

World Lacrosse Policies

The WL Governance Committee oversees the process to determine the approval pathway for all policies, including where approval by the General Assembly may be required.

Table of Contents

1.	Finance Policy	2
2.	Gender Equality and Diversity Policy	5
3.	Anti-Discrimination Policy	7
4.	Whistle Blower Policy	9
5.	Conflict of Interest Policy	12
6.	Data Protection Policy & Protocols	14
7.	Information Security Policy	19
8.	Athletes Commission Policy	20
9.	Anti-Doping Policy	22
10.	Social Media Policy	23

Note: in relation to the numbering convention used in this section of the World Lacrosse Handbook, the content of each policy commences with 1.1 so that each policy stands alone and starts on a new page.

POLICIES UNDER DEVELOPMENT BY WORLD LACROSSE

Anti-corruption Policy
Bribery and Corruption Policy
Manipulation of Competition Results Policy
Officiating Framework Policy
Sanctioned Events Policy

EVENTS RELATED POLICIES AND GUIDELINES

All events related policies and guidelines are contained in the WL Event Hosting and Competition Manual. These are listed here for information.

Athlete Eligibility Criteria Policy	Appendix 24
Concussion Policy	Appendix 30
Event Betting and Gambling Policy	Appendix 21
Event Damages Policy	Appendix 22
Event Debts Policy	Appendix 18
Event Disciplinary and Appeals policy	Appendix 20
Exertional Heat Illness Policy	Appendix 32

World Lacrosse Handbook



December 2021

Event Game Forfeiture Policy
Pregnancy Participation Policy and Guidelines
Safeguarding Policy -Athlete
Sexual Abuse Position Statement
Team Uniform Policy
Event Team Withdrawal Policy

Appendix 19b
Appendix 31
Appendix 35
Appendix 33
Appendix 25
Appendix 19



1. Finance Policy

Policy withdrawn February 2022 as outdated and misleading. An updated policy is being prepared. Earlier versions are available on request from the WL F&G Director.

In the short term the Volunteer Expenses regulations have been included here, transferred from the Board Code of Conduct without amendment, as they were not appropriate in that location and are current financial policy.

1.1.1 **Volunteer Expenses:** The following advises the expenses that may be claimed by volunteers when attending meetings or events, as authorized by the relevant Board Member or Committee / Sub-Committee / Commission Chair or undertaking approved (by Board Member / Chair) activities.

1.1.1.1 Travel:

Flights: The WL appointed travel agent should be used wherever possible, with costs covered centrally, to avoid volunteers having to pay for flights and then having to reclaim the cost, as well as providing cost efficient travel. Where beneficial, volunteers may book flights directly when there are specific low cost offers or using local budget carriers. Flights of under 5 hours duration should be economy class and 5 hours and over Premium Economy / Economy Plus. If travel insurance is required, then this will be covered by WL. In exceptional circumstances Business Class flights may be booked but this requires the specific prior approval of the President or CEO.

Train/Bus: The most cost effective/economy fare will be reimbursed.

Car: The current mileage rate for use of a volunteer's car is US\$0.58 per mile. Where needed, and with prior agreement of the Board Member / Chair, a hire car may be arranged with care given to avoid undue cost. If this has not been agreed at the budget setting stage the relevant Board Member / Chair must discuss first with the CEO as an additional budget request.

1.1.1.2 **Accommodation:** Accommodation when agreed will generally be arranged and be paid for centrally by WL. Where this is not the case then a cost-effective hotel should be arranged and the expense claimed. Accommodation should not be booked without prior agreement.

1.1.1.3 **Subsistence (meals and refreshments):** Where hospitality is not provided a per diem contribution of US\$40 may be claimed to cover meals and refreshments. Actual costs of meals and refreshments are not reimbursed for volunteers unless as part of an agreed entertainment package for VIPs or face to face meetings.

1.1.1.4 **Miscellaneous:** Reasonable expenditure on items necessary to carry out the role / assignment will be reimbursed. The items relevant to the role should be agreed with the Board Member / Chair for budget purposes. This may include (but not limited to) phone calls, roaming charges, postage and relevant stationery.

