on a full-time or daily basis (Athletes, Officials, Team Managers etc.). Throughout the event, accreditations enable holders to access the areas where duties are performed, while preventing people without a working function from interfering with the operation.

The competition venue shall be subdivided into zones, which can be accessed only by specific accredited categories.

Additionally, for an accreditation system to be effective, meticulous, and strict access control by means of security staff and/or volunteers is required for all concerned areas, including the following:

- FOP
- Team areas
- Media areas
- VIP areas.

Access to the event site should not be permitted without an accreditation pass or entry ticket.

The following shall always be clearly noted and stated:

- An accreditation does not provide its holder with any special social or representative status
- An accreditation is not, and shall not be considered as, a visa or an immigration document
- An accreditation is not a gift or souvenir
- An accreditation is not a ticket or invitation and does not grant any rights to a seat in the venue.

It is the responsibility of the LOC to provide a system of accreditation that is fit for purpose in line with the status of the event and ensure suitable access control is in place to maintain the integrity of the accreditation pass system when at the event.

#### 6.1.1 Accreditation System

An accreditation pass shall be issued to all persons involved in the event, excluding spectators who access the event site with a ticket. The pass enables the LOC to identify and register all persons on-site during the event period and to control access to specific areas, such as the FOP.

All LOC staff, Volunteers, Team Members, Officials, Media, and WL representatives will be required to register through an accreditation system and be provided with a pass. Representatives from the venue may use existing staff passes as a form of identity if appropriate.

It is recommended that an established accreditation system provider is engaged by the LOC for the event. A manual process, administered by the LOC, is time consuming and resource heavy.

Only one accreditation is permitted per person and specific access privileges should be allocated per identified role. The access privileges across zones should be agreed between the LOC and WL at least nine (9) months prior to the event. An example zone breakdown is available below:

<b>Zone Allocation</b>	<b>Access Areas</b>
Blue	Team Preparation Areas
Red	Operational Areas
White	General circulation spaces
1	Event Hospitality
2	Field of Play/Bench Areas
3	Media Areas
4	Broadcast Areas
SS	Spectator Seating

Details including name, role and zone breakdown will be required on each pass. A photo may be included if it is deemed necessary by the LOC and/or the security services.

The LOC will work closely with WL to ensure that the Accreditation System, including zone breakdown and access privileges, meet the needs of the event. The chosen accreditation system should be demonstrated to WL at least six (6) months in advance of the event. This should include both the chosen zone access system and the access privileges for all groups including teams, officials, and WL staff (See 6.1.2 re: Accreditation Matrix).

For example, Officials' accreditation will need to provide access to the FOP, Change Rooms and Spectator Seating so this group would be provided access to zones Blue, 2 and SS. It should be noted that the colors supersede each other so Blue on a pass also provides access to Red and White but the numbers only provide access to each particular zone.

It is the responsibility of the LOC to determine the deadlines for submission of information across all parties. Deadlines, as well as comprehensive details on how to register for accreditation, should be distributed to client groups at least three (3) months in advance of the application closing date. Accreditations should be made available to client groups at their first point of arrival either on venue or at their accommodation.

### **6.1.2 Accreditation Matrix**

An accreditation privileges matrix will be created to show which roles are allowed access into each zone. For example, Players and Officials would be able to access Zones 2 and Blue in the above example.

The World Lacrosse DoE and Competition Director should be provided with an access all areas pass. Other World Lacrosse staff and board passes will be agreed at least six (6) months prior to the event.

### **6.1.3 Venue Accreditation Help Office (VAHO)**

Accreditation may be distributed either in advance, for example at a team hotel, or on venue at the Venue Accreditation Help Office (VAHO). The VAHO should be located at the entrance to the site so that persons do not need to enter the site without an accreditation or ticket to receive assistance.

A mechanism for printing and distributing accreditation at the VAHO will be required.

### **6.1.4 Accreditation Badges, Lanyards and Bibs**

It is the LOC's responsibility to produce all accreditation passes, with lanyards, for the event. Accreditation badges should include the event logo, individuals name, role at event and access privileges.

An additional system of supplementary access passes may be required, for example a bib for photographer access to the FOP; however, this will be discussed and agreed between the LOC and WL through the event planning process.

## **6.2 Accommodation and Catering**

The LOC is responsible for providing accommodation options for a variety of stakeholders across the event. Stakeholder groups include, but are not limited to, the following:

- Team delegations
- Officiating team
- LOC staff and external personnel contracted for the event
- WL staff, representatives, guests, and sponsors
- General Assembly (GA) attendees
- Media
- Spectators/fans.

The LOC is not responsible for paying for accommodation for these groups, unless separately agreed between the parties but must ensure that a suitable booking and payment system is in place. It is also the responsibility of the LOC to ensure a range of facilities and cost options are available.

This process includes booking the necessary rooms, managing payments, arranging an easy check-in of the guests, coordinating daily meals (and particularly late meals), reserving meeting rooms and any other matter related to the stakeholder accommodation needs.

## 6.2.1 Requirements for Teams

It is the LOC's responsibility to provide a variety of accommodation options for teams and their Country Representatives across a range of prices, room configurations and facilities. It is recommended that accommodation is, where possible, provided at, or close to the competition venue to reduce the cost of transportation for the LOC.

For Men's Field competitions the maximum number of team members to be housed in official accommodation is 36 (23 players and 13 non-playing personnel inclusive of an interpreter).

For Women's Field competitions the maximum number of team members to be housed in official accommodation is 28 (18 players, 2 reserves and a maximum of 8 non-playing team staff inclusive of an interpreter).

For Men's Box competitions the total number of team members to be accommodated in official accommodation is 36 (23 players and a max of 13 non-playing team staff inclusive of an interpreter).

Teams may request additional rooms; however, this is based on availability and at the discretion of the LOC.

The LOC will be required to submit information on the availability of accommodation to WL, including pricing and facility options, 18 months prior to the Event and prior to circulation to the competing teams. Once agreed the information must then be distributed to the teams no more than two months later.

All countries are responsible for 100% of the cost of accommodation for their team and Country Representative. Payment dates will be decided by the LOC, in relation to the payment requirements for securing the accommodation with the provider. These should be notified to WL in advance of publication. The LOC is responsible for the management of all payments relating to accommodation. A small supplement may be applied to accommodation costs to contribute towards the cost of transportation and other services; however, this must be consistent across all accommodations offered and agreed in advance with WL.

It is recommended that the dates of the following are included in the LOC's project plan for the event:

- Accommodation costs approved by WL
- Accommodation info pack circulated to teams
- Accommodation booking confirmation
- Payment dates by teams
- Payment dates to supplier
- Rooming list confirmation.

Teams may request access to the accommodation in advance of the tournament to allow for acclimatization and pre-event training. The LOC must confirm how many days in advance of the event the accommodation will be available. Please see transport in relation to provision for teams arriving prior to the first official arrival day in Section 6.6.

Teams who arrive prior to the first agreed date of accommodation availability will need to secure their own accommodation during this time. It is not the responsibility of the LOC to provide this, though the LOC may be able to support with information.

The teams **must** be housed separately from the Officials, the WL Board and Country Representatives. However, the teams should be housed with their respective Team Liaison Officer.

See Section 7.1 re: General Assembly Accommodation in relation to Country Representatives.

The following should be available within the Team Accommodation:

- Individual team meeting rooms with TV viewing and IT facilities – can be shared on a booking system
- Lounge area, preferably one per team if in university style accommodation. Shared spaces are acceptable if in hotel accommodation
- Central message board
- Security (as per available at facility)
- Adequate telephone and IT facilities.

There must be:

- A bed for each person
- Desirably not more than 2 people per room
- A bathroom between not more than 4 people
- Laundry facilities available
- Air conditioning in the accommodations is preferred.

## Catering

It is the responsibility of the LOC to:

- Arrange for provision of meals/meal package options
- Ensure meals are nutritionally balanced and culturally acceptable
- Request that 'special' dietary needs be advised by countries not later than 90 days prior to the Event.

All countries are responsible for 100% of the cost of meals for their team and Country Representative.

Meals should be arranged at or nearby to the accommodation venue or playing venue, if more convenient, or at nearby locations, for each competing team and support staff, though these will be paid for by the Teams.

For information regarding the safeguarding of U18 representatives in accommodation please see Section 5.10.

## 6.2.2 Requirements for Officials

It is the responsibility of the LOC to book accommodation for the Officials attending the event. The cost of accommodation for Officials will need to be included in the event budget but should be equalized between the competing teams. The LOC is responsible for ensuring that these costs are invoiced during the accommodation payment process.

The WL Officiating Team cannot, at any time and under any circumstance, be accommodated in the same hotel as a participating team or media.

It is recommended that the Officials' accommodation is close to the competition venue.

The Officiating party will receive room and board including three meals per day at no cost to them or WL. These costs shall be shared equally amongst the participating teams. Accommodation and meals need to be available five days (i.e., competition starts on Thursday, Officials to arrive Sunday prior) from the beginning of the competition and to the day after competition is completed. The Chair of Officiating will advise the arrival and departure dates.

Accommodation shall be in a single location (i.e., same hotel, same student residence). The Officiating Leadership Team including Officials Coaches to be housed separately from the Officials (i.e., different floor or block is acceptable).

The standard shall be a minimum of university student residence accommodation or three-star hotel, based on two officials sharing a room of the same gender, with each having their own bed (cots/sofa beds are not acceptable). Where there is an unequal number of rooms due to gender imbalance, it is acceptable that accommodation is single where required. Spouses or partners cannot be accommodated in the same rooms as the Officiating party. The accommodation should be secure, and rooms should be climate controlled. Where the climate is considered hot, air conditioning shall be provided.

The Officiating Chair and Sub-Committee Chair of Men's Officiating are entitled to a single occupancy room.

The rooms will need to be serviced daily with a change of laundry service available on minimum weekly basis. Towels are to be provided and changed on at least a two-day cycle.

The LOC should provide contact details of the accommodation so that individuals can book directly early arrivals or late departures at their own expense.

### Catering

Three meals per day suitable for athletes to be offered. Vegan, vegetarian, coeliac, kosher, and halal special dietary requirements need to be catered for. Meal locations to be convenient to housing and offer catering hours that are reflective of the event scheduling.

Box/pack meals to be available daily and will be ordered one day in advance by the Officiating Leadership.

## Facilities and Services

Self-serve laundry facilities including washing, drying, and ironing to be provided at reasonable cost. These should be located close to the Officials accommodation. Typical send out hotel laundry services are not acceptable.

The accommodation will have free of charge wireless network access.

### 6.2.3 World Lacrosse Attendees

Accommodation should be made available for the following WL Attendees. Accommodation for this group should be booked through official channels and invoiced to WL:

- Board (up to 14)
- Staff x 6-8
- Consultants x 2-3
- VIPs x 1-2
- Hon Life Attendees x 1-2
- CMO and Medical Commission (Number tbc)
- Athletes Commission (Number tbc)
- Committee Chairs (Number tbc)
- LOC Leads for future competitions (Number tbc).

The attendance of some of the above representatives will be event dependent therefore WL will provide a full list of attendees to the LOC approximately nine (9) months in advance of the event with final confirmation three months prior or in line with agreed payment timelines.

Breakfast should be included in the accommodation/catering provision, where possible, and a meeting room with printer/copier should also be available at the hotel. WL is responsible for sourcing its own catering for WL representatives where it is not covered by VIP hospitality.

### 6.2.4 General Assembly (GA) Hotel

Accommodation for GA guests/Country Representatives and the Board should preferably be provided at the GA venue or in very close proximity, which in turn should be close to the event venue. On average 80 rooms have been previously required for attendees.

A second cheaper option should also be provided to NGB's which must be close to the GA venue. Member nations who are not attending the entire event will generally arrive before the GA to watch the Finals and/or Semi Finals and leave on the evening of the second day of the GA; however, the WL Board will generally arrive for the entire event and stay until the day after the GA concludes.

Rooms for Board and Staff should be double rooms for single or double occupancy and for GA attendees both double and twin rooms should be available. Hotel accommodation, rather than halls of residence, is preferred. Breakfast should be provided where available. Other catering should be available on a user pays basis except when it is arranged by WL for the GA meeting (See Section 7.1 re: GA arrangements).

It is the LOC's responsibility to provide a booking system so that Country Representatives can book and pay for their own rooms. The deadline for confirming attendance to the GA is 30 days prior to the meeting therefore this must be considered when accommodation booking timelines are confirmed.

### **6.2.5 Media Hotel**

The LOC shall work with World Lacrosse to ensure that adequate hotels are available for accredited media, by identifying a selection of suitable hotels in different price categories. Media are then responsible for booking and paying for their own accommodation.

Tea, coffee, and water should be provided for media and a user-pays concession available for the purchase of food.

### **6.2.6 Spectators/Fans**

A range of hotel options, or a contact to a local tourism information office, should be provided. However, it is not a requirement of the LOC to book and manage accommodation for fans and spectators, unless the LOC decides to undertake a fan package scheme, which is at risk to the LOC. All fan/spectator accommodation is at their own cost.

Spectators cannot be housed with teams, officials, or WL Representatives.

### **6.2.7 Hotel Information Desks**

In the main lobby of each event hotel, the LOC shall set up an Information Desk with appropriate event branding or if the hotels are closely located together a single main Information Desk may be in place, provided it is signposted and easily accessible from other hotels.

Information Desk staff shall provide participants and guests with all necessary information and assistance regarding their stay, the event and services offered. At least one English-speaking individual, knowledgeable enough to answer any question and solve problems should be managing this desk. A 24-hour contact number should also be provided outside of desk operational hours.

Specific information shall be posted near to the information tables. Recommended information is as follows:

- Competition schedule and results
- Training program (posted at team hotels)
- Transportation schedule, with shuttle bus service timetable
- Important phone numbers
- Any other useful information.

### **6.2.8 Provision of Meeting Space**

A booking process for meeting rooms should be available for all client groups at both the accommodation and competition venue. Meeting space should provide facilities for video/dvd and internet capabilities.



Details regarding the provision of meeting rooms on venue is provided in Section 6.7.6.

### **6.2.9 Client Group Catering on Venue**

Whilst it is not the responsibility of the LOC to provide catering for all stakeholders at the venue it is recommended that user-pays options are provided that can cater for both client groups and spectators where provision is not an LOC responsibility. Given the length of a tournament a range of options is recommended.

See respective accommodation sections in relation to individual client group catering that is organized by the LOC. See also Section 7.2.7 re: VIP Hospitality provision.

## **6.3 Media Operations**

As global interest in the sport of lacrosse increases so will the presence of media at WL World Championship Events, especially at senior competitions. The LOC is responsible for providing a professional work environment for accredited members of print, broadcast, digital and photographic media. This will include designated workspace with power and wireless high-speed Internet access, as detailed in this section.

It is noted that the scale of media operation will vary depending on the event. The contents of this section show the ideal provision for senior events, but this may be scaled, in consultation with WL, for other events as appropriate.

### **6.3.1 Media Operations Requirements**

The LOC will work in close collaboration with the WL Communications Team on all media matters, prior to the event (media accreditation, press releases etc.) as well as during the event to communicate with the media in a coordinated fashion.

WL is the final authority for all media-related decisions.

It is the responsibility of the LOC to:

- appoint a Media Coordinator for the event who has a strong understanding of media relations, media services and publicity
- publicize the World event within the host country both pre-tournament and during the tournament
- Work in collaboration with the WL Communications team to ensure that all event related communications are delivered through a joined-up process
- provide facilities for working media as detailed in this document
- work with the WL Communications team to provide a Media Crisis Communications Plan so all involved understand their roles and responsibilities in an emergency. (See Section 2.9.5 re: contingency planning)

### 6.3.2 LOC Media Officer

The LOC must appoint a reliable, professional, and experienced Media Officer/Coordinator no later than 12 months prior to the event.

Prior to the event, responsibilities include, but are not limited to:

- Communicating all event-related information specifically targeted at the media of the host country and working collaboratively with World Lacrosse, providing information on the preparation of the event/host country
- In coordination with local web content manager, verifying that all information appears on the official website
- Screening host-country media applicants for media accreditation
- Working with WL on the provision of the Media Crisis Communications Plan
- Maintaining regular contact with the team delegations' press officers.

During the event, responsibilities include, but are not limited to:

- In coordination with World Lacrosse, managing all media areas as well as any official media hotels ensuring the smooth running of media operations
- Managing media volunteers
- Answering inquiries and questions regarding the event
- Acting as the main point of contact for media of the host country
- In coordination with World Lacrosse, act as point of contact for international media
- Ensure that game statistics are published on the event website.

### 6.3.3 Media Protocols

It is the responsibility of the LOC to ensure that the below media protocols are followed. All countries must be briefed on their responsibility's pre-event.

It is the responsibility of each country to:

- Inform Media outlets in each country of the accreditation application process
- Be responsible for pre-event media promotion in their own country
- Designate a Press Officer to manage publicity and interview requests on behalf of their National Team
- Apply for accreditation for team media personnel as per the process in Section 6.3.5.

### Pre-Game

With only special exceptions, athletes and coaches are not expected to be available for media interviews prior to a game. Such special exceptions are made only with the prior approval of the WL Communications Team and the National Team Press Officer and will involve requests on behalf of the Rights Holder Broadcaster.

Media requests to interview a coach or player must be given to the media director 60 - 90 minutes prior to the game. Any pre-game interviews must be completed before the teams take the field for the official 35-minute on field warm-up.

## **Post–Game**

The requested athletes/coach from each country must accept the invitation to speak to the media with the exception of a medical concern.

Following the 10-minute cool down period and the “Player of the Match” Presentation, as teams leave the bench area, those being interviewed will report to the Mixed Zone. Players and coaches from the losing team will be interviewed first. A maximum number of two players and one coach may be requested for interviewing. The National Team Press Officer or her/his appointee shall communicate the names of the players and coaches requested for interviews to the team managers.

### **6.3.4 Media Volunteers**

As the number of media attending WL World Championship Events increases, having experienced media volunteers to support the Media Coordinator will be essential. It is the responsibility of the LOC to recruit these volunteers, however, it is recommended that those recruited have previous experience of a media environment. Other beneficial attributes include:

- Highly fluent in English, both spoken and written.
- Good understanding of lacrosse.
- Experience and understanding of working with media.
- Confident and capable of dealing with stressful situations and conflict.

For general information regarding volunteer recruitment see Section 6.8.

### **6.3.5 Media Accreditation**

The media accreditation procedure and deadlines will be defined by the LOC in consultation with WL. WL and the LOC will work in tandem to approve all accreditation requests, but as a matter of principle, the LOC shall approve domestic applications and World Lacrosse will review and approve international applications.

It is expected that the Media Accreditation Process will be open for application at least four (4) months prior to the event. Competing teams will need to apply for media accreditation through the process designated by the LOC.

Teams may apply for accreditation for one media personnel to attend the event and access the media areas, subject to approval of the application by WL. This should not be the same person acting as the press officer for the Team.

### **6.3.6 Media Working Room and Seating**

A media working room shall be made available for all accredited journalists, allowing them to work in a comfortable and productive environment, with access to all necessary resources and information throughout the event, whether before, during or after games.

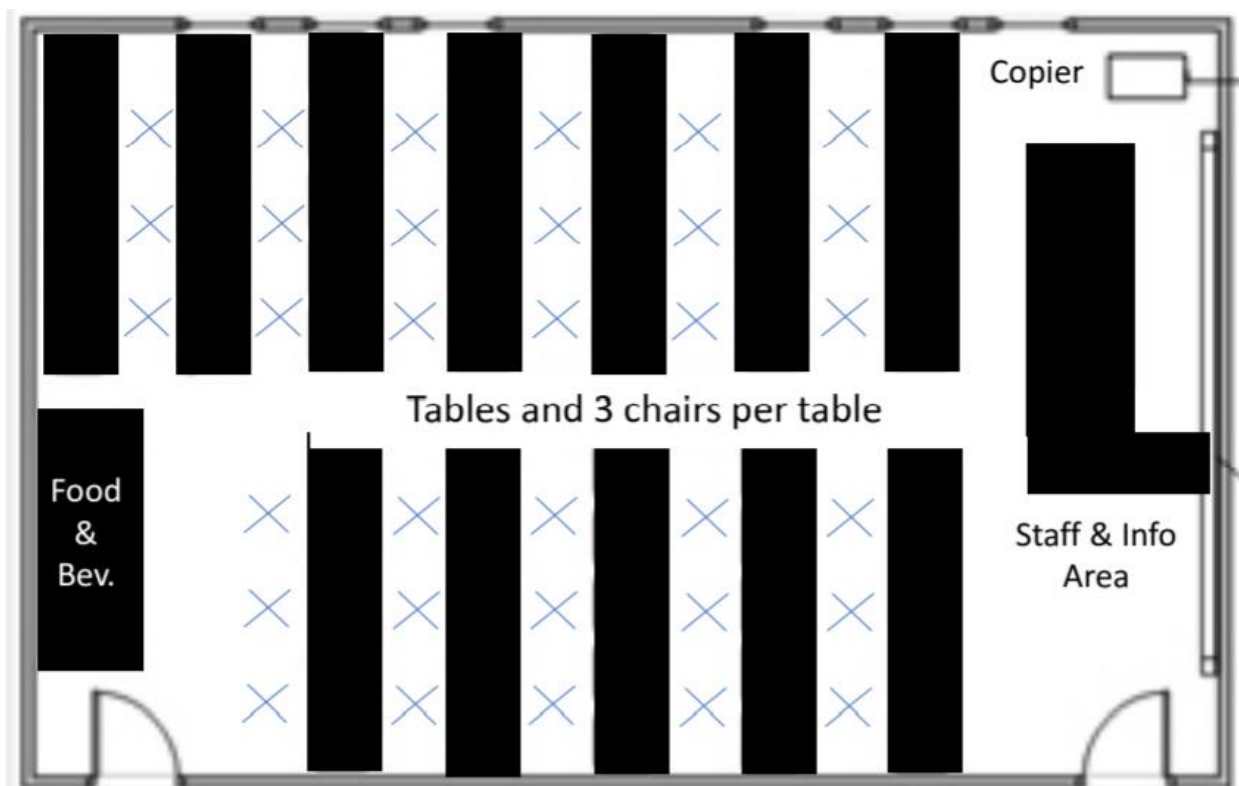
A minimum of one media volunteer shall be available at all times to manage the media working room and to cater to the questions/needs of the media.

The following provision is for a Senior event. Requirements for Box, Sixes and U20 events will be based on the below but can adjusted, in consultation with WL, based the on likely attendance of media:

Media Work Room should be approx. 1,000sqft (110sqm) with the following:

- Wireless Communication (min. 10mb up and 25 mb down).
- (2) High-Speed Routers (with boosters if needed).
- (2) Monitors (with international broadcast feed).
- (70) Chairs.
- (25) 6-foot skirted tables.
- (15) 110v outlets • (30) power strips, min. (1) per table.
- (1) High speed copier, which collates, staples, with minimum 30 pages printed per minute.
- (8) Trash bins (preferred with recycling receptacle).
- Refreshments - Water cooler/Water, access to user pays concession for food.