1.1.1.5 **Claims:** Claims should be authorized by the relevant Board Member / Chair who will certify that the expenses are both legitimate and included in their submitted budget and

then be forwarded to the WL Executive Administrative Assistant, who will arrange for payment of the expenses. Claims should clearly state the currency of each expense item and also state in which currency should be used for the payment. Scanned receipts must be provided. When making a first claim, or if banking arrangements are changed, it is necessary to advise the following to allow payment to be made:

Name (name used for the bank account)

Address (of the claimant, not the bank)

Bank

Bank Account Number

Routing details (this varies from country to country but will be one of ABA / BIC / IBAN / SWIFT / Routing Number)

2. Gender Equality and Diversity Policy

- 1.1 World Lacrosse (WL) is committed to ensure that all associated with its activities do not face discrimination of any kind, including race, ethnicity, color, gender, sexual or romantic orientation, trans status, age, family status including marriage or pregnancy status, language, religious/non-religious beliefs, political or other opinion, nationality, origin, education, socio-economic status, differences in ability, including neurodiversity, or other status.
- 1.2 The Gender Equality and Diversity Policy of WL aims to promote gender equity in the sport of lacrosse.
- 1.3 WL is committed to encouraging and supporting the participation of women in lacrosse at all levels with a view to implementing the principle of equality for men and women. This will be achieved not only through promoting equality for both men and women playing lacrosse, but also through promoting equality at all levels of its management.
- 1.4 It is the intention of WL to review its practices and ensure that the Board, Committees, and Commissions to aspire to equal representation.
- 1.5 WL Committees will continue to be based on the specific expertise required but are strongly encouraged to recruit suitably qualified, professional women to fulfil roles. However, this promotion will not be limited to increasing only the numbers of female representatives but shall extend to how WL recruits females onto its Committees and Working Groups. WL will also promote the use of gender-neutral terms in its governance documents.
- 1.6 This intention will extend to the promotion of gender equality in the governance of member Continental Federations and member National Governing Bodies.
- 1.7 At a sport level, this will also mean a commitment to increasing the recruitment and development of women coaches, umpires and officials at the highest level of the sport.
- 1.8 The purpose of this policy is twofold:
 - to encourage gender equality within WL, because it is a matter of good governance to have equal representation of the lacrosse population at the management level.
 - to prevent any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against people on the grounds of gender that may preclude them from participating fully in any aspect of lacrosse.
- 1.9 To support this commitment WL will establish a plan to review all statutes (Constitution, Bylaws and Policies) to ensure appropriate representation.
- 1.10 **Trans status/Transgender/Gender reassignment/Transsexual athletes:** With due regard to the element of fair play, WL, as a sport for all, aims to allow transgender athletes the ability to compete at the highest level. WL recognizes the fact that decisions about participation must be taken on an individual basis as the integrity of men's and women's lacrosse must be respected.
- 1.11 WL recognizes that various terms may be used when referring to transgender people therefore, for convenience and clarity, the following terms have been adopted:

- **Trans status:** A person's status of being trans, non-binary or cisgender. Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, such as transgender or non-binary. Non-binary is an umbrella term for people whose gender identity does not sit comfortably with "man" or "woman". Cisgender refers to someone whose gender identity is the same as the sex they were assigned at birth.
 - **Transgender:** umbrella term to cover transsexual women/men, intersex people, androgyny and polygender people, cross dressing and transvestite people.
 - **Gender reassignment:** a person who is undergoing or who has undergone treatment with the objective of changing their sex.
 - **Transsexual person:** a person who has transitioned from the opposite sex. A transsexual male will therefore imply someone who has transitioned from female to male and vice versa. This term is not to be confused with cross-dresser or transvestite.
- 1.12 **Discrimination:** WL recognizes that discrimination in any form, direct or indirect, on the grounds of gender, is unacceptable. Any breach of this policy in the form of discrimination, victimization or bullying whilst carrying out duties on behalf of WL or otherwise acting as a representative of WL will result in disciplinary proceedings. All those who are involved with lacrosse, irrespective of their gender, will be treated in an equal, fair, open and respectful manner. Therefore, all have a responsibility to follow, respect and advocate the aims of this Policy.
- **Direct Discrimination:** treating a person less favorably than you would treat others because of their gender.
 - **Indirect Discrimination:** applying, without reasonable justification, some criteria or practice which appears to apply equally to all but which, in practice, disadvantages a person because of their gender.
- 1.13 **Corporate Responsibility:** In an attempt to provide strategic direction and leadership to mainstream gender equality, WL will institutionalize gender equality and ensure that lacrosse, at all levels, remains free from gender bias.
- 1.14 Accordingly, it is the responsibility of WL to ensure that this Policy is implemented and communicated appropriately.
- 1.15 **Monitoring and Evaluation:** WL will review this policy every 2 years provided there is no request from the WL Board or change in legislation that merits an amendment before the 2-year period.
- 1.16 **Legal:** As a federation registered in New York State, USA, WL is required under law not to discriminate against any person.
- 1.17 WL will continue to update this policy to incorporate any changes in equality legislation.
- 1.18 **Disciplinary Process:** Any breach of this policy will result in disciplinary action being taken under the WL Dispute Resolution processes as outlined in Constitution 1.12 and Codes of Conduct 1.4, 1.5 and 1.6. For this policy to have full effect, any person who believes that they have suffered maltreatment under the scope of this policy may raise the matter with the WL CEO or submit a complaint using the WL Whistle Blower Policy and the matter will be dealt with in accordance with the disciplinary procedures.

3. Anti-Discrimination Policy

- 1.1 World Lacrosse(WL) endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, ethnicity, religious/non-religious beliefs, age, nationality, national origin, language, gender, trans status, sexual or romantic orientation, family status, including marriage or pregnancy status, education, socio-economic status or differences in ability including neurodiversity, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.
- 1.2 This document sets out:
- WL's policy against such discrimination
 - The governance structures, responsibilities and processes that have been established to give effect to that policy.
- 1.3 WL does not advocate, support or practice discrimination based on race, ethnicity, religious/non-religious beliefs , age, nationality, national origin, language, gender, trans status, sexual or romantic orientation, family status, including marriage or pregnancy status, education, socio-economic status or differences in ability including neurodiversity, or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. WL will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organization to benefit equally from its work.
- 1.4 WL recognizes and affirms that the global fight against racism, racial discrimination, xenophobia and related intolerance and all their abhorrent and contemporary forms and manifestations is a matter of priority for the international lacrosse community,
- 1.5 Therefore, WL adopts the following measures in furtherance of zero tolerance toward discrimination in lacrosse:
- 1.6 **Responsibilities**
- 1.6.1 The WL Board will:
- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organization's Anti-Discrimination Policy.
 - Monitor performance by way of periodic management reports and assurances.
- 1.6.2 The Chief Executive Officer will ensure that:
- The organization's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the organization;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups;
 - Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections;
 - Oversee the performance of employees and others in these matters;
 - Review and report to the Board, as appropriate, on the effectiveness of the management systems established to remove discrimination;
 - Analyze material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed;

- Promote a culture of effective policy compliance across the organization.

1.6.3 All WL representatives and any persons or organization belonging in any capacity whatsoever to WL or to one of its affiliated members, the Organizing Committee of the WL Competitions and Event Support Personnel and representatives will:

- Ensure that they are aware of the organization's policy against discrimination;
- Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring;
- Recommend that Continental Federations and NGBs establish a concrete action plan, showing their intention to fight all forms of racism and discrimination among their players, coaches, officials, volunteers and supporters. WL will establish guidelines for the NGBs as an outline for the creation of these action plans.

“Event Support Personnel” refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, WL employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at a WL Competition and any other person who receives accreditation for a World Lacrosse Competition at the request of Event Support Personnel.

1.7 **Processes:** The CEO will initially review the organization's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy and will report to the Board on this matter. The CEO will review any changes to the organization's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy. The WL parties will follow these procedures.

1.8 **Policy for event related incidents:** Sanctions - WL will establish a three-step procedure that allows the officials, in the event of serious discriminatory incidents at a World Championship venue, to:

1.8.1 Should discriminatory incidents arise from the spectators or others in the venue:

- Stop the match (followed by a stadium announcement with the necessary explanation and request for the discriminatory incident to stop);
- Suspend the match by sending the players back to the changing rooms for an appropriate period of time (followed by a stadium announcement with the necessary explanation and request for the discriminatory incident to stop);
- Abandon the match (followed by a stadium announcement with the necessary explanation and request to leave the stadium, in accordance with the instructions of the security personnel).