### Suggested Layout



### 6.3.7 Media Benches, Field Operation and Mixed Zone

#### Media Benches

A formal press box or a designated seating area at field with no fixed structures, will be made available on the Finals Field and must include the following:

- Access to power (110v).
- Wireless canopy access password protected.
- Seating for up to 20 people (or reserved seats).

Additional seating with wireless access should be made available at other fields.

### **Mixed Zone**

The LOC shall provide an area specifically designated to offer accredited media the opportunity to conduct interviews with players and coaches post game. The space shall be located along the route used by the players to return to the changing rooms from the FOP. This area must be fully secured and large enough for players and media to be segregated but circulate freely in their own spaces.

Following the conclusion of games, all players and coaches shall leave the field via the Mixed Zone, with media approaching the barrier to conduct interviews.

WL/LOC staff and media volunteers will be responsible for coordinating Mixed Zone activity. The teams' press officers should also provide Mixed Zone coordination according to specific needs. See Section 6.3.3 re: pre- and post-match media protocols.

Priority for interviews in the mix zone is as follows:

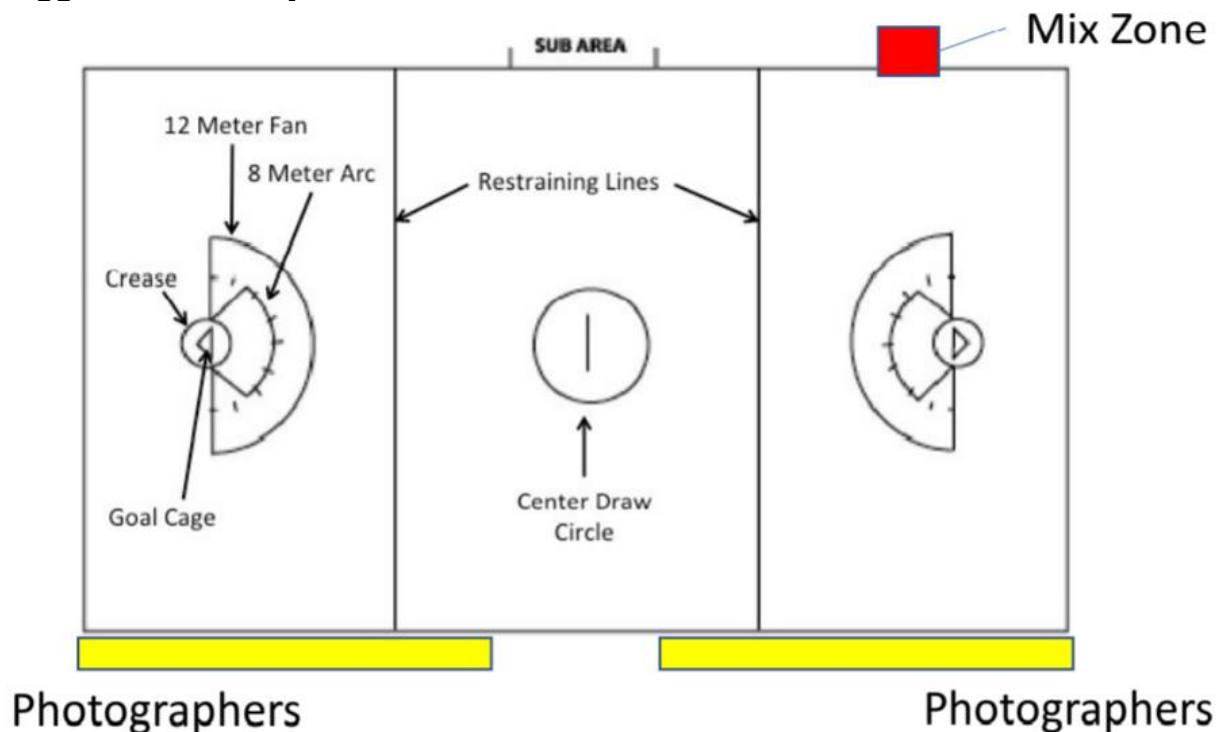
1. Rights-holding Broadcaster – live
2. Rights-holding Broadcaster – tape
3. Other Broadcasters – tape
4. Print and Digital.

### **Photographers**

Designated boxed areas will be made available, for photographers on the opposite side of FOP from player benches and scoring/officiating areas for matches on all fields

- (3) Min. 20' feet x 5' feet area outlined by paint with PHOTOGRAPHER designation (see yellow in diagram below).
- NOTE: photographer boxes may be determined by line of sight for final placement of broadcast cameras by field.

## Suggested Field Layout



### 6.3.8 Press Conference Room

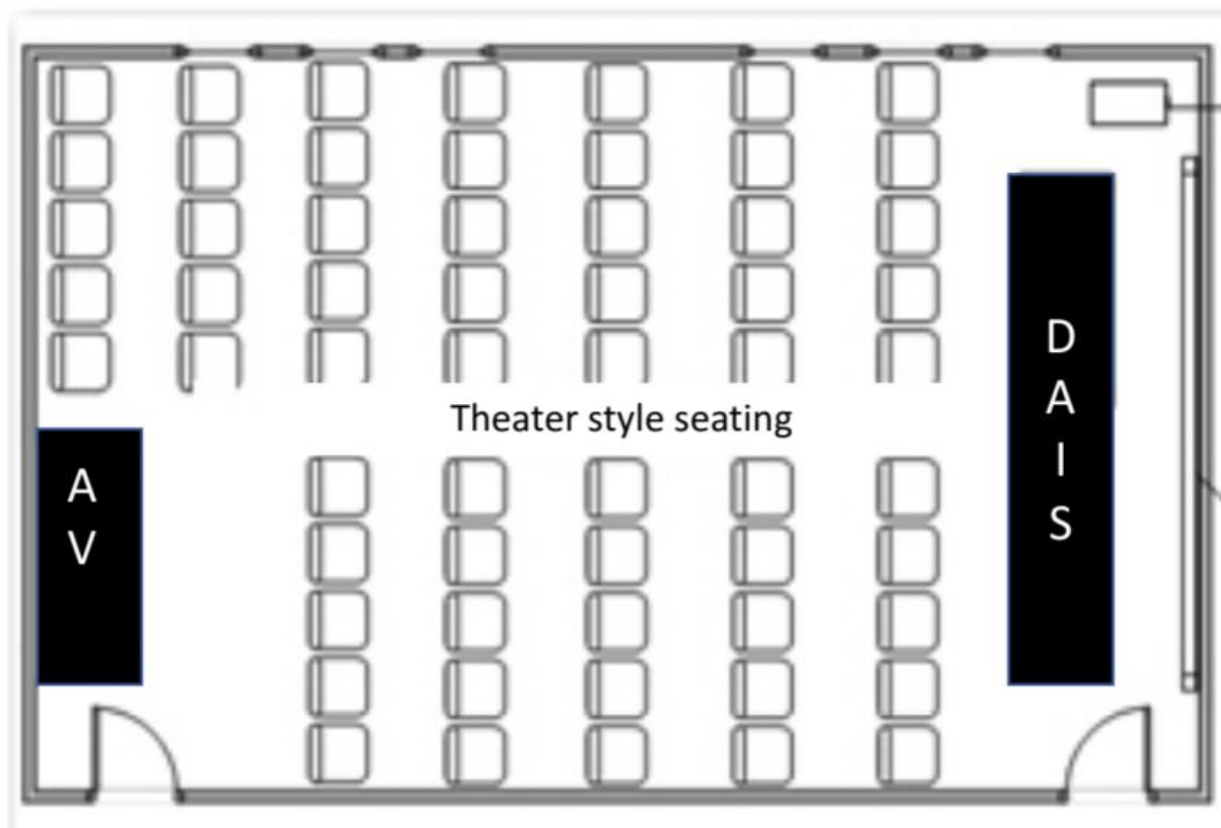
Postgame press conferences begin approximately 15 minutes following a game and take place in the Press Conference Room. Each press conference should be conducted by a press conference moderator officially appointed by World Lacrosse and the LOC. The head coach of each team as well as one player from each team (top scorer or any outstanding players of the game) shall participate in the press conference.

The following provisions are recommended:

- Where possible a small theater with angled seating (if available in proximity to fields and/or press room) or dais table on risers.
- (3) 6-foot skirted tables (dais).
- (1) 10' x 18' ft step and repeat logo WL/Host branded banner.
- Audio – Visual capabilities: • Sound board (3) microphones linked to PA system.
- Lighting (or min. 2 LED lights portable on stanchions).
- multi-jack audio box (plugged into house system for direct audio).
- Seating for minimum 50 persons.
- Raised area at rear of conference space for broadcast cameras.

Press conferences may not be required after every game therefore WL and the LOC will need to coordinate requirements and communicate to the media in a timeline manner.

## Suggested Layout



### 6.3.9 Distribution of Information

Accredited media shall receive a regular flow of information throughout the event, including all competition-related data. Information will be distributed both digitally and in printed versions. Printed information includes:

- Team rosters.
- Game statistics.
- Standings and results.
- Accumulated statistics.
- Copies of media manual.

### 6.3.10 Photography

It is the LOC's responsibility to confirm the maximum number of photographers who are permitted access to the FOP Photographers Areas at any one time to ensure that no play is obstructed. It is recommended that a Photography Manager is in place at the Event to manage this process.

To simplify security procedures and clearly identify the accredited professional photographers, WL will provide photographer bibs. High-vis bibs/jackets are not permitted.

An appropriate number of bibs will be shipped to the LOC, who shall be responsible for distributing them to accredited photographers from the media workroom. Photographers shall wear bibs at all

times during games, while the appropriate measures must be in place to ensure that only accredited photographers wearing a bib access the photographer areas.

### **6.3.11 Team, Game and Ceremonies Photographs**

It is the LOC's responsibility to contract an official photographer for the event. The rights for these images must be made available to WL free of charge for use in current and future event promotions.

It is the responsibility of the LOC to have photos taken preferably on the day prior to commencement of World Championship for the following:

- Teams
- Officials
- Official Party.

A copy of these photos must be provided to WL free of charge.

Each country may ask for extra photos (e.g., with additional personnel) to be taken at their own expense. Each country has the option of having their photo taken in playing uniforms or walking out uniforms.

The LOC is also responsible for ensuring that the winning team is photographed with the trophy and photos are provided of the top three teams with their medals. WL may request additional photos of the event to be included in the photography brief, which should be given to the official photographer in advance of the event.

## **6.4 Safety and Security**

### **6.4.1 Security**

The LOC is responsible for ensuring that the event is delivered in a safe and secure manner across all activities and stakeholder groups. The LOC shall undertake a full even risk assessment to ensure all operational risks are identified and mitigated/reduced to an appropriate level prior to the commencement of the event.

The LOC shall designate an experienced and knowledgeable individual to oversee all security-related issues. This individual will lead the efforts to develop and implement a detailed Safety and Security Plan, which shall be reviewed by the local authorities and emergency services and approved by WL. The plan shall be contingent upon local security conditions, but shall include:

- Security measures at competition venues (training and competition venues)
- Security measures at official hotels (if required)
- Security measures at functions organized around the event
- Entrance security checks to ensure that no prohibited items are introduced into the competition venues, items include but are not limited to:
  - Bottles or other items that could be use as projectiles
  - Laser pointers
  - Fireworks and pyrotechnic devices



- Flags and banners with discriminatory, provocative or offensive content and images
- Flag poles longer than one meter
- Other items as required by the venue to meet appropriate licensing conditions.

A further responsibility of the security plan is to manage the access control of accredited zones – see Section 6.1 for zone breakdown. The security plan must demonstrate how access to different zones will be controlled to ensure the protection of key stakeholder groups and avoid interferences that could impede player performance. All persons entering the venue in relation to the event must be able to show either an event accreditation pass or valid tickets for access.

The security plan should be written in conjunction with local law enforcement taking into consideration the prevailing security climate. It is the LOC's responsibility to ensure that the security plan meets local legislative requirements and protects the welfare of all those in attendance at the event.

#### **6.4.2 Emergency Management**

The LOC Event Director and responsible security personnel shall ensure that all venues are fully compliant with safety and security regulations. All personnel involved in the event must be briefed on emergency procedures and on how to react in the case of emergency.

A crisis management plan should be developed and presented to WL no later than six (6) months prior to the event. The plan should cover the following situations:

- Fire
- Earthquake, flooding, snowstorm, or other natural catastrophes
- Terrorist threat
- Violence in the stands and/or clashes between two sets of rival spectators
- Field invasion by spectators
- Loss of power to the venue
- Any situations requiring the evacuation of the venue.

In many cases emergency planning should be based on the venue's existing plans. Any changes to the plan, caused by infrastructure or other elements of the event will need to be approved by the venue.

In addition, the formulation of contingency plans should be provided as part of operational readiness (See Section 2.9.5) and a Crisis Communications Plan as mentioned in Section 6.4.3 should be formulated in collaboration with World Lacrosse.

Example contingency plans:

- Delay, postponement, cancellation plan
- Inclement weather (see below)
- Insufficient workforce numbers
- Food poisoning
- Hotel evacuation (team welfare)
- Team failure to arrive.

It is also important that a record is kept of any accidents or incidents that occur at the event. The LOC is responsible for formulating an incident reporting procedure that aligns to the venue's legislative requirements.

### **6.4.3 Crisis Communications Plan**

A crisis is any situation that could threaten the, safety, integrity or reputation of a WL World Championship Event, its partners, WL, or the sport of lacrosse.

The public response to any crisis will vary with each situation, but the provision of a joined-up Crisis Communications Plan will ensure a potential crisis is managed effectively and negative effects are minimized.

The objectives of a crisis communications plan are:

- To detail roles and responsibilities between the event, venue, and partners
- To detail lines of communication and information cascade processes
- To detail the principles and channels to be used to respond to the media and public
- To ensure a unified voice for the Event, its partners, and World Lacrosse.

The LOC will be responsible for creating the Crisis Communications Plan in close collaboration with WL, the Event Venue, and the host NGB.

### **6.4.4 Inclement Weather Protocols**

Inclement weather is probably one of the risks most likely to impact the event. An inclement weather contingency plan must be put in place.

Further information on contingencies for bad weather are included in the relevant Rule Book. However, it is recommended that tarpaulin should be available to cover all goal creases and face-off/draw spots in the event of bad weather.

Any changes to the schedule, due to inclement weather, must be approved by WL prior to notifying the teams or making a public announcement.

It is also recommended that the LOC arrange to have access to a lightning detection and weather monitoring system. The system should be accessible by event personnel at the competition venue.

## **6.5 Technology**

Technology is a critical component of the event as it supports many operational processes and functions. Information Technology (IT) is also the means through which the LOC and WL provide efficient and reliable information to the public and the media.

IT covers the delivery of equipment and services necessary for the management and distribution of information in the following areas:

- WIFI/Internet provision
- Office and Accreditation Operations
- Public information systems (scoreboards, official game clocks, 24-second clocks, video screens, PA)
- Telecommunications (data, telephones, mobile phones, walkie talkies).

This section also covers utilities such as power and lighting which support the delivery of IT infrastructure.

### **6.5.1 Wireless Network**

The venue is required to provide a secure wireless network (WLAN) to support all accredited individuals including competition management, WL staff, participating teams, broadcast, radio rightsholders, accredited media and others. Technical specifications for the WLAN will vary depending on the configuration of the various locations and spatial limitations.

### **6.5.2 Office and Accreditation Operations**

The LOC is responsible for all office and accreditation technical requirements. This may include laptops for staff, printers, copiers, phones etc.

A photocopier and printer with wireless access must be provided for the Media Centre.

The LOC must also provide WL with access to a minimum of three workspaces/desk positions, wired or Wi-Fi internet access, a color printer, and photocopying facilities.

### **6.5.3 Public Information Systems**

The LOC should provide a minimum of one video screen per finals field which can show the time, score and where possible the live feed from the match. Additional content from the LOC, sponsors and WL may also be shown.

A public address and audio system should be provided for each field so teams can be announced onto the field. The audio system will also support sport presentation provision at the event. The system shall be of such a quality as to enable sharp and clear sound reproduction above the noise of the crowd for both PA and music.

See Section 5.6.14 regarding game scoreboard and timing requirements.

### **6.5.4 Telecommunications/Data Services**

Telecommunications support in the installation and provision of telephone lines, hard-wired and wireless data services and related equipment will be provided by the LOC. The LOC/venue shall designate an individual to serve as the venue telecommunications contact. This individual will be responsible for coordinating the ordering and provision of all telephone and data services for approved individuals.

Radios should be provided for communication during competition. For those operating around the FOP earpieces/headsets should also be provided. At a minimum, radios should be provided for the following:

- One (1) per field for table
- One (1) per field for announcer
- Medical coordinator for event or each med tent if there is more than one
- Event Director (From Organizing Committee)
- WL Competition Director
- WL Director of Events
- Head of Officials
- Event field staff
- Ambulance
- Staff structure as designated by the LOC Event Director.

### 6.5.5 Power, Utilities and Lighting

**Power** - Sufficient power should be provided for all event and competition operations. At Box events venue power may be sufficient; however, additional power, through the provision of generators and cabling, may be required for Field events. It is the responsibility of the LOC to ensure that adequate power is required to meet all event needs including broadcast/media and to ensure safety requirements around temporary power are managed appropriately.

**Utilities** - It is the LOC’s responsibility to work with the venue to ensure that all utilities are in suitable working order. Adequate toilets should be provided across all client groups, therefore temporary toilets may need to be added to the site. Maintenance plans and contingency responses should be in place in the event of an issue with utilities during the event i.e., flooding.

**Lighting** - The competition schedule permits night games to take place, therefore, adequate lighting is required. WL adopt lighting specifications as per outlined in the “NCAA Best Lighting Practices Guide” for World Championship Events.

NCAA Specification	World Lacrosse Event Specification	
	Box Events	Field Events
Intercollegiate (No Broadcast) Play	World Lacrosse Qualifying Events (No Broadcast)	
Intercollegiate (No Broadcast) Play	Championship Play (No Broadcast)	
National Broadcast	Championship Play (Broadcast)	

Where lighting is required for Championship Play it should meet the following requirements:

Lighting Specification	Field Lacrosse	Box Lacrosse
Horizontal Foot-candles	125	125
Horizontal Uniformity	1.5:1	1.5:1
Camera #1	Center Main Side	Center Main Side
Vertical Foot-candles	125	125
Vertical Uniformity	1.5:1	1.5:1
Camera #2	End	End
Vertical Foot-candles	75	75
Vertical Uniformity	2.5:1	2.5:1
Pole Position	6+ Poles	NA

Note - Data sourced from “NCAA Best Lighting Practices Guide” - specified for NCAA Championship venues

Other Considerations:

1. All foot-candle levels are target minimum averages
2. New lighting system designs are recommended to use 0.7 Recoverable Light Loss Factor or Constant Illumination
3. Lamp Characteristics:
  - a. Minimum color temperature must be 3600 degrees Kelvin
  - b. Minimum Color Rendering Index (CRI) must be 65.

The LOC shall produce a technical report for the venue that confirms that each playing surface and attached facilities being used complies with the specifications. If for any reason the playing surface(s) and facilities cannot meet the requirements, then the LOC will supply a detailed explanation to World Lacrosse as to the deficiencies.

## 6.6 Transport and Travel

It is the LOC’s responsibility to provide transport services for client groups on arrival and during the event as detailed below. International travel is the responsibility of the competing team or individual client group member unless otherwise detailed or agreed with WL. It is noted that Officials pay for their own international travel to and from the event as confirmed at the GA in 2017.

### **6.6.1 Visa Applications**

The requirement for a visa to enter a host country is dependent on the individual host country. It is the responsibility of individual teams and other attendees to apply for their own visas. It is not the responsibility of the host nation/LOC to undertake the application process on behalf of any attendees.

The LOC may be requested to provide a letter of support which confirms that a team or individual are competing in the tournament. These must be requested at least six (6) months prior to the start of the event. WL may also be requested to provide a letter of support; however, the letter from the LOC will take precedence.

### **6.6.2 Team Arrival and Departure Transfers**

The LOC is responsible for designating the nearest international airport and train station as the official arrival hubs for the event. The LOC is responsible for providing the option of transport to and from the official arrival hub for teams as detailed below. Each participating team who chooses to use the official transport should be welcomed at the airport and be transported by the LOC to their hotel as well as provided with the return journey at the end of the tournament. All references to participating team refer to the numbers detailed in the Rule Books and in Section 5.3.6.

The LOC should estimate the cost of this transportation and equalize it between the teams who have requested transport, for payment in advance of the event. Any additional costs may be invoiced after the event and must be paid in line with the World Event Debt Policy at Appendix 18.

It is the responsibility of each country to advise the LOC of exact details of arrival of team and officials - arrival point, date, time, and mode of arrival not later than three (3) months prior to the event. If a visiting team does not meet the deadline for informing the LOC of arrival times, they risk forfeiting their right to transportation.

If a team arrives at a non-official transport hub it is that team's responsibility to get themselves to the accommodation. The LOC may be able to arrange transport at a direct cost to that team or provide contact details for a transport provider.

### **6.6.3 Game Transportation for Teams**

The LOC will provide a minimum of one round trip transportation for each country for games and official functions per day. Team specific buses are preferable but if sharing, match opponents on that given day must not travel together.

Additional transport may be required if practice sites, meal venues, accommodation and competition venues are not located together.

These transport costs are the responsibility of the LOC.

Arrangements for any other transportation outside of the above are the responsibility of the competing team.

#### **6.6.4 Officials' Transport**

The LOC shall provide round trip transportation from the agreed arrival hub (airport/station) to the Officials' accommodation for arrivals and departure. The transportation shall be organized so that, where possible, there are no extended waiting periods at the arrival hub.

Where the fields are located more than a short walk from the accommodation, the LOC shall provide regular secure transportation to the playing fields separate from teams, or public. This service shall be regular and available throughout the event. It is recommended that the schedule for this is notified to the Officiating Chair in advance of the event.

The LOC shall provide secure round trip transportation to the fitness testing facility, opening and closing ceremonies or other obligatory events for the Officials' Party.

The LOC shall also provide round trip transportation for the score table personnel, including announcers, if they come from outside the host city.

#### **6.6.5 WL and GA Transportation**

The LOC is responsible for providing transportation from the agreed arrival hub (airport/station) to the WL/GA hotel for all WL Representatives. The cost of all transfers for WL representatives will be borne by WL, unless otherwise agreed with the LOC or the individual.