1.8.2 Should the discriminatory incident emanate from specific team personnel (athlete, coach or official) the sanctions imposed on a representative team shall in principle be issued in a two-stage approach:

- For a first or a minor offense, the sanctions of a warning, a fine and/or game penalty should be applied.
- For reoffenders or for serious incidents, sanctions such as point deductions, expulsion from a competition or relegation should be applied.
- Furthermore, any person (player, coach, official, match official, etc.) who commits such an offense shall be suspended for at least three matches, combined with a stadium ban.

4. Whistle Blower Policy

1.1 The purpose of this policy is to set out the WL position in respect of “Whistle Blowing” and actions that may be taken by volunteers or staff related to any WL activity.

1.2 The intent is to encourage people to raise concerns over, but not limited to:

- Misconduct or malpractice
- Unethical conduct or impropriety
- Corruption or financial malpractice
- Governance matters including disregard of agreed procedures (Constitution / Bylaws/Policies/Codes of Conduct or protocols)
- Matters affecting the reputation / good standing of the sport

Where they are able to show reasonable grounds for concerns.

1.3 When concerns are raised WL will undertake such enquiries as are considered necessary to determine whether or not there are prima facie grounds for considering that the concern is well founded.

1.4 Concerns should be raised with the WL Chief Executive Officer (CEO) or if concerning the CEO with the President and a form is attached to ensure all relevant points are covered.

1.5 It is important that all disclosures are made with good reason and not for trivial, vexatious or malicious reasons.

1.6 It is unacceptable for an unfounded allegation, or one which is not given in the reasonable belief that it is substantially true or has been initiated for personal gain to be made. Such action could result in disciplinary action being taken.

1.7 This policy is to allow:

- Confidential reports to be made by individuals
- Protect the identity of the person reporting the concern
- Assist in gathering evidence for any disciplinary action
- Encouragement of openness and transparency
- Protection of the integrity of lacrosse and WL

1.8 WL Whistle Blower Report Form

Person Making the Report

Name:

Address:

Contact Telephone / E-mail:

I wish to remain anonymous: YES / NO

Report About

Individual or Entity:

Contact details (if known):

Details of the Concern

What is the concern:

Where did it happen:

When did it happen:

Ongoing or likely to recur (details):

Do other people know of this and have additional information to assist:

Evidence

Do you have evidence relating to the concern: YES / NO

Please list the evidence material available:

Can this be provided to WL: YES / NO

If so how:

Other information related to the concern:

World Lacrosse

Date and time received:

Actions:

- 1.9 If the person raising the concern wishes to remain anonymous then the identity of that person will only be known to the recipient of the concern.

World Lacrosse Handbook



December 2021

- 1.10 If anonymity has not been requested, then the identity of the person raising the concern may be made to others within WL but will not be made public beyond that without the prior agreement of the person who has initiated the concern.
- 1.11 Reports made will be treated as confidential until reasonable certainty has been established that the concern raised can be considered as correct or otherwise.

5. Conflict of Interest Policy

1.1 **Introduction:** This World Lacrosse (“WL”) Conflict of Interest Policy (this “Policy”) will apply to each of the following: (a) all members of the WL Board of Directors; (b) all other members of any WL Committee, Commission and/or Working Group; and (c) all WL employees. The persons referred to in clauses (a) – (c) above are referred to as “WL Representatives” throughout this document.

1.2 **Purpose:** The purpose of this Policy is to ensure that all decisions made, or actions taken by any WL Representative, are made or taken without regard to any bias or influence that may arise as a result of any personal, financial or business interest in such decision or action that such WL Representative may possess.

1.3 Requirements

1.3.1 All WL Representatives shall declare any and all direct or indirect personal, financial or business interests that actually conflict with, could reasonably be expected to conflict with, or may be reasonably perceived to conflict with, their respective duties to or responsibilities within WL (any such interests being hereinafter referred to as “Conflicting Interests”).

1.3.2 In addition, no WL Representative should accept any outside appointment during their tenure with WL that could reasonably be expected to give rise to any Conflicting Interests without first declaring the same to WL in accordance with the terms of this Policy.