Transport may be provided from the airport for Country Representatives attending the GA if available if they have booked into official accommodation; however, this would be at cost to the individual nation and at the discretion of the LOC.

WL and Country Representatives are required to provide all arrival and departure information 30 days prior to the event in line with accommodation timelines. The transportation shall be organized so that, wherever possible, there are no extended waiting periods at the port of arrival.

#### **6.6.6 Media Transportation**

Adequate parking should be provided for media and information on local transport services should be available on the event website, signposted through information distributed with accreditation application documentation. The LOC is not required to provide specific transportation for media, unless the LOC decide to provide an official media hotel for the event that is not easily accessible from the venue.

#### **6.6.7 Parking**

The venue shall have sufficient space for parking for both individual and group transportation vehicles (bicycles, motorcycles, cars, and buses).

Separate parking areas shall be designated for use by all accredited individuals, including teams, officials, accredited media, and photographers.

**Accessible Parking** - Parking areas reserved for persons with disability must be provided, as well as special access paths. The requirements for such individuals should be according to the national guidelines of the host country.

**Participant and World Lacrosse Guest Parking** - The venue shall ensure that adequate parking places are provided for the participants and WL guests.

**Team Parking** - The venue shall provide adequate parking for the buses transporting the teams. Parking should be as close to the team entrance as possible and away from public entrances.

**Accredited Media Parking** - The venue shall provide parking passes for accredited media. If parking is limited, then preference shall be given to media representatives with heavy equipment, such as television camera crews and photographers. It is recommended that media parking be located as close as possible to the media entrance.

**Technical Parking for Broadcast Partner (TV Compound)** - The venue shall provide sufficient space for a TV compound. It must be fully secured, with no access to the public. The parking position should have a clear view of the southern horizon.

**General Public Parking** - Enough parking to cater for projected attendance per day should be provided. Public transport and park and ride options should also be promoted if available.

**VAPP** - A Venue Access Parking Pass must be provided by the LOC to identify vehicles which are able to park in designated spaces. It is the responsibility of the LOC to manage the distribution of VAPPS and the checking process at designated car parks.

#### 6.6.8 Other Transportation Arrangements

**Insurance** - The LOC shall ensure that all types of transportation used in an official capacity have the necessary and appropriate levels of insurance coverage.

**Telecommunications Equipment** - All individuals who are members of the transportation team shall have either a mobile phone or radio to ensure constant and immediate communication.

**Access** - The LOC shall ensure that each hotel provides access to the pick-up area for cars and buses and parking at, or immediately adjacent to the hotel.

**Police Escort** - Should traffic or security circumstances dictate, the LOC shall work with local authorities to provide police escorts for the participating teams from the team hotels to the competition venue on game days.

## 6.7 Venue and Infrastructure

The Venue Specification for the Event should be equal to or exceed the details provided by the Host in the bidding document, and WL reserves the right to request changes to the specification during the planning process through consultation with the LOC. Any changes to the bid document specifications will need to be agreed between the parties. Any major changes requested by the LOC will require approval from WL, approval not to be unreasonably withheld.



## 6.7.1 Venue Space Requirements

The below list provides an overview of all the space requirements for the event; however, further detail is available in other sections, which is signposted from this table.

Venue Space Requirement	Detail	Additional Info in Manual
Accessible Seating	Viewing areas for wheelchair users and to cater of spectators with other disabilities	6.7.2
Athlete Seating	Area allocated for Teams in seating stand	6.7.2
Broadcast Office/Compound	Broadcast production workspace and location for broadcast trucks/facilities	3.3.2
Camera Platforms/Positions	Camera locations around FOP	3.3.2
Competition/Event Management Office	LOC Management workspace	
Doping Control Station	Anti-doping facilities	5.9.3
Field of Play (FOP)	Fields allocated for Game play	5.6.3
Media Benches	Media seating with suitable viewing of FOP	6.3.7
Media Centre/Workspace	Media workspace with power and internet connectivity	6.3.6
Meeting Room (General)		6.7.6
Mixed Zone	Location for post-game short interviews and quotes	6.3.7
Officials' Locker Room	Change room specifically allocated for officials	5.6.9
Officials' Office/Meeting Room	Office allocated for Head of Officiating with space for meetings	6.7.6
Officials' Seating	Area allocated for Officials in seating stand	6.7.2
Practice/Training Fields	Team training fields, separate to game or festival fields	5.6.2
Performance and Recovery Centre (Medical)	Player medical center with additional athlete recovery facilities	5.8.2
Photographers Areas	Allocated areas around FOP where photographers can take game photos	6.3.7
Press Conference Room	With top table, seating and space for broadcast for conducting pre- and post-event press conferences	6.3.8
Scorer and Timer's Table	Location of Bench Officials responsible for scoring and timing	5.6.5
Spectator First Aid	Separate from athlete medical facilities to serve all other client groups	6.7.5
Event Presentation Control	Area for announcers, sound and tech for control of in-game presentation	7.2.1
Team Bench Areas	Team Seating Areas on side of FOP for teams competing in a match	5.6.4
Team Locker Rooms	Team facilities pre-game	5.6.8
Ticketed Seating	Public seating accessed through ticket purchase	6.7.2
Venue Accreditation Help Office	For the distribution of accreditation and enquiries	6.1.3
VIP Hospitality	Room, ideally near VIP seating for meals and networking.	7.2.6
VIP Seating	Area allocated for VIPs in seating stand	6.7.2
World Lacrosse Workspace	WL Staff workspace	6.5.2
Workforce Break Area	Area for workforce to break during shifts	6.8.2

The LOC will be required to provide a facilities schedule for the teams at least four (4) months prior to the event. This will provide details/location of available facilities including:

- Locker/Change Rooms.
- Coaches Rooms.
- Storage.
- Medical Facilities.
- Officials' Areas.
- Doping Control Station.
- Warm-Up Areas.
- Scouting Positions.
- Team Filming Location.
- Cleaning Services.

The document will also provide information on the provision of balls, towel services and equipment repair services.

### **6.7.2 Seating**

For Senior-Level Competition the LOC should provide seating at the finals with a capacity of at least 5,000. A second field, with a seating capacity of at least 1,000 is also expected. Where only one (1) Field of Play (FOP) is in use, for example at a WL World Box Championship, a minimum capacity of 5,000 is required.

For U20 events the LOC should provide seating at the finals field with a capacity of at least 1,000. Seating at other fields is also recommended.

Space for wheelchair users with accompanying carers, which meets the guidelines of the host country is also required.

Access to spectator seating areas should be kept separate from team access areas and spectators must be kept segregated from the field of play.

### **Accredited Seating**

Accredited seating areas within the stand must be allocated for Teams, Officials, Media, and VIPs. Access to these areas should be managed by a volunteer and be by accreditation.

### **6.7.3 Venue Access**

**General Public Access.** General Public Access must have sufficient space to ensure safe entrance/exit procedures while also allowing for information, sales and service areas. The public entrance shall be opened no later than one hour prior to the first game of each day or earlier should event capacity dictate.

**Dedicated Entrances.** The venue shall identify the following dedicated entrances:

- Participating teams and game officials.
- LOC and World Lacrosse staff and volunteers.
- VIPs.
- Accredited media.

It is particularly important that participating teams are kept separate from other client groups. Access shall be strictly controlled by security at the accreditation check points. Clear and visible signage shall be posted to identify each dedicated entrance.

If the venue design means it is not possible to separate these client groups, the LOC will need to submit a proposal to WL for approval as to how teams will be protected.

#### **6.7.4 Disabled Access**

WL requires that all competition and training venues offer access and services to persons with a disability. Venues shall provide written confirmation of compliance and any other pertinent information to WL no later than six (6) months prior to the event.

#### **6.7.5 Spectator Medical Facilities**

The venue must provide certified medical personnel and a first-aid room on days when the venue is open to the public. It must be easily accessible from general circulation spaces and fully equipped.

This facility must be able to cater for all other client groups excluding teams and officials. For information on team and officials medical see Section 5.8.

#### **6.7.6 Meeting Spaces**

A booking process for meeting rooms should be available for all client groups at both the accommodation and competition venue. Meeting space should provide facilities for vide/dvd and internet capabilities.

A specific meeting room for officials is required, preferably at the competition venue. Officials may also require access to meeting space at their own accommodation.

It is the responsibility of the LOC to schedule allocation of rooms and times, following requests provided from countries not later than four (4) months prior to the event.

It is the responsibility of each country to liaise with the LOC Event Director/designated person if any changes are required. Changes may be denied once the schedule has been finalized.

#### **6.7.7 Cleaning and Waste**

The venue must be provided fully cleaned with all areas in good working condition. A final clean of the venue should take place no more than two days prior to the first team arriving at the venue.

It is the LOC's responsibility to ensure that a cleaning and waste disposal program is in place so that the venue is presented in acceptable manner for each day of tenancy. Further services should

be provided throughout each day to ensure there is no build-up of waste. A cleaning response contact should be available to ensure cleaning can react in the event of a spillage.

## **6.8 Workforce Operations**

### **6.8.1 Recruitment of Volunteers**

The support of volunteers is a key factor in the success of any event. The LOC shall be required to recruit knowledgeable individuals to support the operations of the Event. It is noted that a mix of sport specific volunteers, who are trained in certain roles relating to the game, and general volunteers will be required for the event. The LOC is responsible for determining the volunteer workforce and training requirements.

The LOC volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the Event
- Answer questions and provide information to visitors
- Provide operational support for Championship, and
- Contribute to the general atmosphere of excitement surrounding the Event.

It is recommended that the volunteer recruitment process is started at least one (1) year prior to the event to ensure that volunteer availability is known well in advance. It is also recommended that the workforce management resource is recruited to manage recruitment, scheduling, and communications as this can be a resource heavy process. Volunteer schedules should ensure that adequate rest time is provided, and the welfare of the voluntary workforce is considered a priority.

### **6.8.2 Sport Specific Volunteers**

Sport specific volunteers require specific technical competencies with previous experience of operating at international lacrosse events.

The following are examples of those positions that should not be filled from the general volunteer pool:

- Scoring table officials.
- Statisticians.
- Game operations/FOP Managers.
- Public announcer (may be professional provider).
- In-venue entertainment (may be professional provider).
- Team Liaison Officers.
- Ball Persons.

### **6.8.3 General Volunteers**

General volunteers may be recruited to provide additional support to the event. Roles may include, but are not limited, to the following:

- Access control
- Wayfinding
- Program sales
- Spectator services
- Runner
- Media Support.

Local legislation may dictate that some roles may not be undertaken by volunteers, for example, security or traffic management. It is the LOC's responsibility to ensure that volunteers are not used for roles where professional personnel are required.

#### **6.8.4 Staff and Volunteer Welfare**

It is the responsibility of the LOC to determine the provision of welfare services for staff and volunteers; however, as volunteers give their time for free and often work long days it is recommended that a break space is provided with tables and seating and food/water provision included in the event budget. Policies regarding length of shift, number of shifts, age group etc. should be created, in line with the countries own regulations and international best practice and adhered to during the event. A method of raising concerns is also advised.

It is also recommended that volunteer orientation sessions are held in advance of the event to ensure that volunteers are knowledgeable about the venue, the Event, and the specifications of their role.

Volunteer uniforms should be provided as a method of identification of those involved in the event. Whilst this may be budget dependent it is recommended that likely weather conditions are considered when deciding on what is provided. It is the LOC's responsibility to provide uniforms for all volunteers unless WL can engage a sponsor to provide these uniforms on behalf of the event. All customs charges relating to the delivery of these sponsored uniforms should be at the cost of the LOC.

#### **6.8.5 Reward and Recognition**

Volunteers provide their support free of charged to an event and, whilst not an essential event component, it is common at major events to provide a reward and recognition program for the volunteer workforce. The provision of this is the responsibility of the LOC.

The LOC may wish to host a volunteer appreciation event following the Event to thank volunteers for their time and support of the Event. Volunteers may be provided mementos such as key rings, caps, and a certificate of appreciation.

## 7. Wider Event Considerations

### 7.1 General Assembly

The WL General Assembly (GA) is held on an annual basis, generally in conjunction with a WL World Championship Event and the LOC will make provision for this in collaboration with the WL President.

The GA will normally take place in a hotel or conference facility with attached accommodation near the event venue. Further information on GA attendance and voting protocols is available in the WL Policies document which is in the documents section of [www.worldlacrosse.sport](http://www.worldlacrosse.sport)

#### 7.1.1 General Assembly Dates

GA dates are determined by the WL Board on a rolling basis as the event calendar is developed. Generally, the GA is held at Senior or U20 events and not at the WL Box Championship Event.

It is preferred that the GA take place post-event to coincide with the Finals, enabling attendance of Member Nation representatives who do not have teams in the competition who are more likely to attend the Finals. However, the GA may be held pre-event to avoid a clash with other events such as The World Games or The Olympic Games. GA's held post event will generally take place Sunday/Monday with arrivals on Saturday. GA's held pre-event will generally take place Monday/Tuesday with arrivals on Sunday; however, WL reserve the right to change this recommendation should the length of the event differ from the standard 10 days.

WL will confirm dates to the LOC to enable booking of facilities and accommodation at least 12 months in advance.

For accommodation requirements relating to GA attendees see 6.2.4 in the overall accommodation section of this document.

#### 7.1.2 General Assembly Attendance

The GA will be attended by the following groups:

- The WL Board (Up to 14)
- WL Staff (Approx. 6)
- Country Representatives (number tbc) - each member can have one (1) delegate and one (1) observer
- Committee Chairs (by invitation)
- Chief Medical Officer
- Other speakers/guests invited by WL
- WL Lifetime Achievers (invited though rarely attend).

Approximate total number of attendees is 100; however, with growing interest in the sport this may increase. WL and LOC will agree numbers and size of room during early planning stages.

### 7.1.3 Capacity and Facilities

The LOC shall source the below facilities for the GA. Costs associated with the GA will be covered by WL.

- Large meeting room to hold approx. 100 in lecture theatre style with tables for members so they are facing the Board. To note – L shaped rooms should be avoided
- Reception area at entrance for check-in and cloakroom facilities
- Board to be seated at head table, preferably elevated
- Additional table for WL staff to side of head table
- AV equipment to include large screen, PA system with at least 2 mics for top table, lectern with mic for invited speakers and 2 x roving mics for audience participation
- At least two smaller break-out rooms for up to 50 people each
- Strong WIFI capacity to enable e-voting
- Meeting room to be available from 07:00 – 20:00 each day with access the evening prior for set up and testing of AV
- An AV technician should be available to support for meeting set up and continuity
- Additional seating for observers and guests should be provided at the rear of the main room, ideally with tables if space allows
- No translation services are required at this time
- A small WL staff office should be provided which can also be used for WL Board meetings.

### 7.1.4 Catering

The below catering is required at the GA, cost of which will be covered by WL, preferably charged on a consumption basis.

- Tea/coffee/water on arrival in mornings (no snacks as people will have had breakfast)
- Mid-morning refresh drinks and snacks
- Lunchtime - quick and easy cold lunch with flexible timing – self-service
- Mid-afternoon refresh drinks and snacks.

Catering manager contacts should be provided to the WL staff contact prior to the start of the GA. The management team should provide a regular check of refreshments.

For evening meals see 7.1.5 Welcome Reception. No evening meal is provided on the evening of the first day of the GA (unless welcome reception takes place (see 7.1.5)).

### 7.1.5 Welcome Reception

WL will provide a Welcome Reception for all GA Delegates which usually takes place on the evening prior to the first day of GA. As an exception the reception may be held on the evening of the first day, but only if time does not allow for this to take place the day before. The following facilities/services are required:

- Reception room for approx. 100 with circulation space and tables available for informal dining - final configuration to be agreed with WL President. No seating plan required

- Hot and Cold Fork Buffet – Style of reception, food and timings to be determined by WL with options and pricing provided by LOC
- Wine, beer and soft drinks are covered by WL, preferably on a sale or return basis. A cash bar for spirits should also be available
- A PA and microphone for welcome speeches
- Presentation facilities may be requested
- A catering or event management contact from the venue should be available on the evening of the event.

## 7.2 Event Presentation, Ceremonies and Protocols

Event Protocols are a fundamental element of delivery and link the strong history of the sport with modern day delivery. Protocols, and how they are presented, also guide how the sport is perceived in both the lacrosse community and global sporting family. Any variations to the protocols listed within this section of the manual must be requested in writing to WL, who hold the ultimate right of approval.

The Opening Ceremony officially commences the Event, and the closing ceremony provides a celebration of the players performances as well as an opportunity to hand on to future event hosts. The event presentation maintains the atmosphere, garnered at the opening ceremony, throughout the rest of the tournament.

### 7.2.1 Event Presentation

Event presentation is a core element of The Event's appearance to both the spectators in venue and on the broadcast product as well as providing a delivery mechanism for the protocols of the sport. Event presentation also heightens the experience of the event for players by raising the sense of occasion but should not impede performance in any way.

Event presentation elements may include the following:

- Announcers/MC's
- Crowd entertainment and music
- Information about the sport and event
- Technical delivery such as large screens, PA systems etc.
- Anthems and Flags
- Video content
- Player/team entry onto FOP
- Management of medal ceremonies

WL are keen to ensure that the standard of presentation is increased at all future events and will work closely with the LOC to support development. It is the responsibility of the LOC to create ideas and mechanisms for event presentation at their event. An Event Presentation Plan should be shared with WL no later than six (6) months prior to the event. A space for Event Presentation Control, with a suitable view of the FOP will need to be allocated at each field where presentation activities are taking place.



Event Presentation must include at least four public address announcements for WL for each game.

A Flag of Nations, where all competing teams' flags are represented, should be hung at the competition venue. Where more than one competition venue is used a Flag of Nations display should be shown at each venue. An additional set of flags is required to depict the two teams competing in an individual game. The responsibility for the provision of flags lies with the LOC.

### **7.2.2 Official Party and Invitations**

The official party should be involved in all ceremonies and functions. The Official Party consists of:

- WL Board
- WL Director of Events
- Head of next LOC.

The official guests list for Ceremonies and Functions should involve the following groups:

- Teams
- Officials
- Official Party
- Country representatives
- Past FIL/IFWLA Presidents & Life Members/Lifetime Achievers

It is the responsibility of the LOC to ensure the official guest list is complete and guests are invited to the appropriate event. It is the responsibility of the DoE to send invitations to the Official Guests by 1 January in the year of the event.

It is each country's responsibility to advise the LOC of VIPs from within their own country attending the WL World Championship Event.

### **7.2.3 Opening Ceremony**

Every WL World Championship Event should include an Opening Ceremony. The Opening Ceremony is the opportunity to welcome the teams who are competing and should include elements of both local culture and the sport.

Speeches will be delivered as follows:

- LOC/Host Representative
- Oaths – See section 7.2.4
- WL President – Official Opening of Event

The Opening Ceremony may take place either the evening before the first match or on the first day of competition. It is possible to hold matches before the opening ceremony if required by the competition schedule and in agreement with WL; however, it is expected that the match following the Opening Ceremony will include the Host Nation of the Event.

It should be noted that the welfare of athletes is of utmost importance and disruption to their competition preparations should be kept to a minimum with shade, seating and/or other provisions put in place as appropriate.

Seating should be reserved for The Official Party with ease of access to the location where speeches and/or presentations are to be made.

The format of the Opening Ceremony and Speeches will require approval by WL no later than three (3) months in advance of the event. A running order with timings should be provided to WL no later than 21 days in advance of the event. This should include:

- March on by teams and officials in uniform
- Raising of country flags and WL Flag (WL to be responsible for provision of all flags)
- Host Nation Flag and Anthem
- Official Party
- Official Welcome
- Oaths by player, coach and official – Note: The Officiating Chair nominates the Official.

Note – there must be at least 45 minutes between the end of the opening ceremony and the line-up of the teams for the opening match.

It is the responsibility of the LOC to:

- Liaise with WL on the format of the Opening Ceremony
- Advise those participating in the ceremony of the format
- Advise visiting dignitaries of speech requirements at least two months prior to the event
- Nominate a player, coach and official to take the oaths
- Advise exact code of uniform for teams and officials
- Prepare the program

It is the responsibility of each competing country to:

- Attend the Opening Ceremony
- Abide by the uniform code as directed by the LOC.

#### **7.2.4 Oaths**

The WL Oaths for Athletes, Officials and Coaches for Men's and Women's competitions are currently under review and will be updated and harmonized accordingly in consultation with relevant personnel.

#### **7.2.5 Closing Ceremony**

Every WL World Championship Event should include a Closing Ceremony. The closing ceremony marks the conclusion of the tournament and is an essential protocol element. All teams are expected to attend, and the ceremony should include the following:

- Awarding of medals to Gold, Silver and Bronze Medal Winners including national anthem of winning country
- Presentation of event awards (see Section 7.3)
- Lowering of flags
- Handover of WL flag from host representative to next WL World Championship Event Host
- Closing speeches inc. farewell by host country
- Invitation to next WL World Championship Event by incoming host country representative (if awarded).

Note: it is the responsibility of the LOC to have the Championship Trophy engraved.

Seating should be reserved for The Official Party with ease of access to the location where speeches and/or presentations are to be made.

The format of the Closing Ceremony and speeches will require approval by WL no later than three (3) months in advance of the event. A running order with timings should be provided to WL no later than 21 days in advance of the event.

### 7.2.6 Functions and Events

Functions and events provide an opportunity to bring the lacrosse family together at the event in celebration. A welcome reception is a pre-requisite of hosting a WL World Championship Event, the cost of which sits with the LOC. Other options for dinners and parties are optional but encouraged.

**Welcome Reception.** A welcome reception, including local elected officials, should take place on either the day prior to competition or following the Opening Ceremony if the OC takes place on the first day of competition. Representatives of the LOC, World Lacrosse and the team delegations shall be required to attend. The format and location of this reception should be shared with WL nine (9) months in advance of the event. The invite list should be compiled by the LOC with input from WL.

It is the responsibility of the LOC to determine the style of the reception and to advise the countries of dress code for the event. Invitations should be sent to Official Guests by the Organizing Committee in conjunction with the WL DoE by 1 January in the year of the event.

**Official Dinner.** WL encourages the LOC to host an official dinner, which is another powerful promotional opportunity. Attendees shall include:

- World Lacrosse representatives
- Representatives of the LOC
- Representatives of each team delegation (head of delegation).

**Closing Party.** The LOC may choose to host a closing party following all events and award ceremonies. The event should be an informal, casual event which sees the participation of all team delegations (players and staff), as well as members of the LOC.

### **7.2.7 VIP Hospitality**

The LOC are required to provide a hospitality space and refreshments for VIP Guests including but not limited to sponsors, WL Board, LOC invited guests and WL guests. The hospitality space should, where possible, be near the main Championship Field.

The LOC and WL will compile the attendance list for VIP hospitality six (6) months in advance of the event. Invitations will be sent from the LOC which include access to a seat ticket in the stand on the day of attendance.

## **7.3 Medals and Awards**

### **7.3.1 Medals**

The medals awarded at the conclusion of the event shall be provided and paid for by WL.

Individual medals (gold, silver and bronze) will be presented to the teams placing first, second and third in the event. The registered players and team staff, as recognized in the relevant Rule Books, shall each receive an event medal. For logistical reasons, the WL Director of Events, and the LOC Event Director, shall be responsible for determining how many staff shall receive their medal at the closing ceremony, and shall advise team management accordingly.

World Lacrosse shall be responsible for the design, production, and cost of the event medals. WL will consult with the LOC over the medal design at least nine (9) months prior to the event. WL will ensure that all medals are provided to the LOC Event Director in advance of the event. WL will keep a full set of medals for the WL archive, and shall strike an additional medal for the NGB, and the President of the NGB, of each medal team.

The LOC shall, at its own discretion, present medalists with additional gifts, for example from sponsors.

Any additional engraving on the medals shall be the responsibility of the individual team.

### **7.3.2 Championship Trophy**

The WL Trophy shall be presented to the winning team of the event at the conclusion of the medal ceremony. The WL Trophy shall be delivered to the LOC by WL at least six (6) months prior to the event.

WL shall be responsible for providing insurance cover for the event trophies. The LOC shall be responsible for the appropriate safety, care, storage, transport, and maintenance of the relevant trophy whilst in its care, and until the time of presentation to the winning team.

It is the responsibility of the LOC holding the World Championship trophy to have the name and year engraved on it. The cost of engraving the winner's name and year is to be borne by the winning country. A replica of the trophy may be cast by the winning country for perpetuity. This will be at the cost of the winning country.

The names of the trophy for each discipline are listed below:

- Laurie Turnbull Shield (Men's Field)
- Women's Lacrosse Championship Trophy (Women's Field)
- Tom Hayes Trophy (Men's U20 Field)
- The Margaret Boyd Trophy (Women's U20 Field)
- The Cockerton Cup (Men's Box)

Trophies will be returned to WL on completion of the closing ceremony and kept at WL Headquarters between tournaments.

### **7.3.3 Other Event Awards – Men's and Women's Events**

The below awards are presented at both Men's and Women's World Championship Events. All awards in the next three sections will be awarded at the Closing Ceremony unless otherwise specified.

#### **World Team**

A World Team shall be selected and recognized at the conclusion of the event.

In the Men's Field and Box disciplines this will be the best ten (10) and six (6) players respectively (from the Blue Division). In the women's disciplines it will be the best ten (10) players.

A Selection Panel shall be constituted for all World Events, and the composition finalized prior to the commencement of the first match. Input shall be provided by the Team Coaches.

The LOC shall obtain the award locally; the design shall be approved, and costs met by WL.

#### **Heart and Spirit of Lacrosse Awards**

These awards are presented to a person from each team who has been most influential to the team's program and its success. The recipients are selected for this honour by their own team. Recipients may have a) made an outstanding individual contribution to their Peer group; b) made an excellent and professional contribution to the event; c) made a difference to someone in the group, or to the whole group, which has significantly enhanced their ability to participate in the event. The recipient may not necessarily be present at the Event.

The awards are also presented to an Official. In the men's competition this is awarded in the name of Graham Lester.

The awards shall be accompanied by a brief citation regarding the recipient. Presentation shall be at a time agreed by the WL DoE and the LOC, preferably in front of the team's supporters.

In conjunction with WL the LOC shall be responsible for design, and local production of these awards, with the cost to be borne by WL.

### **7.3.4 Other Event Awards – Men’s Events Only**

#### **Most Valuable Player of the Championship**

This is awarded to the most outstanding player in the Men’s Field and Box disciplines, who is deemed to have made the most impact, in the Championship, and whose contribution is seen as having been critical in the success of the team.

WL shall work with the LOC to develop the process for identifying the award panel at each event. The selectors shall be appointed by WL and the LOC, and they shall be required to submit their votes, post-match, to the LOC Competition Manager (or their appointed deputy).

The voting period for the award shall commence in Round 1 of The Event and finish at the conclusion of the final match.

The LOC shall obtain the award locally; the design shall be approved, and costs met, by WL.

#### **Most Valuable Positional Players**

These are awarded to the four (4) most outstanding positional players named in the World Team. The same Selection Panel constituted for the World Team and MVP shall select these four (4) players.

The LOC shall obtain the award locally; the design shall be approved, and costs met, by WL.

#### **President’s Team**

In the Men’s field and box disciplines a President’s Team shall be selected and recognized at the conclusion of the event.

These will be the best ten (10) and six (6) players respectively (from outside of the Blue Division).

A Selection Panel shall be constituted for all world events, and the composition finalized prior to the commencement of the first match. Input shall be provided by the Team Coaches.

The LOC shall obtain the award locally; the design shall be approved, and costs met, by WL.

### **7.3.5 Other Event Awards – Women’s Events Only**

#### **Wes Patterson Award**

This is awarded in the Women’s Field discipline to a player who embodies the ‘Spirit of the Game’ who throughout the championship has displayed the best qualities of sportsmanship both on and off the FOP. This player shall also have displayed a fairness and generosity of spirit, and is one who has made a significant unselfish and courteous contribution to her team:

- The following may select one person for the award: a) each country squad: b) the Officiating Team and c) the Organizing Committee.
- Presentation of the award shall be organized by the WL DoE, in liaison with the LOC.

## **Player of the Match**

This award shall be presented to the best player from each match, in the women's disciplines, who, in the eyes of the selectors, has made a positive and significant contribution to their team's performance by demonstrating excellent individual skills, team skills and good sportsmanship, through hard work and fair play in the match. This player may come from the winning or the losing team. No player receiving a red card shall be eligible for an award for that particular match.

WL shall work with the LOC to develop the process for identifying the award panel at each event. The selectors shall be appointed by WL and the LOC. The award shall be presented after the conclusion of each match, after the cool-down 10 minutes has expired. A short bio of the player/stats during the game shall be provided to the announcer.

The LOC shall obtain the award/event memento locally; the design shall be approved, and costs met by WL.

### **7.3.6 Event Recognitions and Acknowledgements**

#### **Event Participation Certificates**

WL shall have oversight for the design and cost of certificates for, and the LOC shall have the responsibility to produce these locally. The certificates must include both the WL logo, the Event logo, and official signatures by the WL President and the LOC Event Director.

These shall be presented to all team members, officials, the LOC, and significant others. They shall be awarded at some point during the Championship, prior to the final, at a time agreed by the WL DoE, and the LOC.

Presentation to the Officials shall be at a time agreed by the WL DoE, and the WL Technical Director.

#### **Event Acknowledgments**

WL shall be responsible for the design, cost and production of any commemorative plaques to be presented to significant event partners, e.g. the host city, host member country government and naming sponsor (if applicable).

There is no expectation that the participating Member Countries will provide the LOC with any commemorative gift. This is at the discretion of the participating Member Countries.

#### **Officials**

All Officials shall be presented with a World Event memento. This will be the responsibility of WL. WL shall also produce a small gift for the Officials appointed to the Gold Medal Match.

## 7.4 Event Festival

The LOC has the right to hold a Festival of Lacrosse which coincides with the WL World Championship Event. The Festival provides an additional opportunity to raise awareness of the sport and sell tickets to watch the World Championship.

The LOC have the sole responsibility for the organization, cost, and delivery of the Festival; however, WL may be able to offer support in terms of promotion. The operation of the Festival must not adversely impact the WL World Championship Event.

## 7.5 Legacy and Development

To support the further development of the sport WL will require the provision of a ‘come and try’ area at the Event where visitors can experience lacrosse firsthand. The provision of this space will be discussed between the LOC and the WL Development Director during the planning process for the event and will be dependent on available space and resources.

## 7.6 Event Impacts

International sporting events have a significant impact on the community and environment in which they take place. It is important that impacts are monitored, both positively for example to understand the economic impact on a local area and to mitigate against negative effects such as to the environment. WL requests that the following measures are included within the planning for all WL World Championship events.

### 7.6.1 Sustainability

WL’s Sustainability Agenda 2030 is aligned with the five focus areas of the IOC’s Sustainability Strategy – Infrastructure and Natural Sites, Sourcing and Resource Management, Mobility, Workforce and Climate.

Therefore, WL require that each World Championship Event provides a Sustainability Plan for the event, a summary of which should be provided as part of the bid process, which details what the venue and LOC are doing in each of these areas. Examples of this are as follows:

#### 1. Infrastructure and Natural Sites

- a. What existing infrastructure is in use vs temporary infrastructure for event?
- b. Does the venue have an existing sustainability plan, and what is the venue doing to improve sustainability?
- c. How will the impact of the event on natural sites at the venue be minimized?
- d. What additional recycling initiatives will be required for the event?

#### 2. Sourcing and Resource Management

- a. How will locally sourced materials be utilized?
- b. What local volunteering opportunities will be provided?



### 3. Mobility

- a. What will be done to reduce or offset the carbon footprint caused by the mass movement of people coming to the event?
- b. What legacy/development plans will be in place to help support the development of the sport locally and globally in the promotion of well-being objectives

### 4. Workforce

- a. How will skills of the workforce and local volunteers be developed?
- b. Is there a diversity and inclusion policy in place?

### 5. Climate

- a. How can the events help raise awareness of climate issues and the impact of the event on the climate and local environment?

WL requires that the LOC put in place appropriate policies and procedures aimed at reducing/minimizing the environmental impact of the event.

While acknowledging there are still great differences throughout the world regarding environmental policies and separate waste collection, where local/national policies do exist in this area, WL expects the LOC to separate waste collection for:

- Paper/cardboard
- Aluminum cans
- Glass
- PET

Additionally, the use of recyclable materials for serving food and beverages at all concession stands is strongly recommended.

#### **7.6.2 Impact Assessments**

As part of the post event report WL will require impact assessments/detail of the following areas:

- Economic impact
- Broadcast numbers
- Attendance
- Media coverage
- Commercial exposure

## Appendix 1: Acronyms and Definitions

### Acronyms

A&D	Arrivals and Departures
AV	Audio Visual
CD	Competition Director
CF	Continental Federation
CMO	Chief Medical Officer
DCS	Doping Control Station
DoE	Director of Events
EMO	Event Medical Officer
FIL/IFWLA	Previous names for WL
FOP	Field of Play
GA	General Assembly
LOC	Local Organizing Committee
NGB	National Governing Body
RHB	Rights Holder Broadcaster
TLO	Team Liaison Officer
TUE	Therapeutic Use Exemption
WADA	World Anti-Doping Association
WL	World Lacrosse

### Definitions

Country Representatives	Person from member nation whose primary purpose at the event is attendance at the GA.
Dispensation Request	An exception to the Player Eligibility Criteria which may be requested by a participating NGB to support their ability to develop as a team at a World Lacrosse Event which requires approval from WL.

## Appendix 2a-e: Previous World Championship Results

### MEN'S WORLD LACROSSE CHAMPIONSHIP HISTORY STATISTICAL TEAM RESULTS INFORMATION DATA 1967 – 2018 (13 World Events)

Member	Year of Membership	1967	74	78	82	86	90	94	98	2002	06	10	14	18
Argentina	2002											28	36	29
Australia	1972	2	2	3	2	3	3	3	3	3	3	3	4	4
Austria	2005											21	28	24
Belgium	2010												27	30
Bermuda	2006										21	18	24	37
Canada	1974	3	3	1	3	2	2	2	2	2	1	2	1	2
China	2016												33	42
Chinese T	2014													41
Colombia	2013												37	45
Costa Rica	2008												38	
Croatia	2016													43
Czech R	1992								9	10	15	13	14	26
Denmark	2003										16	26		34
England	1972	4	4	4	4	4	4	4	5	6	5	5	5	5
Finland	2002										9	12	13	15
France	2008											27	31	33
Germany	1994								6	8	8	6	9	9
Greece	2017													19
Hong Kong	2002									15	20	22	21	27
Hungary	2010													28
Ireland	2002									13	7	9	10	12
Iroquois	1988						5	5	4	4	4		3	3
Israel	2011												7	7
Italy	2004										10	19	18	16
Jamaica	2013													13
Japan	1990							6	8	5	6	4	8	6
Korea	2000									11	18	25	35	35
Latvia	2004										14	20	19	18
Luxembourg	2017													46
Mexico	2009											29	23	38
Netherlands	2001										12	8	16	22
New Zealand	2002									14	19	15	12	21
Norway	2008											24	25	17
Peru	2012													39
Philippines	2014													10
Poland	2008											14	20	32
Puerto Rico	2016													8
Russia	2011												32	36
Scotland	1972								7	7	11	7	6	11
Slovakia	2004											17	26	23
Spain	2004										17	16	30	31
Sweden	1994								10	9		10	11	25
Switzerland	2008											23	15	20
Thailand	2010												29	
Turkey	2010												22	44
Uganda	2011												34	40
USA	1972	1	1	2	1	1	1	1	1	1	2	1	2	1
Wales	1972								11	12	13	11	17	14
<b>Total</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>15</b>	<b>21</b>	<b>29</b>	<b>38</b>	<b>46</b>

## Appendix 2a-e: Previous World Championship Results

### WOMEN'S WORLD LACROSSE CUP HISTORY STATISTICAL TEAM RESULTS INFORMATION DATA 1982 – 2017 (10 World Cups\*)

Member	Year of Membership	1982	86	89	93	97	2001	05	09	13	17
Australia	1972	2	1	3	3	2	2	1	2	3	4
Austria	2005								14	13	
Belgium	2010										25
Canada	1974	3	4	4	4	5	4	4	3	2	2
China	2016										22
Colombia	2013										24
Czech R	1992				8			8	9		10
Denmark	2003								15		
England	1972	5	5	2	2	3	3	3	4	4	3
Finland	2002									16	
Germany	1994						8	9	10	12	14
Haudenosaunee	2006								11	7	12
Hong Kong	2002									18	18
Ireland	2002								5	10	13
Israel	2011									8	6
Italy	2004										11
Japan	1990				7	7	7	5	7	9	9
Korea	2000								16	15	15
Latvia	2004									17	17
Mexico	2009										20
New Zealand	2002							10	12	11	8
Netherlands	2001								13	14	16
Scotland	1972	4	3	5	5	6	6	7	8	6	5
Spain	2004										23
Sweden	1994									19	21
Switzerland	2008										19
USA	1972	1	2	1	1	1	1	2	1	1	1
Wales	1972	6	6	6	6	4	5	6	6	5	7
<b>Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>16</b>	<b>19</b>	<b>25</b>

\*Name change after 2017 World Cup to World Championship

## Appendix 2a-e: Previous World Championship Results

### MEN'S U19 WORLD LACROSSE CHAMPIONSHIP HISTORY STATISTICAL TEAM RESULTS INFORMATION DATA 1988 – 2016 (8 WORLD EVENTS)

Member	Year of Membership	1988	1992	1996	1999	2003	2008	2012	2016
Australia	1972	3	2	2	4	3	5	5	4
Bermuda	2006						10	10	
Canada	1974	2	3	3	2	2	2	2	2
China	2016								9
Chinese Taipei	2014								14
Czech R	1992							6	
England	1972	4	4		3	4	4	4	5
Finland	2002						12	12	
Germany	1994					9	6	7	8
Hong Kong	2002								11
Ireland	2002								7
Iroquois	1988		5	4	5	5	3	3	3
Israel	2011								6
Japan	1990		6	5	6	6	7		
Korea	2000					7	11	11	12
Mexico	2009								13
Netherlands	2001								
Scotland	1972						8	8	10
USA	1972	1	1	1	1	1	1	1	1
Wales	1972					8	9	9	
<b>Total</b>		<b>4</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>12</b>	<b>14</b>

## Appendix 2a-e: Previous World Championship Results

### WOMEN'S WORLD LACROSSE U19 WORLD CHAMPIONSHIP HISTORY STATISTICAL TEAM RESULTS INFORMATION DATA 1995 – 2019 (7 WORLD EVENTS)

Member	Year of Membership	1995	1999	2003	2007	2011	2015	2019
Australia	1972	1	2	2	2	2	4	3
Austria	2005							
Belgium	2010							22
Canada	1974	4	3	3	4	3	1	2
Chile	2017							
China	2016							14
Chinese T	2014							20
Colombia	2013						12	
Czech R	1992				9	9	10	13
Denmark	2003							
England	1972	3	4	4	3	4	3	4
Finland	2002						11	
Germany	1994				11	10	9	8
Haudenosaunee	2006				6	8		10
Hong Kong	2002							12
Ireland	2002							19
Israel	2011						14	17
Italy	2004							
Jamaica	2013							21
Japan	1990	7	6	5	5	7	6	5
Kenya	2016							18
Korea	2000						13	16
Latvia	2004							
Mexico	2009							15
Netherlands	2001					12		
Norway	2008							
New Zealand	2002				10	11	5	6
Puerto Rico	2016							9
Scotland	1972	5	7	7	7	6	8	11
Spain	2004							
Sweden	1994							
Switzerland	2008							
Uganda	2011							
USA	1972	2	1	1	1	1	2	1
Wales	1972	6	5	6	8	5	7	7
<b>Total</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>11</b>	<b>12</b>	<b>14</b>	<b>22</b>

## Appendix 2a-e: Previous World Championship Results

### MEN'S BOX (FORMERLY INDOOR) WORLD LACROSSE CHAMPIONSHIP HISTORY STATISTICAL TEAM RESULTS INFORMATION DATA 2003 – 2019 (5 WORLD EVENTS)

Member	Year of Membership	2003	2007	2011	2015	2019
Australia	1972	5	6	6	8	9
Austria	2005					14
Canada	1974	1	1	1	1	1
Costa Rica	2008					20
Czech R	1992	6	7	4	7	7
England	1972		4	5	5	4
Finland	2002				9	6
Germany	1994				11	10
Hong Kong	2002					18
Ireland	2002		8	7	6	11
Iroquois	1988	2	2	2	2	2
Israel	2011				4	5
Mexico	2009					19
Netherlands	2001					8
Scotland	1972	4	5			16
Serbia	2010				12	12
Slovakia	2004			8		13
Sweden	1994					15
Switzerland	2008				13	17
Turkey	2010				10	
USA	1972	3	3	3	3	3
<b>Total</b>		<b>6</b>	<b>8</b>	<b>8</b>	<b>13</b>	<b>20</b>

## Appendix 3: Competition Director and Director of Events Responsibilities

### Roles and Responsibilities – Competition Director (WL Board Member) and Director of Events (WL Staff) - October 1, 2020

This section defines the roles and responsibilities of the existing WL Board Director with a responsibility for Competitions and the newly appointed WL DoE. It is fundamental to define these roles moving forward to avoid duplication of work and to create clarity in decision making.

The overall purpose of both roles is to ensure that WL Events are delivered to the highest possible standard and that the Event and Competition Workstream is developed in line with the overall WL Organizational Strategy.

These roles and responsibilities will be shared with future event hosts to ensure that the WL organizational structure aligns with the delivery structure of the LOC.

#### Competition Director (Board Member) - CD

The responsibilities of the Competition Director are defined as follows:

- Determine the qualification criteria/process and event seeding for World Events and Continental Qualifiers
- Ensure that the sport competition is run within the technical rules of WL and other International Multi-Sport Competition Regulations as appropriate
- Approve the final version of the Competition Schedule for each WL World Championship event
- Sign off the Field of Play (FOP) at all WL World Championship Events ensuring that all FOPs adhere to the rules and regulations of the sport
- Act as the point of escalation for appeals and disputes within the Sport Competition
- Approve the provision of Technical Officials for the competition
- Manage the eligibility process and entry criteria for all World Lacrosse World Championship events
- Ensure competition by-laws, rules, regulations, and policies are current and harmonized where possible
- Provide support to the LOC to ensure delivery of a quality competition
- Act as WL Liaison for Lifetime Achievers at World Events
- Oversee the sport protocol elements of competition, ceremonies, and associated events.

#### WL Director of Events (Staff Member) - DoE

The responsibilities for the WL Director of Events are as follows:

- Oversee all governance requirements for World Events including, but not limited to structure, event budgets, milestone planning, risk management and operational readiness
- Oversee delivery of all event operations for WL World Championship Events including but not limited to: Accreditation, Accommodation, Volunteers, Venue and Facilities, Transport, Sport Equipment, Broadcast Production, Media Operations, Awards and Prizes, Ceremonies, Training, Logistics, Technology, Safety and Security, and VIP Hospitality;



- Support the LOC on management of sport entries and team liaison, overseeing the data entry collection for registration with all teams
- Work with the LOC to ensure an appropriate organizational structure is in place within the organizing committee and support the LOC on their processes for the recruitment of volunteers as appropriate
- Work with the WL Chief Brand and Communications Officer on commercial/promotional elements including but not limited to merchandise, sponsorship, promotion, broadcast and rights delivery
- Administer final approval of sport equipment and management of uniform compliance for competing teams
- Support the WL CD with the data entry collection for registration of all teams
- Work with the LOC and other key personnel on the development of the Competition Schedule
- Manage all WL deliverables outside of the competition as detailed in the Hosting Agreement
- Work with the WL main office to ensure all invoicing is conducted in an accurate and timely manner
- Support the LOC and work with the WL Chief Brand and PR Officer on the marketing and promotion of all WL World Championship Events
- Work with the WL Technical Team to ensure requirements for Medical and Anti-Doping are met
- Work with Technical Team to coordinate the requirements for Officials attending the event
- Research, and implement where appropriate, best practices for improving event operations at future WL World Championship Events
- Support the LOC where appropriate on the provision of the Event Festival
- Liaise with the LOC and the WL CD to ensure provision of technology meets the requirements of both the sport competition and event management including Timing, Scoring and Results and Statistics
- Work with the WL Development Director to ensure that events provide development opportunities for team education and to increase awareness of the sport
- Work with the LOC to ensure sport specific protocols are in place inc national anthems, flags etc.
- Approve proposals for the Opening Ceremony, Medal/Closing Ceremony and Event Presentation
- In conjunction with the Technical Team, confirm the sport equipment required for the competition and training venues
- Maintain and continually improve the WL Event Manual for world events
- Support CFs in the management of qualification events (and liaise with teams re: qualification);
- Manage the Bid selection process from intention to Bid, through to award
- Manage the international event calendar.

#### **CD and DoE:**

- Technical Meetings at events – coordinate and lead

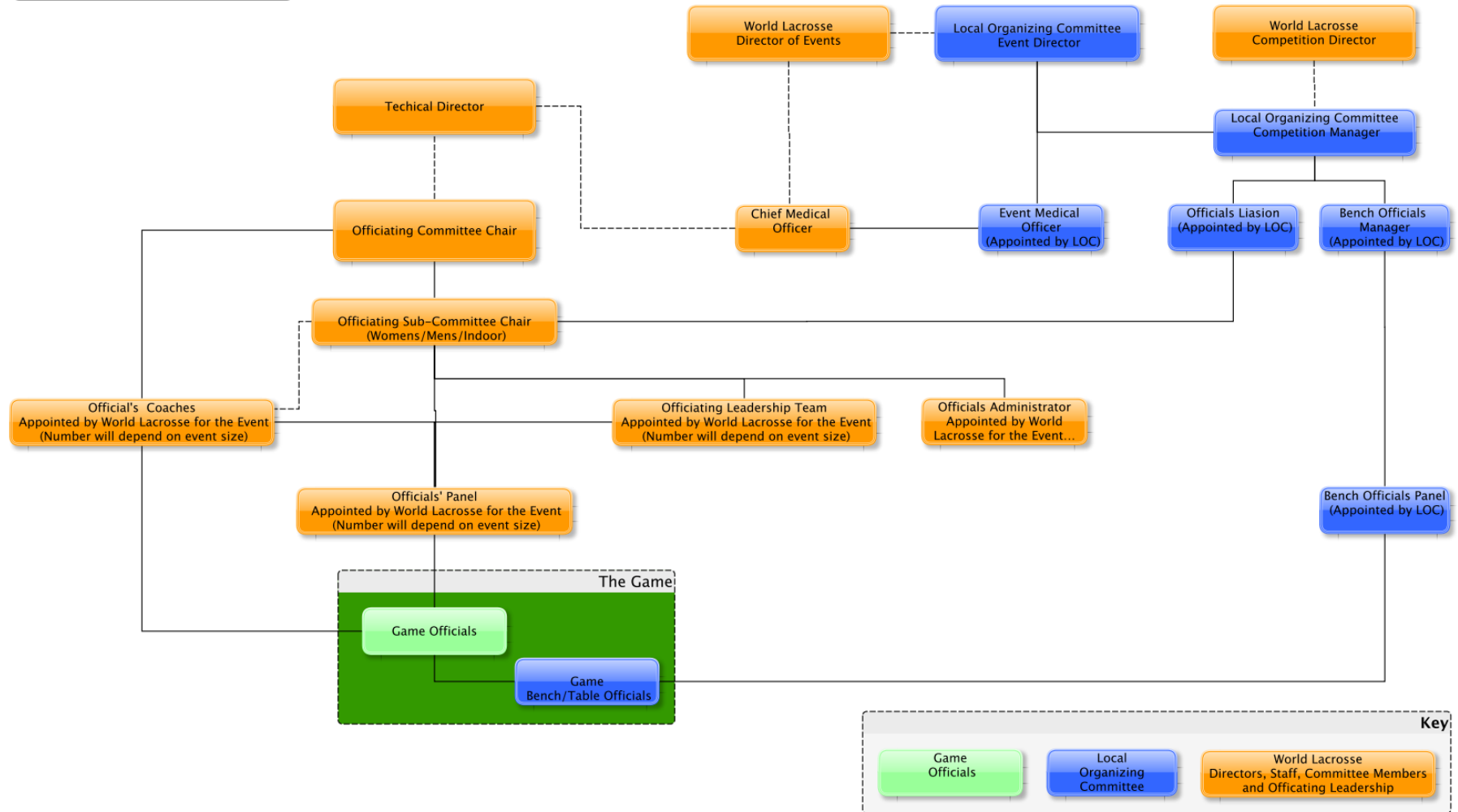
#### **WL Event Support (Formerly Event Leads)**

- Support the CD on the management of entries and team registrations

- Competitions administrative support at event
- Support on collation of bio information for event program
- Oversight of technical tables at event.

# Appendix 4: Organizational Structure

## Event Organizational Structure



## Appendix 5: Key Planning Milestones and Responsibilities

Purpose: To summarize the key planning milestones and responsibilities from the point at which Host Country is appointed. These milestones must be monitored regularly by the WL DoE and LOC Event Director. A report will be expected on progress against these milestones at the annual WL January Board meeting.

Activity	Responsibility	Deadline
<b>24-36 months prior to event</b>		
Award Hosting Rights to Host	WL	3 years prior
Confirm event dates to WL	LOC	3 years prior
Appointment of LOC Event Director	LOC	3 years prior
Signature of Hosting Contract	LOC and WL	33-36 months prior
Review bid budget and submit updates to WL	LOC	30 months prior
Organizational structure for event confirmed	LOC	24-30 months prior
Confirmation of signature agreement between host and venue	LOC	24-30 months prior
<b>18-24 months prior to event</b>		
High level marketing plan inc proposed ticket and festival on-sale dates	LOC	24 months prior
High level sponsorship plan provided to WL	LOC	24 months prior
Breakdown of available assets confirmed between the parties	LOC & WL	18-24 months prior
Planning update provided to WL Board	LOC	Jan Board meeting approx. 18 months prior to event
Event website in place	LOC	18-24 months prior
All CF qualification events complete	CFs/Teams	18 months prior
Confirmation of event cancellation/liability insurance to WL	LOC	18 months prior
Update to WL Board Meeting - January	LOC	18 months prior
Ticketing strategy shared with WL	LOC	18 months prior
Submit accommodation pricing info to WL	LOC	18 months prior
Official invitations sent to teams	WL	18 months prior
<b>12-18 months prior to event</b>		
Festival overview provided to WL	LOC	12-18 months prior
Accommodation info submitted to teams	LOC	16 months prior
Confirmation of Host Broadcast provider	LOC	15 months prior

Response to invitation required from teams	Teams	2 months after invite sent (approx. 15 months prior to event).
Payment of 50% Registration Fee	Teams	June 30 in year prior to event
Update to General Assembly	LOC	12 months prior
Security and accreditation high level plan provided to WL	LOC	12 months prior
Detailed venue and FOP layout provided	LOC	12 months prior
Draft broadcast production plan provided	LOC	12 months prior
Full budget review with WL	LOC	12 months prior
Notify WL and Teams of any insurance requirements for persons entering host country	LOC	12 months prior
Recruitment of Media Officer	LOC	12 months prior
Volunteer recruitment commences	LOC	12 months prior
Finalize GA dates with WL	LOC	12 months prior
Event patch provided to teams	WL	12 months prior
Payment of 50% Registration Fee	Teams	December 31, in year prior to event
<b>6-12 months prior to event</b>		
Draft competition schedule proposed	WL	12 months prior
Broadcast production plan provided	LOC	6-12 months prior
Accreditation procedures advised to client groups	LOC	6-12 months prior
Tickets on sale for event	LOC	6-12 months prior
Event branding plan	LOC	6-12 months prior
Confirmation of transport provider	LOC	6-12 months prior
Draft competition schedule shared with LOC and Teams	WL	9 months prior
EMO and WL CMO commence operational planning	LOC and WL CMO	9 months prior
Confirmation of TSR provider	LOC	9 months prior
Accreditation access privileges agreed with WL	LOC	9 months prior
WL provide provisional list of representatives requiring accommodation	WL	9 months prior
Format and location of welcome reception agreed with WL	LOC	9 months prior
Consult with LOC on medal design	LOC	9 months prior
Planning update provided to WL Board	LOC	Jan Board meeting approx. 6 months prior to event
Camera plan layout provided to WL	LOC	6 months prior
WL finalize sponsorship requirements with LOC	WL/LOC	6 months prior
Info for program requested from client groups	LOC	6 months prior

Event branding plan provided to WL	LOC	6 months prior
Registration user guide sent to team managers	WL	6 months prior
Advise type and color of balls to teams	LOC	6 months prior
Provision of Event Medical Plan to CMO	LOC	6 months prior
Accreditation procedures shared with WL	LOC	6 months prior
WL access pass requirements agreed	LOC/WL	6 months prior
Trophy delivered to LOC	WL	6 months prior
Crisis Comms Plan confirmed	LOC/WL	6 months prior
VIP invite list compiled	LOC/WL	6 months prior
Deadline for teams requesting visa support letters	Teams	6 months prior
Confirmation of venue compliance to accessibility standards	LOC	6 months prior
Overview of Ceremonies and Event Presentation provided	LOC	6 months prior
Event Officials confirmed by WL	WL – Technical Team	Tbc
<b>3-6 months prior to event</b>		
Accreditation portal open	LOC	3-6 months prior
Event info distributed to media	LOC	3-6 months prior
WL to confirm event accommodation requirements	WL	3-6 months prior
WL to confirm requirements for pre-event meetings	WL	3-6 months prior
Merchandise plan agreed between LOC and WL	LOC/WL	3-6 months prior
Notification to Teams of training facilities and schedule	LOC	4 months prior
Deadline for confirmation of information in registration system	Teams/WL	4 months prior
Facilities schedule provided to teams	LOC	4 months prior
Broadcast Production Plan finalized	LOC	3 months prior
Confirmation of space required for team merch	Team/LOC	3 months prior
Complementary ticket allocation sent to WL	LOC	3 months prior
Deadline for team information for program	Teams	3 months prior
Confirm training preferences to LOC	Teams	3 months prior
Team confirmation of flight A&D (inc visas) to LOC	Teams	3 months prior
Confirmation of Anti-Doping provision to meet WL requirements	LOC	3 months prior

Confirm drug testing taking place at event to LOC	WL	3 months prior
Final confirmation of WL accommodation requirements	WL/LOC	3 months prior
Event medals procured	WL	3 months prior
Opening Ceremony Speech requirements confirmed	LOC	3 months prior
Team numbers and colors submitted to WL	Teams	3 months prior
Team uniform layouts submitted to WL	Teams	3 months prior
Submission of Event Risk Assessment, Emergency Plan and Contingency plans to WL	LOC	3 months prior
<b>0-3 months prior to event</b>		
Operational Readiness Exercises undertaken	LOC	2-3 months prior
Deadline for submission of TUE forms	Teams	2 months prior
Confirm practice schedule to teams	LOC	2 months prior
Event medals delivered to LOC	WL	2 months prior
Member Nations confirm attendance at GA (inc Accom and Arrival Details)	Teams/Members	30 days prior
Finalized ceremonies running order sent to WL	LOC	21 days prior
<b>EVENT</b>		
<b>0-3 months post event</b>		
Final equalization across teams	LOC	1-month post
Any damage reported to WL	LOC	4-weeks post
<b>3-6 months post event</b>		
Final report submitted to WL	LOC	4 months post
Audited accounts provided to WL	LOC	6 months post





# Appendix 7: Post Event Report Template



## World Lacrosse World Championship Events – Post Event Reporting

### 1. Overview

As detailed in the World Lacrosse Event Hosting and Competition Manual no later than 90 days following the Event, the LOC shall provide World Lacrosse a final report, which should include the following:

- A compilation of all supporting documents and forms used in the preparation and conduct of the Event, including video, photo, and print materials
- A timeline for each area of responsibility reflecting the planning schedule and risk management overview
- Recommendations for the future conduct of the Event.

All financial reconciliation is required no later than six (6) months following the completion of The Event as detailed in the Hosting Agreement between the parties.

This document provides a template for the provision of information from the LOC to WL.

### 2. Documentation Provision

The following documentation should be provided as part of the post event report:

<u><b>Final Event Plans / Documents</b></u>	<u><b>Check Box</b></u>
Event Organisational Structure - Delivery staffing structure (define staff, contractors and volunteer roles) - An outline of the committees that assisted with the local organization, including responsibilities, protocol and other information	<input type="checkbox"/>
Venue / Site Diagrams	<input type="checkbox"/>
All Event Operational Plan(s)* - Competition / Sport - Volunteer - Transport - Accommodation - Safety / Security - Venue - Medal Ceremonies - Logistics - Media Operations / Broadcast	<input type="checkbox"/>



<ul style="list-style-type: none"> <li>- Technology</li> <li>- C3</li> <li>- Marketing Plan</li> <li>- Spectator Engagement / Experience Plan</li> </ul> <p>* Its accepted that Functional Area plans may be included in one Event Operational Master Plan</p>	
<p>External Facing Guides / Brochures (pdf)</p> <ul style="list-style-type: none"> <li>- Team Guide</li> <li>- Volunteer Guide</li> <li>- Media Guide</li> <li>- VIP Guide</li> </ul>	<input type="checkbox"/>
<b><u>Post Event Reports / Data</u></b>	
Results (weblink accepted)	<input type="checkbox"/>
<p><b>Final Budget</b></p> <p>*Audited Event Budget must be provided within 26 weeks of the completion of the event</p>	<input type="checkbox"/>
<p><b>Marketing Report</b></p> <ul style="list-style-type: none"> <li>- Spectator Attendance and Ticket Sales</li> <li>- Print / Radio Reach</li> <li>- Domestic and International Broadcast – Coverage and Reach</li> <li>- Advertising Campaigns</li> <li>- Social Media</li> <li>- Online</li> </ul>	<input type="checkbox"/>
<p><b>Commercial Report</b></p> <ul style="list-style-type: none"> <li>- Sponsorship report</li> <li>- Branding plan/look and feel overview</li> <li>- Merchandise report</li> </ul>	<input type="checkbox"/>
<p><b>Development / Legacy Programs</b></p> <ul style="list-style-type: none"> <li>- Economic impact findings</li> <li>- Sports Development or Participation Initiatives</li> <li>- Sport England Major Event Engagement Fund Report</li> </ul>	<input type="checkbox"/>
<p><b>Milestone and Risk Management Reporting</b></p> <ul style="list-style-type: none"> <li>- Provision of event project plan with narrative on milestone concerns during planning</li> <li>- Overview of top-level risks and mitigations</li> </ul>	

### 3. Recommendations for the future conduct of the event

The final part of this report should list any issues that arose during the planning and delivery of The Event and mitigation strategies to overcome such challenges. This should then be followed by recommendations for how future events could be improved. Recommendations should be listed under the following areas as per the order listed in the WL Event Hosting and Competition Manual:

1. Governance and Finance
2. Rights Allocation and Licensing (Commercial)
3. Marketing and Promotion
4. Sport Competition
5. Event and Venue Operations
6. Wider Event Considerations
7. Any additional information

#### **4. Receipt of Report**

Once received the report will be reviewed by the DoE and CD with recommendations made to the WL Board. The DoE will then report back to the LOC regarding the subsequent agreed actions.

## Appendix 8: Commercial Matrix (Example)

<b>Benefits</b>	<b>Examples of Rights - Note depends on what LOC provide at event</b>
<b>Designation</b>	Title Sponsor
	Title 'Supported by'
	Title 'Official Supplier'
	Official Partner Status
	Event Composite Logo
	Partner Lock-Up Mark
	Right to use Event Logo
	Player of the tournament award
	Detail Category if applicable
	<b>Branding</b>
Accreditation Passes	
Ball team	
City Branding	
Crowd Perimeter branding - Event Scrim	
Event look - Proposed Venue Branding	
Event look - additional venue branding	
Event stationary and results provision	
Event/Volunteer Staff Uniforms	
Field Logos	
Field Static Branding	
Hand towels	
Interview Backdrop - Press Conference and Mixed Zone	
Logo on sponsors page in programme	
Match Bench chairs	
Match Bench Officials' Clothing	
Match Bench/Event Tablecloths	
Media Centre	
Media Desk	
Official Ball	
Player Entrance Archway	
Podium	
Presentation Backdrop/Front Board	
Tickets	
Trophy and medal ribbons	
Trophy Plinth	
Umpire/Referee Uniform	
Venue screens - In bowl and around ACC - digital or video need to break down	
VIP Area	
Venue Steps	

	Water bottles
<b>Tickets and Hospitality</b>	Title Sponsor of Hospitality Area
	Hospitality (per session)
	Seat Tickets
	VIP Box
	Additional purchase of hospitality and tickets (subject to availability)
<b>IP, Imagery and Footage</b>	Access to imagery during and post event
	Access to highlights package post event
<b>Social/Digital</b>	Website - Hyperlink to partners website on home page Shared sponsors page on website
	MPU, Banner & leader board adverts with click through
	Social Media Branded Content- - Facebook, Twitter, Snapchat, Instagram YouTube
	Website/Mobile Banner advertising
	Website/Mobile MPU advertising
	Video content packages
	Page takeover branded promotions
	App
<b>Media</b>	Announcement of Sponsorship
	Logo on Media Releases
	Press Release
<b>Sports Presentation</b>	Big screen - adverts (content provided by sponsor_
	Named activities within sports pres (activity dependent)
	Scripted announcements
<b>Event Programme</b>	Back Page of Programme
	Logo on front or back page of programme
	Page in Programme
	Opening Ceremony
	Welcome Dinner
	Closing Ceremony/Medal presenter/MVP presentation
<b>Activations</b>	Ball delivery
	Team meet and greet/Q&A at event
	Giveaways to fans/sampling
	Giveaways to teams
	Schools Promotion
	Player appearances
	Sampling (venue permitting)
	Signed merch
	Host competitions

## Appendix 9: WL Brand Guidelines

This is attached as a separate document due to size.

# Appendix 10: Competition Structure Overview

Competition Structure Overview	
<b>Lead Program Area</b>	Sport Competition
<b>Author</b>	Fiona Clark, Competition Director Lindsay Impett, Director of Events
<b>Date</b>	September 1, 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

## Overview

The Competition Structure for World Lacrosse World Championship Events is primarily based on the Blue Group Format detailed in this document. Whilst there may be difference between how the Blue Group Format is administered for Men’s and Women’s events overall the format is based on a seeded Blue Group which contains the top 5 or 6 ranked teams.

The Competition Structure is currently under review by the World Lacrosse Blue Skies Working Group and this document will be updated if a new format is approved.

## Competition Structure

The schedule is based on the format of having a “seeded” top division, known as the Blue Division, where each team will play each other in the pool play.

The Blue Division comprises the top six teams from the previous event. The order of play is based on a “draw” undertaken by WL to determine the sequence of games.

The structure below this and the “Play In” games allow for Full Member teams (who do not have age dispensation in the U20 events) to reach the medal games. The Play-In structure also allows teams to advance their position.

Teams below Blue Division are placed in divisions on a snaked seeding basis reflecting performance at the previous event including teams who have not previously competed. adjustment may be made for geographic diversity.

The winner of each game will be awarded one (1) point and the loser nil. There are no ties.

Below the Blue Division the structure is such that, after the initial pool play, teams are grouped based on performance for further pool play against comparable strength teams. The top two teams from the top group advance to the Play-In games against Blue Division teams who finish in 3rd and 4th places in their pool.

Blue 3 v 2nd placed team/Blue 4 v 1st placed team Winners play Blue 1 and Blue 2 in the semi-finals and losers in the 5–8 bracket with Blue 5 and 6.

The two teams which lose the semi-final games shall play a consolation final to determine the third position award winner. A similar structure carries through such that all teams play throughout the event to positional finals to determine their position. In the event of two or more teams finishing with equal points then positions will be determined by the procedure shown at

## **Appendix A: Round Robin Tie**

### **Decider Qualifying Games (Round Robin) change relating to teams on equal points**

Tied Teams in the Round Robin Competition

In the event two or more teams finishing with equal points then positions will be determined by:

- a) the win record taking into account those games in which the teams on equal points have competed against each other

if not conclusive then

- b) by the Goal Difference taking into account those games in which the teams on equal points have competed against each other.

if not conclusive then

- c) the decider will be the “fewest goals conceded” considering the games between the tied teams.

if not conclusive then

- d) the decider, between the tied teams, will be the Goal Difference taking into account all the games in the Round Robin Qualifying round

if not conclusive then

- e) the decider, between the tied teams will be the “fewest goals conceded” considering all the games in the Round Robin Qualifying round.

In the event of this being inconclusive the Games Committee will make a decision

For the Indoor Championship the successive steps are :

- Least match penalties
- Least misconducts
- Least major penalties then least minors then least technical.



## Appendix 11: Pre-Match Schedules

<b>Count-down clock prior to start of game</b>	<b>Women's Pre-Match Schedule</b>
35 minutes prior	Clock will start counting down and Teams and Officials must be on the field to complete match preparation. Scorers, timers, and technical delegates report to the score table. When looking at the field from the team benches, the higher seeded team or home team will sit to the right of the score table.
20 minutes prior	Completed team rosters must be submitted to the scorers.
15 minutes prior	Ball persons must report to the score table for instructions.
10 minutes prior	Teams will report to their bench areas for immediate Crosse check. Immediately following Crosse check, teams line up for player/team introductions, playing of respective national anthems (away team first, home team second), and exchange of pins. Immediately following last anthem, home team last staff member, will lead home team to line up opposite away team members as stated above. All but captains, will return to bench after the anthem. Team captains will remain in the center and meet with the umpires to toss a coin for choice of defensive ends.
2 minutes prior	Teams are guaranteed two (2) minutes immediately following the coin toss, before the game begins. (Clock stops at 2 minutes if captains have not returned from umpires meeting).
0 minutes	Teams will be ready for the center draw when clock hits 0. Timer will immediately set game clock to 15:00 and game will begin.

<b>Count-down clock prior to start of game</b>	<b>Men's Pre-Match Schedule</b>
Maximum 60 minutes	Warm up time permitted on FOP prior to game commencement if field available. This may be reduced to a maximum of 45 minutes. A team shall warm up in the half of the playing field that is nearer to its own bench area.
45 minutes to 5 minutes	Includes warm-up practice, introductions to teams with line-ups, anthems. There shall be no pre-game stick-checks or equipment-checks.
5 minutes	The game officials shall call together the captains of each team at the center of the field. The head referee shall toss a coin to determine choice of goal to defend: the visiting captain shall call the toss. At this time, any special ground rules shall be explained. The game officials shall draw up the starting line-ups in lines facing each other at the center of the field, with their left sides towards the goal they are defending.
0 minutes	Teams will be ready for the center face-off when clock hits 0. Timer will immediately set game clock to 15:00 and game will begin.

## Appendix 12: Post-Match Schedules

<b>Count-down clock after end of game</b>	<b>Women's Post-Match Schedule</b>
End of game	The horn/whistle shall sound the end of the game.
10 minutes post	Team cool-down period on the game field and in the team bench areas starts at the sound of the horn/whistle.
	During this time Media are not allowed on the game field for interviews with players or coaches.
0 minutes	Teams must remove all belongings from the team bench areas, leave the field, and go to the designated area for Player of the Match presentations and be ready for the presentation when the clock reaches 0.
	Interviews with the Media will take place in the designated Media Area and will meet scheduled players and/staff representatives for interviews at designated area immediately following the Player of the Match presentation.

<b>Count-down clock after end of game</b>	<b>Men's Post-Match Schedule</b>
End of game	The horn/whistle shall sound the end of the game
10 minutes post	Team cool-down period on the game field and in the team bench areas starts at the sound of the horn/whistle.
	During this time Media are not allowed on the game field for interviews with players or coaches.
0 minutes	Teams must remove all belongings from the team bench areas, leave the field, and go to the designated area for Gift Exchange (at the end of each first group of pool games), and Player of the Match presentations (if applicable), and be ready for the presentation when the clock reaches 0.
	Interviews with the Media will take place in the designated Media Area and will meet scheduled players and/staff representatives for interviews at designated area immediately following the above procedures where applicable.

# Appendix 13: Delay, Postponement and Cancellation Protocol Guidelines

Example Delay, Postponement and Cancellation Protocol	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Lindsay Impett, Director of Events
<b>Date</b>	October 1, 2020
<b>Amendments</b>	
<b>Date and Amend</b>	

**DESCRIPTION**

Through the event planning process, the LOC should have identified a number of scenarios that may occur during the delivery of the event which may result in a match, session, day or whole event to be delayed, postponed or cancelled. These take the form of contingency plans which detail the steps to be taken before a decision is made to delay, postpone, or cancel.

The Delay, Postponement or Cancellation Protocol (DPC) details the steps which are taken in deciding if one of these courses of action is required and the resulting action to ensure the impact on the overall event is minimized.

**IMPLEMENTATION**

The priority of a LOC is to ensure, wherever possible, that the competition is concluded within the given timeframe of the event, providing that this at no point compromises the safety of those attending or involved.

For clarity, the definitions of delay, postponement and cancellation are included below:

**Delay** - A match/session is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start.

**Postponement** - A match/session is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day.

**Cancellation** - A match/session is considered cancelled when it cannot be completed within the scheduled session (or an extended session) and is not possible to be rescheduled.

The LOC is responsible for writing the protocol which details how the event will respond should a delay, postponement or cancellation be required. The steps for writing this protocol are as follows:

1. Identify the scenarios when a delay, postponement or cancellation may be required.
2. Identify contingency time available within the schedule where delayed or postponed matches may be played.



3. Identify the hierarchy and communication channels for decision making and the cascading of information within the LOC.
4. Identify the stakeholders, what they need to know and when in the process. For example changes to the competition schedule and how this will impact the teams.
5. Identify the persons involved and what role they play. For example what is the role of the ticketing manager if a game is postponed to a later day/time?
6. Identify alternative venues in advance should the competition venue not be available i.e., can matches be played on training fields?
7. Identify any scenarios where it may not be possible to delay or postpone i.e., at the end of the Group Phase of play.
8. Work with the Marketing and Communications team to ensure all messaging to stakeholders including the public, is informed, and joined up to avoid mixed messaging.

The DPC Protocol should be written by the LOC at least 3 months in advance of the event and provided to WL for approval.

## Appendix 14: Player Code of Conduct

### World Lacrosse Player Code of Conduct

#### **General Statement:**

This is a Code of Conduct for all players representing a World Lacrosse (WL) member country at a WL event. Any violations of this Code may result in suspension and dismissal from the involved country's lacrosse team and the WL event.

To follow are the rules and expectations which need to be strictly followed by all as they represent their country in a WL event.

#### **Responsibilities:**

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

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

World Event: \_\_\_\_\_

Player's Name: \_\_\_\_\_

Player's Signature: \_\_\_\_\_

Player's Parent/Guardian Signature (for minors): \_\_\_\_\_

Country Represented: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 14a: Athlete Consent Form

As a member of [National Federation] and/or a participant in an event authorized or recognized by [National Federation], I hereby declare as follows:

1. I acknowledge that I am bound by, and confirm that I shall comply with, all the provisions of the [IF or MEO] Anti-Doping Rules (as amended from time to time), the World Anti-Doping Code (the “Code”) and the International Standards issued by the World Anti-Doping Agency (“WADA”), as amended from time to time, and published on WADA’s website.
2. I acknowledge the authority of [IF or MEO] [and its member National Federations and/or National Anti-Doping Organizations] under the [IF or MEO] Anti-Doping Rules to enforce, to manage results under, and to impose sanctions in accordance with the [IF or MEO] Anti-Doping Rules.
3. I acknowledge and agree that any dispute arising out of a decision made pursuant to the [IF or MEO] Anti-Doping Rules, after exhaustion of the process expressly provided for in the [IF or MEO] Anti-Doping Rules, may be appealed exclusively as provided in Article [13] of the [IF or MEO] Anti-Doping Rules to an appellate body, which in the case of International-Level Athletes is the Court of Arbitration for Sport (CAS).
4. I acknowledge and agree that the decisions of the appellate body referenced above shall be final and enforceable, and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.
5. I understand that:
  - a. my data, such as my name, contact information, birthdate, gender, sport nationality, voluntary medical information, and information derived from my testing sample will be collected and used by [IF or MEO] [and its member National Federations and/or National Anti-Doping Organizations] and WADA for anti-doping purposes;
  - b. WADA-accredited laboratories will use the anti-doping administration and management system (“ADAMS”) to process my laboratory test results for the sole purpose of anti-doping, but shall only have access to de-identified, key-coded data that will not disclose my identity;
  - c. I may have certain rights in relation to my *Doping Control*-related data under applicable laws and under WADA’s International Standard for the Protection of Privacy and Personal Information (ISPPPI), including rights to access, rectification, restriction, opposition and deletion, and remedies with respect to any unlawful processing of my data, and I may also have a right to lodge a complaint with a national regulator responsible for data protection in my country;
  - d. if I object to the processing of my *Doping Control*-related data or withdraw my consent, it still may be necessary for my [IF/MEO] [and its member National Federations and/or National Anti-Doping Organizations] and/or WADA to continue to process (including retain) certain parts of my *Doping Control*-related data to fulfill obligations and responsibilities arising under the Code, International Standards or national anti-doping laws notwithstanding my request; including for the purpose of investigations or



proceedings related to a possible anti-doping rule violations; or to establish, exercise or defend against legal claims involving me, WADA and/or an Anti-Doping Organization.

- e. preventing the processing, including disclosure, of my *Doping Control*-related data may prevent me, WADA or Anti-Doping Organizations from complying with the Code and relevant WADA International Standards, which could have consequences for me, such as an anti-doping rule violation, under the Code;
  - f. to the extent that I have any concerns about the processing of my *Doping Control*-related data I may consult with the [IF or MEO] and/or WADA (privacy@wada-ama.org), as appropriate.
6. I understand and agree to the possible creation of my profile in ADAMS, which is hosted by WADA on servers based in Canada, and/or any other authorized National Anti-Doping Organization's similar system for the sharing of information, and to the entry of my *Doping Control*, whereabouts, *Therapeutic Use Exemptions*, *Athlete Biological Passport*, and sanction-related data in such systems for the purposes of anti-doping and as described above. I understand that if I am found to have committed an anti-doping rule violation and receive a sanction as a result, that the respective sanctions, my name, sport, *Prohibited Substance or Method*, and/or tribunal decision, may be publicly disclosed by [IF or MEO] [and its member National Federations and/or National Anti-Doping Organizations] in accordance with the Code. I understand that my information will be retained for the duration as indicated in the ISPPPI.
7. I understand and agree that my information may be shared with competent Anti-Doping Organizations and public authorities as required for anti-doping purposes. I understand and agree that persons or parties receiving my information may be located outside the country where I reside, including in Switzerland and Canada, and that in some other countries data protection and privacy laws may not be equivalent to those in my own country. I understand that these entities may rely on and be subject to national anti-doping laws that override my consent or other applicable laws that may require information to be disclosed to local courts, law enforcement, or other public authorities. I can obtain more information on national anti-doping laws from my International Federation or National Anti-Doping Agency.

I have read and understand the present declaration.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Last name, First name)

\_\_\_\_\_  
Date of birth  
(Day/Month/Year)

\_\_\_\_\_  
Signature  
(or, if a minor, signature of legal guardian)

## Appendix 14b: ISPP Form

### ATHLETE'S ISPP CONSENT FORM

(International Standard for the Protection of Privacy and Personal Information)

#### Doping Control-Related Data

I am being asked to acknowledge that I know and adhere to the World Lacrosse's Anti-Doping Rules and that I undertake to abide by them.

I am being asked to read the following form to ensure that I am aware that my doping control related data will be used in anti-doping programs for detection, deterrence and prevention of doping.

Signing this form will indicate that I have been so informed and that I give my express consent to such processing. I understand and agree that:

- My Doping Control related data will be used in the context of anti-doping programs and as described in more detail in the Athlete Information Notice made available to me by my sporting federation or national antidoping agency and on the WADA website.
- My Doping Control related data will be collected by the Testing Authority identified on this form, which shall be principally responsible for ensuring the protection of my data, and which is committed to complying with the International Standard for the Protection of Privacy and Personal Information.
- The Testing Authority will use the ADAMS data-management system to process and manage my Doping Control related data, and disclose it to authorized recipients,
  - (for instance, designated national anti-doping organizations, international or national sporting federations, major games organizers, and WADA). WADA-accredited laboratories will also use ADAMS to process my laboratory test results, but shall only have access to de-identified, key coded data that will not disclose my identity.
- Persons or parties receiving my information may be located outside the country where I reside, including in Switzerland and Canada. In some other countries data protection and privacy laws may not be equivalent to those in my own country.
- Pursuant to the International standard referenced above and under applicable law I have certain rights in relation to my Doping Control related data, including rights to access and/or correct any inaccurate data; and
- To the extent that I have any concerns about the processing of my Doping Control related data I may consult with the Testing Authority and/or WADA ([www.wada-ama.org](http://www.wada-ama.org)), as appropriate.



## RELEASE

I hereby release WADA, the World Lacrosse, as well as Anti-Doping Organizations and accredited laboratories from all claims, demands, liabilities, damages, costs and expenses that I may have arising in connection with the processing of my Doping Control related data through ADAMS.

## WITHDRAWAL OF CONSENT

I understand that my participation in organized sporting events is contingent upon my voluntary participation in anti-doping procedures set forth in the Code and thus the processing of my Doping Control related data as described in this form. I understand that the withdrawal of my consent to the processing of my Doping Control related data will be construed as a refusal to participate in those anti-doping procedures mandated by the Code and could exclude me from further participation in organized sporting events and may result in disciplinary or other sanctions being imposed upon me, such as disqualification from competitions in which I am scheduled to participate or the invalidation of results arising from prior competitions.

## AUTHORIZATION AND CONSENT

By signing this form, I hereby declare that I am familiar with and agree to abide by my Anti-Doping Organization's Rules and that I expressly consent to the processing of my Doping Control related data as set forth above and in the Athlete Information Notice.

I have read and understand the present declaration.

---

Date

(Day/Month/Year)

---

Print Name (Last Name, First Name)

---

Date of Birth

(Day/Month/Year)

---

Signature (or, if a minor, signature of legal guardian)

## Appendix 15: Team Staff Code of Conduct

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

World Lacrosse is committed to providing an environment in which all individuals are treated with respect. Following are the responsibilities which need to be strictly followed by all as they represent their country in a World Lacrosse Championship:

1. Conduct themselves at all times in a manner consistent with the values of World Lacrosse, which include fairness, integrity and mutual respect.
2. Avoid behavior which brings World Lacrosse or the sport of Lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
3. Adhere to the rules and regulations governing World Lacrosse events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of World Lacrosse.
4. Do not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
5. Refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated and will be dealt with by the World Lacrosse Board of Directors.

Failure to comply with this Code of Conduct may result in disciplinary action. Such action may result in the member losing the privileges which come with the membership in World Lacrosse, including the opportunity to participate in World Lacrosse activities and events, both present and in the future.

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

World Event: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Country Represented: \_\_\_\_\_

Role (staff, coach, admin...): \_\_\_\_\_

## Appendix 16: Officials' Code of Conduct

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

1. I will represent the World Lacrosse in a professional manner at all times. I will ensure that my behavior, both on and off the field adheres to the principles of professionalism and is in observance of all World Lacrosse policies and procedures or as further directed by the Officials' Chair or equivalent of a World Lacrosse endorsed event.
2. I will not use illegal and non-doctor prescribed prescription drugs while participating in any World Lacrosse Championship, to include smoking or use of alcohol while wearing the World Lacrosse prescribed Officials' uniform.
3. I will make a personal commitment to keep myself informed of accepted officiating principles, which includes having a sound understanding of the rules of the game, their applications and current interpretations, including the mechanics in such documents as the World Lacrosse Officials' Manual.
4. To the best of my ability, I will enforce the rules of the game as codified in the current World Lacrosse rulebook and in such documents as the World Lacrosse Officials' Manual. I will do so by frequently studying the rulebook, officiating frequently, attending clinics/courses, taking the rules test and participating in other professional growth activities to upgrade my officiating skills.
5. I will ensure I maintain a level of fitness commensurate with the level of lacrosse at which I officiate. I agree to take the World Lacrosse prescribed fitness test if requested as a condition to officiating at a World Lacrosse endorsed event.
6. I will strive to be consistent, objective and under control in the administration of each contest in which I participate. I will be available for discussion with the captains and coaches at appropriate times during a contest, and in accordance with the rules of the sport and World Lacrosse policies.
7. I will help in the education of the sport. Officials can help players, coaches and spectators learn the sport by ensuring rule infractions are understood and appropriately penalized, thus encouraging fair play.
8. I will remain open to advancing my skills by participating in evaluation, discussion, and review with Technical Directors, Assessors and my peers. I will listen to and respect differing points of view. I will strive for impartiality throughout the event and limit social interaction with any players, team personnel, or spectators.
9. I will not accept a gift from a competing team except during a sanctioned gift exchange. Club clothing or clothing representing a previous tournament, e.g. "World Lacrosse, Sheffield 2017", is acceptable.
10. I will agree to correctly wear the official uniform as prescribed by the World Lacrosse. Officials will not wear any clothing or hats that connect them with their home country or any other competing country while at or travelling to or from the fields.
11. During World Lacrosse championships I will refrain from discussing in public or through the media, games I have officiated, and decisions made by other officials during their games. I will reserve such reviews for private discussion with other game officials.

12. I will treat all participants with courtesy and respect. I will not tolerate discourteous and inappropriate behavior towards any participant, including officials, spectators, or championship staff in any contest in which I am officiating. I will take action in accordance with the rules of the sport or World Lacrosse policies when appropriate.
13. Failure to comply with the Code of Conduct may result in disciplinary action. Such action may result in the member losing the privilege which comes with membership in the World Lacrosse, including the opportunity to participate in World Lacrosse activities and events, both present and future.
14. I agree to abide by and observe the World Lacrosse Bylaws and regulations, including those related to Anti-Doping Control, and the decisions of the World Lacrosse and Championship Organization in all matters including disciplinary measures, not to involve any third party whatsoever outside of the World Lacrosse in resolution of any dispute whatsoever arising in connection with the Championship and /or Bylaws and decisions made by the World Lacrosse relation thereto excepting having exhausted the appeal procedures within the World Lacrosse in which case I undertake to submit any such dispute to the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, for definitive and final resolution.

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

**Official's Signature:** \_\_\_\_\_

**Official's Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**World Event:** \_\_\_\_\_

## Appendix 17: Officials Conflict of Interest Declaration

**EVENT TITLE:** \_\_\_\_\_

**CONFLICT OF INTEREST:** Officials must declare any interests which may conflict with their role as an Official.

The individual should list all interests that relate to their appointment as an Official. For example, their relationship to any team personnel (personally and professionally), any commercial or business operations, any other related parties (spouses, partners, children, brothers, sisters, parents, grandparents and step relationships that may impact on the assessment), any position they may hold on a National Governing Body.

Where a potential conflict of interest arises, this information will be referred in confidence to the World Lacrosse Officiating Chair for consultation to determine if the conflict requires further attention.

I declare that I have no conflicts

<b>Signed</b>	
<b>Name (please print)</b>	
<b>Date</b>	

Or I declare that I have the following conflicts:

Person/Organization	Nature of Interest

I declare that the above information is a full disclosure of my business and personal interests in connection with this event, and I agree to advise the World Lacrosse Officiating Chair of any changes to the above information from the date of signature to the date of the event.

<b>Signed</b>	
<b>Name (please print)</b>	
<b>Date</b>	

Form to be returned to the World Lacrosse Officiating Chair by no later than eight (8) weeks prior to the first day of the world event competition.

## Appendix 18: World Event Debts Policy

Event Policy: Event Debts Policy	
Lead Program Area	Finance
Author	Lindsay Impett, Director of Events
Date	June 3, 2020
Amendments	
Date and Amend	

### POLICY DESCRIPTION

This policy details the procedures to be undertaken at an event if a team does not pay all costs invoiced by the LOC in relation to the event including, but not limited to accommodation, catering, equalization, and other associated costs prior to arrival at the event.

### POLICY IMPLEMENTATION

It is the LOC's responsibility to manage the booking of accommodation, catering, and other services on behalf of the teams at a World Lacrosse World Championship Event and manage the payment of costs by the teams.

It is the responsibility of the teams to ensure that payment is made prior to arrival at an event and for the LOC to ensure that all money has been collected.

If a team has not made complete payment prior to arrival the LOC must inform the WL Director of Events no later than the date of the team's arrival. WL Director of Events will then work with the LOC to issue a statement to the team with the outstanding debt which will give them 24 hours from arrival to make payment.

**Any team who does not make payment by the deadline will not be permitted to take the field for their first match or any other match until the outstanding debt is paid.**

Teams will still be liable for payment of all outstanding costs event if not permitted to play in the tournament due to lack of payment. Team will also be liable for any additional costs incurred at the event which must be paid to the LOC before departure.

Any member nation owing money from an event will not be permitted to take part in any future WL Event until the debt is cleared, or an agreed payment plan is in place as per the World Lacrosse Debt Policy.

### EXCLUSIONS

The WL Board can agree to take on the debt of a country through a loan process. This will only be in exceptional circumstances at the discretion of the WL Board.

## Appendix 19: World Event Team Withdrawal and Replacement Policy

Event Policy: Team Withdrawal and Replacement Policy	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Fiona Clark, Competition Director
<b>Date</b>	29 October, 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

### POLICY DESCRIPTION

The National Governing Body (NGB) of a WL Member is the body responsible for the actions of all its teams entered in World Lacrosse events.

The Continental Qualifier is the competition through which each Continental Federation will identify and qualify the requisite number of member teams from their CF for World Championship Events.

The CF qualifying competition may take place concurrently with another competition e.g., the Continental Championship.

The CF qualifying competition must be played according to WL Rules and Regulations, and Athlete Eligibility Criteria. Where practical the CFs are encouraged to follow the principles outlined in this Manual.

This policy details the process should a team withdraw from a World Lacrosse Championship Event, and the subsequent process for a replacement team.

### TEAM WITHDRAWAL POLICY IMPLEMENTATION

In the circumstances where a Member has entered a team in a world event and proceeded beyond the point of paying the registration fee by the stipulated deadline, the following penalties shall apply to the team's NGB, the member of World Lacrosse, if the team subsequently withdraws from the event, or fails to arrive to participate.

- a) If a Member withdraws from an event 150 -121 days prior to event commencement (opening game) a fine of up to \$20,000 shall be imposed.
- b) If a Member withdraws from an event, 120 -91 days prior to event commencement (opening game) a fine of up to \$25,000 shall be imposed.
- c) If a Member withdraws from an event 90 -61 days prior to event commencement (opening game) a fine of up to \$30,000 shall be imposed.

d) If a Member withdraws from an event 60 -31 days prior to event commencement (opening game) a fine of up to \$35,000 shall be imposed.

e) If a Member withdraws from an event 30 days or less from the day of event commencement (opening game) a fine of up to \$40,000 shall be imposed.

f) If a Member does not arrive to participate in an event, and no prior notification, a fine of up to \$45,000 will be imposed.

The Member Country team will be disqualified from entering the next World Lacrosse World Event, unless that event is within six months of the event of no participation, then the disqualification would be for the following event.

Any such fine must be paid, or a payment plan agreed, before that Member may compete in any future World Lacrosse event. The fines are not cumulative

Payment will be due within 30 days of issue of invoice.

Recognizing that there could be extraordinary circumstances, beyond the control of the team or its National Governing Body (Member), that may necessitate withdrawal or non-attendance, the World Lacrosse Board shall have the authority to adjust / waive the penalties.

If the non-attendance or withdrawal results in a LOC incurring additional costs as a direct result of this action and this can be demonstrated as such to the World Lacrosse Board compensation will be sought from the NGB of the withdrawing team. The World Lacrosse Board shall have the authority to evaluate these costs and assign compensation if necessary.

Any Member withdrawing from any event or not participating, as above, will be expected to meet any contractual arrangements related to the event.

## **TEAM REPLACEMENT POLICY IMPLEMENTATION**

In the event a team is unable to compete in a World Championship, the vacated place would first be filled by: -

- a) the highest placed team from that Continental Federation (CF) region that competed in the Continental Qualifier but did not qualify for the WC Event.

In the event no replacement team is available from that CF: -

- a) a replacement team will then be selected from a different CF region, based upon placement in the previous same discipline World Championship, if that team competed in the Continental Qualifier.

## **EXCLUSIONS**

NGB's who are not in Full Membership shall be unable to participate in World Championship Events (from January 2022).



## Appendix 20: Event Disciplinary and Appeals Policy

Event Policy: Event Disciplinary and Appeals Policy	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Fiona Clark, Competition Director Lindsay Impett, Director of Events
<b>Date</b>	August 11, 2020
<b>Amendments</b>	
<b>Date and Amend</b>	

### GENERAL POLICY

1. All individuals affiliated with the WL shall comply with the appropriate Code of Conduct.
2. WL has jurisdiction over matters where individuals have violated the Code of Conduct at WL Events.

### DISCIPLINARY REVIEW PROCEDURE- POST EVENT

The following Disciplinary Procedure applies to violations which are recognized after an event has concluded.

1. At all WL Championship Events any report alleging the action of an individual(s) which constitutes a violation of the Code of Conduct shall be submitted in writing to the WL Board within 30 days of the occurrence.
2. Upon receiving a report, any member of the Board shall immediately notify the Vice President who shall, within 14 days, determine whether there has been a violation. If the Vice President decides that there has not been a violation, the complainant shall be notified of that decision with reasons and the complaint shall be dismissed.
3. If the Vice President determines that there may be a violation, the Vice President shall within 14 days of receiving the report, appoint a Disciplinary Committee of 3-5 members.
4. A hearing with the Disciplinary Committee shall be scheduled to take place within 30 days.
5. All known interested parties will be notified of the hearing and will have the opportunity to attend the hearing of the Disciplinary Committee at their own expense.
6. The Disciplinary Committee may call witnesses and demand any relevant information which it deems necessary to arrive at a decision.
7. At the discretion of the Chairperson of the Disciplinary Committee, the hearing may be held by conference call.
8. The decision of the Disciplinary Committee with reasons will be announced within 14 days of the hearing and all known interested parties will be provided with a copy of the decision with reasons.
9. At the discretion of the President, deadlines in the disciplinary procedure may be extended where circumstances require, to a maximum of 60 days.

10. Individuals may appeal the disciplinary action of WL by submitting a written notice of appeal to the WL President.

### **Appeals Process**

The Appeals Process for complaints made after the completion of the event will follow the process detailed in the WL Constitution.

### **DISCIPLINARY REVIEW PROCEDURE- AT EVENT/DURING GAME PLAY**

A Disciplinary Panel will be convened at an event when a complaint of behavior that is serious enough to harm or damage the reputation of the sport, the event, the LOC or WL at a World Event is received. The written complaint may be made by the officiating staff (In Play) or other attendees (Event). Any verbal complaints must be followed up in writing before action is taken.

Violations which occur during the event are handled by the appropriate WL World Event Disciplinary Panel. All disciplinary matters whether during game play or in any other event related context shall be handled by this body. Complaints can be brought against players, coaches, team managerial / medical staff and officials. A player who has received an expulsion foul / red card and has been suspended from the game will be reported.

### **In Play - Player Expulsions / Game Related Incidents**

In Play covers the time-period when teams are on the field for a game, which can be up to 60 minutes prior to game start, to 20 minutes after the game has finished.

1. The Disciplinary Panel for player expulsions will normally comprise of WL Competition Director, WL Director of Events, and other Board members as available excluding the President. The Referee-in-Chief (RIC) will act as consultant to the Panel.
2. The Panel will consider the report submitted by the RIC (or Officiating Chair or the Head of a Competing Team via the RIC) to the WL Competition Director (which will indicate if further action is recommended) and any other statement from the player / team concerned (if a meeting is convened). See Appendix A for Panel Procedures.
3. The Panel will meet prior to the next game of the player concerned, deliberate, and advise the team management of the decision. Any appeal against such decision will be to the WL President (see Appeals Process)
4. Sanctions which can be considered are as follows:
  - a. No further action (game expulsion deemed sufficient)
  - b. Banned from next game
  - c. More extensive ban (number of games)
  - d. Expelled from the entire event
5. If a player is suspended for the next game and an appeal is lodged if this cannot be heard before the next game, then the player is eligible to play in that game.
6. A ban occurring at the end of an event (and not served) will carry over to the next world event that the player participates in.

### **Off-Field/Event Related Incidents**

Off-Field/Event covers any time outside of In Play where an athlete is at the event in the venue, at accommodation or otherwise representing their team and the sport of lacrosse.

1. For other actions not game related the Panel will be as above (1) but with the addition of the Local Organizing Committee Event Director (LOC ED).
2. The written complaint must be provided to the WL Competition Director or WL Director of Events within 4 hours of the incident (electronic submission is acceptable) and must include full detail of the complaint.
3. Complaints may be submitted by the Officiating Chair / Referee-in-Chief / Head TD, LOC ED and Head of a Competing Team (usually General Manager or Head Coach).
4. The WL Director of Events or LOC Event Director will decide whether the complaint can be dealt with immediately and requires a Disciplinary Panel to be convened to consider.
5. Disciplinary Panel procedural matters are outlined at Appendix A
6. Sanctions which can be considered are as follows:
  - a. No further action (game expulsion deemed sufficient)
  - b. Banned from next game
  - c. More extensive ban (number of games)
  - d. Expelled from the entire event
  - e. Fine
7. A listing of possible offences is shown at Appendix B noting this is not exhaustive and others, as occurring may be considered by the Disciplinary Committee.
8. Results of any Panel meeting will be advised to all parties as soon as possible after the meeting.

## **Appeals Process**

The Appeals Process for at event offences will be as detailed below:

1. An appeal must be made within four (4) hours of receiving the panel result from the disciplinary hearing. A fee of \$100 must be paid in order to lodge an appeal.
2. The appeal must be lodged with a member of the WL Board who was not on the disciplinary panel.
3. The LOC must provide a room for the tribunal where the matter can be discussed in confidence.
4. An appeals tribunal of three persons, including the WL President shall be convened. No other member of the appeals tribunal shall be allowed to hold any office on the WL Board or any of its subcommittees. The Deputy for the President shall be the WL Vice-President.
5. A legal counsel may act as a consultant to the Appeals Tribunal.
6. The meeting will follow the steps set out in the WL constitution under Appeals Tribunal 2) Proceedings before Appeals Tribunal
7. Decisions of the Appeals Tribunal will be binding and final.

## **EXCLUSIONS**

Complaints against spectators should be managed through the LOC and Event Venue as per event safety procedures.

## **APPENDIX A – DISCIPLINARY PANEL PROCEDURES**

The Disciplinary Panel shall follow the below procedure for the review of every written complaint:

- The Panel shall appoint one of its members to record the proceedings. The Panel shall appoint its Chair.
- The written report of the complaint shall be read. Other relevant information may be requested.

- Complainant or their representative may speak for up to 5 minutes
- Accused party or their representative may speak for up to 5 minutes
- Witnesses may be called by either party or the Panel and may speak for up to 3 minutes. Game Officials may speak for up to 5 minutes.
- Note: If either party is a minor (generally U18) they must be accompanied by an adult.
- Panel members may question all parties
- The Panel decision may be made on a majority basis, in the event of an even number present and a split position the Chair of the Committee shall have a casting vote.

## **APPENDIX B – POSSIBLE OFFENCES**

This list is not exhaustive and other offences may be considered:

- Harassment or Discriminatory behavior which offends, humiliates, or intimidates, on the basis, but not limited to sex, race, age, gender, sexual orientation, disability, and others
- Damage to public or personal property
- Threatening and or violent behavior, including spitting at players, team staff, Officials etc.
- Attempting or inflicting physical injuries to any person
- Obscene language and or gestures
- Verbal abuse
- Drunken behavior in public places
- Inappropriate behavior under the influence of drugs
- Anti-Social behavior (homophobia, racism etc.)
- Inappropriate use of social media
- Bringing the game into disrepute.

## Appendix 21: Event Betting and Gambling Policy

Event Policy: Betting and Gambling Policy	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Fiona Clark, Competition Director
<b>Date</b>	July 24, 2020
<b>Amendments</b>	
<b>Date and Amend</b>	

### POLICY DESCRIPTION

This policy details the penalties to be incurred should any person involved in world event competition, bet on any game in that competition or event. This policy is to be read in conjunction with the World Lacrosse Betting Integrity Policy

### POLICY IMPLEMENTATION

Persons involved in the context of application of this Policy mean any member of below listed persons including:

- a) All registered playing members of the team
- b) All registered members of the Team Staff party
- c) All Technical Officials for any, and all event games, whether associated with a team or not, including all those both on and off the Field of Play (i.e., referees, umpires, bench officials and officiating leadership).

Any person directly associated with a competing team (a and b above) who does not comply with this restriction (and who has been confirmed as undertaking inappropriate betting) will be immediately removed from the event. Failure of the relevant Team Management to comply with this penalty may result in possible default of all team games until compliance is accepted and achieved.

All persons not directly associated with a competing team (c above), will be required to vacate their positions with immediate effect if found to have violated the betting restriction as set out above.

In addition to the exclusion from the event, for all persons who have been found to have violated the betting restriction an additional suspension may be imposed usually for a minimum of one complete event cycle. This is normally approximately four years, up to and including next like event and also including all other WL events of any nature within that time frame.

### EXCLUSION

The WL Board reserve the right to impose longer penalties as appropriate, including, if considered necessary, a lifetime ban for the person in question. WL shall consider whether other additional measures, as

appropriate, need to be taken, to restore a fair balance to the event, to ensure that no team is unfairly disadvantaged by the specific actions, relating to the betting activity, of others.

These decisions will be made at the discretion of the World Lacrosse Board.

## Appendix 22: Event Damages Policy

Event Policy: Event Damages Policy	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Fiona Clark, Competition Director Lindsay Impett, Director of Events
<b>Date</b>	July 22, 2020
<b>Amendments</b>	
<b>Date and Amend</b>	

### POLICY DESCRIPTION

This policy details the procedures to be undertaken if a team’s accommodation, or any location wherein a team is involved, is damaged during an event.

### POLICY IMPLEMENTATION

It is important that attendees respect the facilities in which the event is being held. However, WL is aware that accidental damage to facilities and equipment may occur.

It is the team’s responsibility to ensure there is no damage to their team accommodation, or any other location involving the team. Should this occur however, it is the NGB of the offending team’s responsibility to pay for any damages that they cause.

It is the responsibility of the LOC/relevant others, to report any damage to the World Lacrosse Director of Events as soon as the damage is notified to the LOC with photographic evidence provided. This photographic evidence should be shared with the team alleged to have caused the damage as soon as possible and no later than two (2) weeks after the alleged damage is due to have taken place.

It is the responsibility of World Lacrosse Director of Events to undertake an investigation of the reported damage, through a consultative process with both the LOC and the alleged offending team’s NGB.

The World Lacrosse Director of Events will provide a report to the World Lacrosse Board who shall make an informed decision on the damages, and costs incurred by the LOC, by no later than four (4) weeks after the investigation report has been concluded.

Pending the outcome of the investigation a ‘findings report’ and any incurred damage costs shall be notified to the offending member NGB.

An invoice shall be issued for the damages. Any NGB not making payment by the stipulated deadline may not be permitted to participate in any subsequent world event until the debt is cleared, or an agreed payment plan is in place as per the World Lacrosse Debt Policy. This decision will be made at the discretion of World Lacrosse.

## **EXCLUSION**

World Lacrosse shall not be responsible for taking on this debt if not paid by the NGB.



## Appendix 23: Regional Qualifying Process for World Championship Events

### 1. Starting Point

At the 2018 FIL GA it was agreed that the top 10 Full Member Nations would Pre-Qualify (PQ) based on the results of immediate prior event (unless the Host was not one of the top 10 in which case it would be top 9 plus Host).

### 2. Host Nation

It was agreed that the Host Nation of the next event must be included in the pre-qualified 10 nations even if they did not finish in the top 10.

### 3. Number of Nations to participate

It was agreed that there would be a maximum of 30 Member Nations to participate in World Championships, and there must be a minimum of 1 Member from each Continental Federation (CF).

### 4. Qualifying Regional Continental Federation (CF) Event

It was agreed that since the top 10 Nations are pre-qualified, they will not need to participate in a qualifying CF event, but this does not preclude them from playing in that CF event.

### 5. World Lacrosse Membership

It was agreed that to participate in a WL World Championship Members must be in WL Membership no later than two (2) years prior to the World Event.

### 6. Continental Federation Membership

It was agreed that whilst each CF will determine its own rules for participation in a qualifying event, it is most likely that WL recognized nations will also have to be in membership of that CF by a date stated by the CF.

### 7. Continental Federation Active Lacrosse Program for World Events

It was agreed that to participate in a qualifying event the Member must have an active lacrosse program in place in that nation for that Championship recognized by WL. Members without the relevant program shall be excluded from the CF's allocation for this world event.

### 8. Continental Federation Allocations for Qualifying Events

At the 2018 GA it was agreed that the following formula be used for the allocation of number of nations from each CF to qualify for a WL World Championship. There must be a minimum of one (1) Member from each Continental Federation.

## 9. Calculation Formula for Continental Federations

<p>TOTAL ALLOCATION FOR A CF FOR A 30-TEAM EVENT          Number of Nations in a CF (with that Lacrosse program)          DIVIDED BY          Total number of all WL Members (with that Lacrosse program)          MULTIPLIED BY          The number of teams allowed in that WL event</p>
--

## 10. Qualification Allocation

The number of pre-qualified teams (3<sup>rd</sup> column) is subtracted from the CF allocation after applying formula (5<sup>th</sup> column) leaving the number of total entries available via CF qualifying event with PQ's subtracted (6<sup>th</sup> column).

The below table is provided as an example of the document that WL will use to calculate the number of available qualification spots per CF.

CONTINENTAL FEDERATION	NUMBER OF WL NATIONS IN A CF WITH ACTIVE DISCIPLINE PROGRAM FOR CHAMPIONSHIP	NUMBER OF TEAMS FROM EACH CF WHICH HAVE PRE-QUALIFIED	APPLIED CALCULATION FORMULA	CF ALLOCATION AFTER APPLYING FORMULA	TOTAL ENTRIES AVAILABLE VIA CF QUALIFYING EVENT WITH PRE-QUALIFIED SUBTRACTED
AAL					
APLU					
ELF					
PALA					
<b>TOTALS</b>					

## 11. WL Nations within CF's with the Relevant Domestic Field Program for Championship

The following table depicts those nations within a CF, with the relevant domestic field program for the Championship discipline.

The below table is provided as an example, as used for the qualification for the 2022 WL Men's World Championship, of the document that WL will use to notify members of the number of nations within a CF, with the relevant domestic program for the Championship discipline per CF.

AAL (3)	APLU (12)	ELF (32)		PALA (14)
Ghana	Australia (PQ)	Austria	Belgium	Argentina
Kenya	China	Bulgaria	Croatia	Bermuda
Uganda	Chinese Taipei	Czech Republic	Denmark	Canada (PQ)
	Hong Kong	England (PQ)	Estonia	Chile
	Japan (PQ)	Finland	France	Colombia
	Malaysia	Germany (PQ)	Hungary	Costa Rica
	New Zealand	Ireland (PQ)	Israel (PQ)	Ecuador
	Philippines	Italy	Latvia	Haiti

	Qatar	Luxembourg	Netherlands	Iroquois Nation (PQ)
	Republic of Korea	Norway	Poland	Jamaica
	Singapore	Portugal	Russian Federation	Mexico
	Thailand	Scotland (PQ)	Serbia	Peru
		Slovakia	Slovenia	Puerto Rico
		Spain	Sweden	USA (PQ)
		Switzerland	Turkey	
		Ukraine	Wales	

## Appendix 24: WL Eligibility Criteria

This is attached as a separate document due to size.

## Appendix 25: Team Uniform Policy

Event Policy: Team Uniform Policy	
<b>Lead Program Area</b>	Competition
<b>Author</b>	Fiona Clark, Competition Director Lindsay Impett, Director of Events
<b>Date</b>	16 June, 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

### POLICY DESCRIPTION

This policy details the athlete uniform regulations for all World Lacrosse World Championship Events. Professional physical appearance and the presentation of athletes and support staff participating in events is an important part of the professional appearance and successful promotion of the game. Personal Protective Equipment, which is fundamental to the safety of the game, is covered in the relevant discipline Rule Book.

This policy should be read in conjunction with the relevant discipline Rule Book and where this policy differs from the Rule Book in relation to a specific discipline the Rule Book takes precedence.

### POLICY IMPLEMENTATION

Player Uniforms identify team nationality, player number and provide opportunities for commercial advertising as well as incorporating the WL Event Patch. The following regulations and/or guidelines depict what is permissible in terms of uniforms for competing teams.

#### 1. General

All visible garments worn on the field are part of the team uniform. All visible garments worn under the kilt or shorts must be the same predominant color as the kilt/shorts or be one solid dark color.

All visible undergarments worn under the uniform shirt must be the same predominant color as the uniform shirt. All players wearing visible undergarments must be dressed in the same solid color. This ruling does not apply to medical sleeves.

#### 2. Team Colors

Participating teams must have two (2) sets of shirts - one light and one dark which must display the WL event patch for the Championship (see below). Designs, logos or other colors on the uniform must not in any way interfere with the primary color of the shirt.

With the exception of the goalkeeper, all team members must be dressed uniformly. The goalkeeper's shirt must be the same color as the team's top and must be worn over their chest and any shoulder/ arm pads. The bottom of the uniform must be the same predominant color of the team's kilt or shorts or be a solid dark color.

### **3. Numbers**

Each player is required to wear a shirt with a contrasting number centred on the front and the back. Numbers must be in solid font. Each player's uniform shirt must be numbered identically on the front and back and no duplicate numbers shall be permitted on the same team. Numbers on shirts should be clearly contrasting with the main shirt color to ensure athletes can be identified during the game. If a team wears a patterned shirt, the numbers must be superimposed on a solid, clearly contrasting color block background.

For Men's Disciplines - The number on the front of the shirt shall be at least 8 inches (20.3cm) high, and the number on the back shall be at least 10 inches (25.4cm) high.

For Women's Disciplines - Numbers must be a solid block font. Numbers on the center front of the shirt must be at least 15cm tall, and numbers on the center back of the shirt must be at least 20cm tall.

For WL Tournaments, numbers 1 to 98 only are permitted on team shirts. See section 8 re: replacement uniforms.

### **4. Notification of Colors and Numbers**

Team uniform colors and numbers shall be advised to the LOC in advance of the Championship (to be provided by three (3) months prior to the event) and include player's names and shirt number. The LOC will also request numbering and general biographical details for inclusion in the souvenir program.

Shirt numbers may not be changed beyond this date except for player replacement.

Names i.e. Players names, or abbreviated names where appropriate, may be shown on shirts but these must not interfere with or obscure the number on the shirt.

The LOC Competition Manager shall specify to the Team Manager the color of the shirt (light or dark) to be worn by their field players and goalkeepers for each match on the day preceding the match. The team designated as the 'home' team in a match generally plays in light shirts and the team designated 'away' plays in dark shirts.

### **5. Constraints on Advertising**

The following constraints apply in respect of advertising on uniforms.

- No tobacco / cigarette advertising.
- Nothing overtly sexual / religious / political etc.
- Nothing that would offend the spectators or indeed other teams, event sponsors etc. (accepting on the latter point there may be some degree of competition e.g. Visa with one team and MasterCard with another etc.)
- No advertising is permitted that is considered by WL to be detrimental to the positive image of the game.
- Additionally, in Under 19 events no alcohol related advertising.

A maximum of four sponsor logos may be displayed on the body or playing uniform. None of which may exceed 40cmsq. A suitable ratio of sponsors and team national color exposure must be utilized. Team uniform layouts will be provided to WL for approval at least three months prior to the event. WL reserve the right to require a change to the uniform if the above constraints are not met.

The above also applies to any equipment that will be used in or around the Field of Play and therefore may be within line of sight of a broadcast camera.

## **6. WL Event Detail**

The display of the WL logo on players' uniform is compulsory and is to be located for men on either upper arm, or either side of the upper chest, and for women, on the right or left thigh of the skirt/shorts.

The patch shall depict the World Lacrosse logo, the event title, and the event location. The World Lacrosse Brand Style Guide shall be available on the WL website and a file, created in Adobe Illustrator (vector art), shall be supplied to each participating Member no later than 12 months prior to the competition. A WL electronic logo will be provided for download to each Member's team contact 12 months in advance of the event and minimum size of patch will be advised at this time.

## **7. WL Approval**

Notification of WL World Championships Player uniform designs (light and dark) must be provided to the WL Director of Events at least three (3) months prior to the event. A picture or photograph is the required method of approval.

WL reserve the right to require a change to the uniform if the uniform regulations listed in this policy are not met.

Teams are required to bring examples of both color uniforms to the first Team Managers meeting for approval. If a shirt is non-compliant that country will have to play in bibs to take part in their first match at their own cost.

## **8. Replacement Uniforms**

Each set of uniforms must include at least two spare sets (light/dark shirt and shorts/kilt), for use as a replacement for any blood soiled uniform. The spare uniform should carry the number 99.

## **9. Arm Bands**

The designated team captain may choose to wear a distinctive armband.

Any team wishing to wear black arm bands for a specific match must obtain the approval of the WL Competition Director prior to the match. Applications must be made in writing (e.g. by email) at least six (6) hours before the start of the match in question. In exceptional circumstances, and at the absolute discretion of the WL Competition Director, this notice period may be reduced. The wearing of black arm bands will be limited to indicating a mark of respect for the death of a significant international figure or a significant public figure of the team requesting approval. Where it is agreed that black armbands may be worn, it will be appropriate to observe a minute's silence as a mark of respect of the person concerned prior to the commencement of the match. The opposing team and technical team must be notified once approval is granted.

## **10. Penalties**

Any breach of this policy will be considered a breach of the manual and athlete code of conduct. WL therefore reserve the right to treat any breaches of the uniform policy in line with the WL Disciplinary and Appeals Policy. This includes fines and penalties as deemed appropriate in relation to the breach.

## **EXCLUSIONS**

Uniform regulations for events that are not owned by World Lacrosse are the responsibility of the event host.



## Appendix 26: Ball Person Protocols

Event Policy: Ball Persons Roles and Responsibilities	
<b>Lead Program Area</b>	Sport Competition
<b>Author</b>	Fiona Clark, WL Competition Director
<b>Date</b>	September 1, 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

### POLICY DESCRIPTION

This policy provides detail on the roles and responsibilities of ball persons including selection, pre-match training, uniform and equipment, placement, technique and match time requirements.

### POLICY IMPLEMENTATION

#### 1. Selection of Ball Persons

Host organization to decide format for selection of ball persons to cover all matches. There may be an evaluation process to select the appointments for the final matches.

Ball persons must be a minimum of 10 years of age and have a designated responsible adult in attendance. LOC representatives responsible for managing Ball Persons must have passes appropriate background checks. For more information see WL Safeguarding Policy.

#### 2. Pre-match Training

The LOC is responsible for instructing the ball persons and arranging a training session for all ball persons to convey the importance of their jobs and the proper techniques. Ideally the training should be completed prior to the World Event, but the training may also be ongoing during the event as required.

Ball persons must be taught how to determine the proper speed and trajectory of the ball being rolled in as a replacement.

For safety reasons, ball persons shall not be placed behind or near the goal in a position that they might be in line with a shot on goal.

### **3. Communication to Parents**

It is vital that the parents know the importance of:

- 1) their child having the correct uniform for the games and
- 2) ensuring that their child always arrives on time for their duties.

The LOC must ensure that a contact is provided for the parent/guardian should a child be unable to perform their duties.

### **4. Uniform & Equipment**

The organizing, purchase, and provision of the uniforms, are the responsibility of the LOC. The only exception to this is if World Lacrosse advises of a sponsor for the ball person uniforms, whereby World Lacrosse will provide the uniforms.

Each ball person should be provided with the same identifying top. Suggest a T-shirt or bib of distinguishing color (different from all participating teams' uniform colors).

For men's games it is mandatory that each ball person wear a helmet. Other appropriate protective equipment should be worn as required, e.g. gloves and, where appropriate, boxes/cups.

### **5. Placement of Ball persons**

Recommended number of ball persons per match is eight – two per each side of the field.

For safety reasons, ball persons shall not be placed behind or near the goal in a position that they might be in line with a shot on goal.

It should be indicated to ball persons where they are to stand in relation to Bench Area on the side lines, and in relation to goals.

All ball persons must stand outside the boundary.

### **6. Technique for Ball Replacement**

When a ball goes out of play in a ball person's area of responsibility, a new ball must first be dropped or rolled in direction of and/or directly to the player who is nearest to where the ball crossed outside the dotted boundary guideline. The old ball must then be chased and retrieved.

Ball persons on either side of the person who is retrieving a ball should be ready to assist and supply a new ball should one be needed before the ball person retrieving a ball returns to their position.

### **7. Match Time Requirements**

Ball persons must report to the Score Table 20 minutes before the scheduled time of commencement of the game.

## Appendix 27: TSR/Table Official Equipment List

Event Information: Table Officials' Equipment List	
<b>Lead Program Area</b>	Sport Competition
<b>Author</b>	Fiona Clark, WL Competition Director
<b>Date</b>	September 1, 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

### Equipment Needed for Table Officials

- Visible Electric scoreboard with time and score
- Elevated score tables (2-6' tables minimum – seat a minimum of 4 staff without announcer or field marshal) with 6 chairs– score table staff must be able to see above the players standing in the box when seated at the table
- 2- Stop watches for back up timer and penalty times
- Benches for both teams on score table side of the field
- Horn (preferable a part of the electric scoreboard) – if not a manual horn with extra batteries or cans
- Scorebook – Provided by WL
- 8 cones (2-12" high) - 4 to mark the substitution areas 4 to mark the corners of the field
- Balls (as per ball spec in manual)
- Goals (as per Rule book)
- Miscellaneous items: pencils, pens, permanent marker, tape, plastic bags in case of rain
- Wireless internet capability
- Printer to print stats at halftime and after game for teams
- National anthems for each country participating and electronic device to play the anthems before each game
- Minimum of 1 lap top computer for statistics.

### Miscellaneous items

- 2 spiral notebooks per field
- 2 – 3 ring binders per field (1 very large for all game on that field and one smaller one for daily use – compile them into the big one at night) and dividers
- 3 ring hole punch
- Staplers and staples, Scissors, scotch tape, duct tape
- 2-3 clip boards per field
- Binder clips, paper clips, large rubber bands (put around clipboards when windy)
- Highlighters (multiple colors)

- Whiteout or labels that can be stuck over mistakes, glue stick
- Paper for printer at each field, office and dorm (night work)
- Radios – as per spec in manual
- Clear plastic binder sheets – to put papers in notebooks and in case of rain -usually get box of 50
- Zip lock baggies – gallon size and the even bigger size that will hold a clipboard for rain 6 per field
- 4 programs per table
- Forms to give to Announcer: Player of the Match and Presenter  
Team Rosters with starters and captain marked
- Rectangular plastic waterproof box for each field to carry equipment back and forth to office/rooms each night to prepare for the next day and to keep small supplies in.

## Appendix 28: Technical Delegate, Timer and Scorer Job Descriptions

Technical Delegate, Timer and Scorer JD	
Lead Program Area	Competition
Author	Lindsay Impett
Date	July 24, 2020
Amendments <i>(Delete as appropriate)</i>	
Date and Amend	

### OVERVIEW

This paper documents provides role descriptions for the Technical Delegate, Scorers and Timers in the Women’s game as previously detailed in the World Lacrosse Women’s World Event By-Laws document.

### TECHNICAL DELEGATES (WOMEN’S GAME ONLY)

Technical delegates will be appointed by the Officiating Committee and will be responsible for:

- Keeping the pre-game schedule on time.
- Technical Delegates will be present at the field, 35 minutes prior to the game time.
- If an obvious error by the timer has occurred because of the failure to start or stop the game clock at the proper moment, the error may be corrected only when the umpire(s) has definite information relative to the time involved.
- Liaising with grounds personnel, game umpires, and teams’ coaches if there is any dispute as to the condition of the grounds.
- Monitoring the number of people in the team bench areas. The home bench and coaching box will be on the scorer’s right.
- Supervision of extra crosses at the technical table and any illegal Crosse ejected from the game at technical table.
- Act as the liaison between coaches and officials concerning interpretation of rules and emphasis on rules which need to be addressed.
- The schedule for the Technical Delegates will be drawn up by the Sub-Committee Officiating Chair in concert with Officiating Leadership team
- Be provided with (or shall wear) a uniform.

## TIMERS

Timers are Bench Officials appointed by the LOC who are responsible for:

- Timing the 35-minute count down prior to game
- Timing of the game time including any overtime if necessary
- Showing the red flag when 30 seconds remain in each quarter only if there is no visible clock on the field.
- Timing 10 minutes half time and notifying umpires when 8 minutes has elapsed.
- Timing injury Time outs: Field Player – 2 minutes maximum and Goalkeeper – 5 minutes maximum
- Timing Team Time outs (requested by either team after a goal)
  - 90 seconds – sound horn when 30 seconds remain and when time is up
- Starting/restarting clock with umpire's whistle and arm signal when applicable.
- Stopping clock on umpire's whistle and arm signal, whenever umpire signals "time-out" (for injury, cards, team time-outs, etc.) and within the last 30 second of each quarter on every whistle.

## SCORERS

Scorers are Bench Officials appointed by the LOC who:

- Receive team rosters with starting line-ups 20 minutes before game time and note the number of the speaking captain on the scoresheet for each team
- Record goals and assists scored – name and number of scorer and assist and time of goal
- Record all warnings and suspensions – name and number of player, time, foul and color of warning card
- Inform player and coach at what time on the clock the player or substitute may enter the game
- Inform the Technical Delegate (TD) and 4<sup>th</sup>(table) official of any illegal substitution immediately
- Inform TD when lapsed playing time for a suspension is complete
  - Personal foul (yellow card) – 2-minute suspension; no substitute
  - Personal Foul (yellow/red or red card) – 5 min for yellow/red and 10 minutes for a straight red; no substitute.

## **Appendix 29: Medical Host Document**

This is attached as a separate document due to size.

## **Appendix 30a: Concussion Protocol**

This is attached as a separate document due to size.

## **Appendix 30b: Concussion Form**

Included in Concussion Protocol Information

## Appendix 31: WL Pregnancy Guidelines

Event Policy: Pregnancy Policy	
<b>Lead Program Area</b>	Medical
<b>Author</b>	Dr Karen Sutton MD (CMO)
<b>Date</b>	October 2020
<b>Amendments</b> <i>(Delete as appropriate)</i>	
<b>Date and Amend</b>	

More than ever before, female athletes are continuing to participate in sport while pregnant. In fact, regular exercise is recommended during pregnancy and has been shown to decrease some pregnancy related complications such as gestational diabetes, gestational hypertensive disorders, and caesarean delivery. However, some modification to exercise and participation may be necessary because of normal anatomic changes and fetal requirements. These below guidelines have been developed by the World Lacrosse to guide its athletes and coaches as they navigate participation in lacrosse at an international level while pregnant. This guidance applies not only players but also officials, coaches, and other team members.

World Lacrosse is committed to providing a safe and enjoyable environment for all its members, including those who are pregnant.

Despite the known benefits to exercise in pregnancy, special attention is required for pregnant lacrosse athletes given the physical demands of this high dynamic contact and collision sport especially at an international level. Lacrosse involves a degree of contact which may carry a risk of accidental trauma or injury to the participant and her unborn child.

While the decision as to whether or not to participate rests solely with the relevant participant:

- (a) the participant's own health and the health of the unborn child are of paramount importance;
- (b) World Lacrosse strongly recommends that the participant consults with their own appropriately qualified medical practitioner (obstetrician, family practice physician or midwife) to inform them, on a voluntary basis, of their pregnancy and to seek individual and specific professional medical advice before participating in lacrosse (both during and following pregnancy), in particular regarding the risks of such participation; (ii) follows the medical advice received; and (iii) attends regular prenatal and postnatal care with their medical practitioner



- (c) the participant will be responsible for ensuring that they have appropriate medical insurance cover for participating in lacrosse during and following pregnancy (it may be possible to obtain such cover through their national association); and
- (d) by participating when pregnant, the participant will be deemed to have consented to any risks (including any risk of injury to the participant and/or the unborn child) that may arise from such participation. Aside from liability for death or personal injury resulting from negligence, the participant will also be deemed to have waived any and all claims, causes and rights of action against World Lacrosse, national associations, event organizers, players and officials, whether at law or in equity, of whatever nature and in any jurisdiction or forum, that she may have as a result of such participation.

#### Member Countries should:

- (a) use reasonable endeavors to ensure that the playing environment is safe for all participants, including those who are pregnant;
- (b) develop protocols for communicating with players and other persons regarding participating in lacrosse during pregnancy, including providing players with the opportunity to voluntarily advise of their pregnancy;
- (c) be aware of relevant anti-discrimination legislation and its application to lacrosse; and
- (d) ensure that their insurance (including public liability and player injury insurance) is up-to-date and provides adequate coverage.

#### Coaches should:

- (a) be aware of these guidelines and of the possible risks of participating in lacrosse when pregnant;
- (b) take reasonable steps to ensure that players are aware of these guidelines and of the possible risks of participating in lacrosse when pregnant; and
- (c) respect and support the player's right to make her own informed decisions in relation to her participation or non-participation in lacrosse when pregnant as guided by the players medical professional.

#### Team medical personnel should:

- (a) be aware of these guidelines and of the current medical advice in relation to exercise during pregnancy;
- (b) develop protocols for communicating with players regarding participating in lacrosse during pregnancy;
- (c) create an environment where players are comfortable in voluntarily informing them of their pregnancy;
- (d) take reasonable steps to ensure that players are aware of these guidelines and of the possible risks of participating in lacrosse when pregnant;

- (e) strongly recommend to pregnant players that they have regular medical check-ups and follow medical advice given by the specialized medical provider; and
- (f) respect and support the player's right to make her own informed decisions in relation to her participation or non-participation in lacrosse when pregnant as guided by the players medical professional.

Match Officials should:

- (a) be aware of these guidelines, which also apply to them;
- (b) prioritize the safety and welfare of all participants during the match;
- (c) apply the rules of lacrosse accurately, consistently and fairly to all participants;
- (d) ensure the match is played under safe conditions; and
- (e) stop play at any time in the event of an emergency.

## Appendix 32: Heat Safe Protocol

Event Policy: Heat Safety Policy	
Lead Program Area	Medical
Author	Dr Karen Sutton MD (CMO)
Date	Jan 2020
Amendments <i>(Delete as appropriate)</i>	
Date and Amend	

### HEAT/HYDRATION POLICY

Water breaks of no longer than 1:30 minute/90 seconds in length and with 30 seconds remaining, teams must break to take the field. Water breaks will be incorporated into each game if, in the opinion of attending medical personnel, they become necessary.

The water break will be taken after a goal is scored, or on a dead ball outside the 15m Advantage Flag area.

1. NO SHADE RULE *(if no shade is available)*:
  - a. All players on the field must remain on the field until the end of the water break. They may come to the side of the field to get drinks. Bench staff and players may step on the field to support the water break. Coaching is allowed.
  - b. Substitution:
    - i. After a goal, a substitute must enter the game at the end of the water break through the substitution area.
    - ii. On a dead ball outside the 15m Advantage Flag area, no substitution is allowed.
2. SHADE RULE *(if shade is available)*:
  - a. All players on the field may come to the bench for shade for the duration of the water break. Coaching is allowed.
  - b. Substitution:
    - i. After a goal, a substitute must enter the game at the end of the water break through the substitution area.
    - ii. On a dead ball outside the 15m Advantage Flag area, no substitution is allowed.

### World Lacrosse Water Break Procedures

Fifteen (15) minutes before each match begins, personnel\* from the host country will determine if water breaks are necessary and inform the Technical Delegate in charge of the match. Team coaches will be informed prior to the start of the game. If water breaks are necessary, they will occur throughout the game. Water breaks may also be implemented at half time.

### **LEVEL 1 Wet Bulb Globe Thermometer (WBGT) <82F/27.8C**

- No specific action needed. Encourage hydration before, during and after activity.
- Encourage shade before and after activity, and during rest breaks when possible. Do not utilize inside areas that are not air conditioned as they could be stifling due to lack of air flow.
- Encourage removal of helmet protective equipment (e.g., men's lacrosse, and goal keeper of women's lacrosse) whenever possible during breaks.
- Risk of exertional heat illnesses is not absent in these conditions but are reduced compared to more extreme environmental conditions.

### **LEVEL 2 WBGT 82-90F / 27.8-32.2C**

1. Water break, 90 seconds in length, coaching is allowed, at approximately 7 minutes into each quarter of regulation play after a goal is scored, or on a dead ball outside the 15m Advantage Flag area.
2. Increase half time to 15 minutes (in shade or air conditioning). If both teams agree, half time can remain at 10 minutes (subject to change by Event Medical Officer and/or World Lacrosse Chief Medical Officer).
3. For overtime, a 2-minute water break will commence after the coin toss and umpire/captain meeting. (Going to update rule book on this)

Strongly encourage shade before and after activity, and during rest breaks when possible. Do not utilize inside areas that are not air conditioned as they could be stifling due to lack of air flow.

Closely monitor for signs and symptoms of exertional heat illness in players and officials.

Prepare whole-body cold-water immersion tub (or alternative body cooling method that allows for similar cooling rate) on site to ensure adequate body cooling prior to transporting the patient to hospital.

Encourage removal of helmet protective equipment (e.g., men's lacrosse, and goalkeeper of women's lacrosse) whenever possible during breaks.

Encourage usage of wet-ice towel (or alternative body cooling method that allows for similar cooling rate) during breaks to prevent excess exercise induced hyperthermia.

Monitor temperature to be sure it does not climb to Level 3.

### **LEVEL 3 WBGT >90F / 32.2C**

Strongly consider delaying or cancel completion of the game.

If activity must occur, the following should be implemented.

1. Increase quarter breaks to 7 minutes, including break before overtime.
2. Increase half time break to 15 minutes.
3. Institute two water breaks per quarter that will happen 1) after 5 minutes 2) after 10 minutes, both 90 seconds long
4. Closely monitor for signs and symptoms of exertional heat illness in players and officials.

Prepare whole-body cold water immersion tub (or alternative body cooling method that allows for similar cooling rate) on site to ensure adequate body cooling prior to transporting the patient to hospital.

Encourage removal of helmet protective equipment (e.g., men's lacrosse, and goal keeper of women's lacrosse) whenever possible during breaks.

Encourage usage of wet-ice towel (or alternative body cooling method that allows for similar cooling rate) during breaks to prevent excess exercise induced hyperthermia.

**\*Personnel:** For each world event, it is the LOC's responsibility to identify a person/s who will be responsible for instituting water breaks in accordance to the above criteria when temperature and/or humidity levels are deemed dangerous to the health of the athletes. When necessary, water breaks will be discussed at the Team Managers meeting prior to a World Lacrosse Event and have oversight by the Chief Medical Officer and/or Event Medical Officer.

## Appendix 33: Sexual Abuse Position Statement

### Position Statement

#### **Sexual Abuse/Harassment: Creating a Safe Environment for Competitive Athletes**

Competitive athletes dedicate their time, resources, and wellbeing to sport. The hierarchical structure in which they train and compete makes them vulnerable to abuse. Sexual harassment and abuse are violations of human rights that damage individuals and organizations [1]. These behaviors also violate federal law, state law, and guiding instructions from multiple organizations. Athletes are entitled to train, compete and receive medical care in an environment that is free from sexual harassment and abuse. The medical team is often the first line of care for an athlete suffering physical, mental, or emotional stress. Recent notorious cases of sexual abuse by sports medicine physicians are egregious examples of the ultimate breach in trust between an athlete and the team physician. Sports medicine physicians should be responsible for identifying and preventing sexual harassment and abuse and for promoting and maintaining a culture of dignity, respect and safety within the sport community and in the training room.

**Purpose: To create a culture of responsiveness and to foster a safe environment in which athletes may thrive, The Forum recommends the following principles, to be adopted as a standard for sports medicine providers.**

1. The sports medicine practitioner should recognize potential sexual abuse/harassment and provide an immediate and appropriate response.
2. The athletic training room should provide a safe haven for athletes, where discriminatory behavior and sexual abuse/harassment are not tolerated and where athlete confidentiality is respected.
3. A policy for reporting suspected or alleged sexual abuse/harassment should be clearly posted in every athletic training room. This policy must include the reporting of suspected or alleged criminal behavior to a law enforcement agency and provisions to protect athlete safety and confidentiality.
4. Annual education should be mandated for all parties involved in athlete management, including medical personnel, coaches, administrators and other athletes. Education should include recognition of sexual abuse/harassment, Title IX obligations and reporting procedures as well as repercussions for failure to report [2]. This training may be included with existing programs for cultural competency, discrimination, and other programs but must be specific to the athlete.

***The Forum calls upon its related sports medicine professional organizations to work together to develop a consensus statement and action plan protecting the competitive athlete from sexual harassment and abuse.***

#### **References**

1. IPC Handbook, May 2008, IPC Position Statement on Sexual Harassment and Abuse in Sport, Section 2, Chapter 4.2
2. The Spectrum of Hazing and Peer Sexual Abuse in Sports: A Current Perspective, Aaron S. Jeckell, Elizabeth A. Copenhaver, Alex B. Diamond, 9/7/18, <https://doi.org/10.1177/1941738118797322>

# Appendix 34: Injury Report Form - Example



## World Lacrosse Injury Report Form

Date \_\_\_\_\_

Event \_\_\_\_\_

Game Time \_\_\_\_\_ Temperature \_\_\_\_\_ ATC Initials \_\_\_\_\_

### Player information

Age: \_\_\_\_\_ Age Group: \_\_\_\_\_ Team: \_\_\_\_\_

<b>Gender</b>
<input type="checkbox"/> Male
<input type="checkbox"/> Female

<b>Player Position</b>
<input type="checkbox"/> Attack
<input type="checkbox"/> Defense
<input type="checkbox"/> Midfield
<input type="checkbox"/> Goalie

### Injury Event Information

<b>Game Segment</b>
<input type="checkbox"/> 1st Quarter
<input type="checkbox"/> 2nd Quarter
<input type="checkbox"/> 3rd Quarter
<input type="checkbox"/> 4th Quarter
<input type="checkbox"/> 1st half
<input type="checkbox"/> 2nd half
<input type="checkbox"/> Pre-game

<b>Game Play at time of injury</b>
<input type="checkbox"/> Loose ball
<input type="checkbox"/> Settled play
<input type="checkbox"/> Face off/Draw
<input type="checkbox"/> Shot on Goal
<input type="checkbox"/> Other
<input type="checkbox"/> Unknown

<b>Location on field where injury occurred</b>
<input type="checkbox"/> Attack area
<input type="checkbox"/> Outside goal area
<input type="checkbox"/> Inside Crease/goal area
<input type="checkbox"/> Middle third of field
<input type="checkbox"/> Unknown

<b>Ground Condition</b>
<input type="checkbox"/> Dry
<input type="checkbox"/> Wet
<b>Surface</b>
<input type="checkbox"/> Grass
<input type="checkbox"/> Turf

**Mechanism of Injury:**  No Contact     Contact (if selected complete #1 & 2 below)

#### 1. Source of contact (select all that apply)

<input type="checkbox"/> Contact with other player's body
<input type="checkbox"/> Head
<input type="checkbox"/> Shoulder
<input type="checkbox"/> Arm
<input type="checkbox"/> Leg
<input type="checkbox"/> Other _____
<input type="checkbox"/> Unknown
<input type="checkbox"/> Contact with BALL
<input type="checkbox"/> Contact with STICK
<input type="checkbox"/> Contact with GROUND
<input type="checkbox"/> Contact with other _____

#### 2. Intentional or unintentional contact

<input type="checkbox"/> Intentional Contact
<input type="checkbox"/> Body check
<input type="checkbox"/> Stick check
<input type="checkbox"/> Push
<input type="checkbox"/> Other _____
<input type="checkbox"/> Non-intentional Contact
<input type="checkbox"/> Shot on goal
<input type="checkbox"/> Pass
<input type="checkbox"/> Incidental body contact
<input type="checkbox"/> Other _____

**Sport-Specific Movement of Injured Player**

<input type="checkbox"/> Shooting	<input type="checkbox"/> Scooping ground ball
<input type="checkbox"/> Passing	<input type="checkbox"/> Defending: as field player
<input type="checkbox"/> Catching	<input type="checkbox"/> Defending: as goalie
<input type="checkbox"/> Advancing with ball	<input type="checkbox"/> Other:

**Description of Injury**

**Site of injury: (Check all that apply)**

<b>Head</b>	<b>Upper Extremity</b>
<input type="checkbox"/> Back	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Front	<input type="checkbox"/> Clavicle
<input type="checkbox"/> Top/Crown	<input type="checkbox"/> Upper arm
<input type="checkbox"/> Side/Temporal	<input type="checkbox"/> Elbow
<b>Face</b>	<input type="checkbox"/> Forearm
<input type="checkbox"/> Eye/Orbit	<input type="checkbox"/> Wrist
<input type="checkbox"/> Oral/Mandible	<input type="checkbox"/> Hand: not fingers
<input type="checkbox"/> Nose	<input type="checkbox"/> Finger: (not thumb)
<input type="checkbox"/> Ear	<input type="checkbox"/> Thumb
<b>Trunk</b>	<input type="checkbox"/> Knee
<input type="checkbox"/> Neck/cervical spine	<b>Lower extremity</b>
<input type="checkbox"/> Throat	<input type="checkbox"/> Hip
<input type="checkbox"/> Chest/Sternum	<input type="checkbox"/> Groin
<input type="checkbox"/> Thoracic spine/upper back	<input type="checkbox"/> Thigh
<input type="checkbox"/> Side/Oblique	<input type="checkbox"/> Knee
<input type="checkbox"/> Lumbar spine/lower back	<input type="checkbox"/> Lower leg
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Achilles tendon
<input type="checkbox"/> Pelvis	<input type="checkbox"/> Ankle
<input type="checkbox"/> Gluteal/buttock	<input type="checkbox"/> Foot/toe

**Other:**

**Type of Injury**

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Dislocation/subluxation
<input type="checkbox"/> Contusion/bruise	<input type="checkbox"/> Nerve injury
<input type="checkbox"/> Laceration	<input type="checkbox"/> Wind knocked out
<input type="checkbox"/> Muscle strain	<input type="checkbox"/> Heat-related illness
<input type="checkbox"/> Sprain	<input type="checkbox"/> Concussion
<input type="checkbox"/> Severe ligament/tendon injury	<i>Please list concussion assessment tool used:</i>
<input type="checkbox"/> Suspected fracture	
<input type="checkbox"/> Fracture-Confirmed	<input type="checkbox"/> Other:

**Injury Resolution**

<input type="checkbox"/> Return to play immediately
<input type="checkbox"/> Removed from play
<input type="checkbox"/> Referred for follow up care
<input type="checkbox"/> EMS
<input type="checkbox"/> Other: _____

**EVENT DESCRIPTION** (Please describe **how** the injury occurred)

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Please return to: Score Keepers Desk or Karen Sutton, M.D. [suttonk@hss.edu](mailto:suttonk@hss.edu) +1 (617) 775-2955



## Appendix 35: WL Safeguarding Policy

This is attached as a separate document due to size.