1.3.3 For purposes of this Policy, the term “Conflicting Interests” will be interpreted broadly and shall include, without limitation the following:

- (a) actual, potential or reasonably perceived Conflicting Interests;
- (b) direct and indirect Conflicting Interest; and
- (c) conflicting Interests that arise (or could reasonably be expected to arise) as a result of the activities and interests of (i) any member of a WL Representative’s immediate family, (ii) any direct lineal ascendant or descendent of any WL Representative or (iii) any other individual person living in the same household as such WL Representative.

1.3.4 No WL Representative will vote on, authorize, take or otherwise participate in any action or decision with respect to which they have an actual Conflicting Interest. In the event of an actual Conflicting Interest, the applicable WL Representative should promptly recuse themselves (or shall be promptly recused by the Finance and Governance Director, the Chair of the relevant Commission, Committee or Working Group or the Chief Operating Officer of WL, as the case may be).

1.3.5 With respect to any applicable Conflicting Interest other than an actual Conflicting Interest, the Board of Directors, the remaining members of the applicable Commission, Committee or Working Group or the Chief Operating Officer of WL will, after considering all available facts and circumstances, determine in good faith whether the applicable WL Representative will be recused from the relevant vote.

1.4 Roles and Responsibilities

1.4.1 A register of Conflicting Interests will be maintained by the WL F&G Director (or other named Director). All WL Representatives shall declare their Conflicting Interests by completing a Conflicts of Interest form upon appointment and thereafter on an annual basis. The WL F&G Director will send each WL Representative a reminder regarding the requirement to complete a Conflict of Interest form on or before January 30th of each calendar year.

- 1.4.2 With respect to any annual Conflict of Interest filing made by any WL Representative, if there has been no change since the date of their last Conflict of Interest filing, then a WL Representative shall be entitled to provide the Finance and Governance Director with an e-mail to that effect, and that email shall constitute their Conflict of Interest filing for the applicable calendar year.
- 1.4.3 Each WL Representative will promptly notify WL in writing of any and all changes to their last Conflict of Interest filing. Any such amendments or updates will be sent to the Finance and Governance Director (if such amendment or update relates to a WL director), the Chair of the relevant Commission, Committee or Working Group (if such amendment or update relates to a member of a WL Commission, Committee or Working Group) or the Chief Operating Officer of WL (if such amendment or update relates to a WL employee).

6. Data Protection Policy & Protocols

- 1.1 This policy applies to all current and former employees and to volunteers at all levels. The General Data Protection Regulation (GDPR) 2018 regulates the way in which personal data about employees, individuals and volunteers is stored and for what purpose it is kept. Data comprises information held both electronically and in hard copy.
- 1.2 The purpose of this policy is to enable WL to:
- Comply with the law in respect of the data it holds about individuals
 - Follow good practice
 - Protect employees, individuals and volunteers
 - Protect WL from the consequences of a breach of its responsibilities
 - Demonstrate an open and honest approach to personal data
- 1.3 **GDPR principles:** The purpose of the GDPR is to protect the rights and privacy of individuals and to ensure that data about them is not processed without their knowledge and is processed with their consent wherever possible. The previous Data Protection Act (1998) set out eight principles, which remain now that GDPR has been introduced. These are that data must:
- a) Be processed fairly and lawfully
 - b) Be obtained only for specified and lawful purposes
 - c) Be adequate, relevant and not excessive
 - d) Be accurate and up to date
 - e) Not be kept for longer than necessary
 - f) Be processed in line with individuals' rights
 - g) Be securely kept
 - h) Not be transferred to other countries without adequate protection
- 1.4 In addition the GDPR contains the following changes:
- a) Enhanced documentation to be kept by data controllers
 - b) Enhanced privacy notices
 - c) More detailed rules regarding consent
 - d) Mandatory data breach notification requirements
 - e) Enhanced data subject rights
 - f) New obligations on data processors
 - g) Expanded territorial scope
 - h) Significant increases in the size of fines and penalties for non-compliance
- 1.5 Data subjects (individuals, employees, volunteers) have the following rights under GDPR:
- a) The right to be informed
 - b) The right of access
 - c) The right to rectification
 - d) The right to erasure
 - e) The right to restrict processing
 - f) The right to data portability
 - g) The right to object
- 1.6 **Data Protection – WADA Requirements:** In addition to the GDPR requirements as set out in this policy, as a signatory to the WADA Code, WL must also comply with the WADA International Standard - Protection Of Privacy And Personal Information (June 2018).
- 1.7 Under GDPR, personal data means 'any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or

indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- 1.8 Personal data should only be kept where there is a legitimate interest to do so or where the data subject has given their consent. Once obtained it should only be used for a specific and lawful purpose without being processed any further. Any personal data should be limited to only that which is relevant.
- 1.9 GDPR states that the data should be kept for no longer than is necessary for the purposes for which the personal data is processed.
- 1.10 WL will ensure that all personal data is fairly and lawfully obtained and processed and securely held in accordance with these principles and will:
- Comply with both the law and good practice
 - Respect individuals' rights
 - Be open and honest with individuals whose data is held
 - Provide support and training as appropriate for staff and key volunteers who handle personal data so that they can act confidently and consistently
- 1.11 **Key risks:** WL has identified the following risks:
- Breach of confidentiality (information being given out inappropriately)
 - Misuse of personal information
 - Personal information being used for purposes other than those stated (e.g. for convenience of WL)
 - Individuals being insufficiently informed about the use of their data
 - Breach of security allowing unauthorized access
 - Harm to individuals if data is not up to date
- 1.12 **Roles and responsibilities:** The Board recognizes its overall responsibility for ensuring that WL complies with its legal obligations and one Director will always be designated with a particular responsibility for data control.
- 1.13 The Chief Executive Officer (CEO) is the WL lead for data protection and will:
- Appoint an internal/external Data Protection Officer as required
 - Brief Directors and Committees on Data Protection responsibilities as part of their induction
 - Review Data Protection and related policies from time to time
 - Identify and log the personal data kept and ensure its security
 - Work to get appropriate agreements in place with outsourced service suppliers
 - Ensure that only data which is necessary for WL to fulfil its role is processed
 - Keep under review the data which is processed to ensure it remains necessary
 - Inform employees and volunteers of personal data that WL holds (categories), how to make a subject access request, and of their right to rectification and their right to erasure
 - Will make a public statement of data that will be retained in perpetuity (e.g. records of medal winners in WL events)
 - Deal with access requests. Such requests must be made in writing or by email to the CEO (a form will be made available on the WL website). Depending on the specific nature of any such requests and on resources available, the CEO will endeavor to meet any request within 20 working days or will negotiate a later date with the individual within the 20 working days.
 - Ensure that staff, board and committee members know how to report a data breach
 - Destroy personal data when it no longer needs to be processed

- Ensure that IT systems will be designed to encourage and facilitate entry of accurate data and with access requests in mind
 - Data on any individual will be held in as few places as necessary and Volunteers and staff will be discouraged from establishing unnecessary additional data sets
 - Effective procedures will be in place so that relevant systems are updated when information about an individual changes.
- 1.14 **Retention:** WL will only process information necessary to carry out its work and to provide or administer activities within its strategic plan.
- 1.15 Retention of data is determined by the CEO and data is destroyed by shredding hard copy and deleting electronic files as soon as they are no longer relevant for the purpose collected.
- 1.16 WL will only keep personal data up to a maximum of 2 years after the individual ceases to be employed or on a board or committee, other than data declared as required for up to 7 years for taxation, legal and fiduciary purposes.
- 1.17 In addition, as a signatory to the WADA Code, WL must also comply with the WADA International Standard - Protection of Privacy and Personal Information (June 2018).
- 1.18 **Access and security:** Access to data stored by WL is restricted to those with a need to know or those data subjects who formally request access to their personal file.
- 1.19 WL ensures the security of mobile working and the use of mobile computing devices.
- 1.20 The following security measures will be used to protect data:
- All hard copies of data are protected in lockable storage cabinets
 - All electronically stored data is held on password protected computers and/or encrypted mobile devices
 - Staff will minimize and actively manage any personal data that gets to be on a mobile device belonging to WL. Volunteers will be provided with advice about personal data on their mobile devices.
- 1.21 If a breach of data security is suspected or occurs the CEO should be informed (e.g. if a thumb drive is lost, or an individual's laptop is hacked or an email with personal data inadvertently sent to the wrong person).
- 1.22 A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorized disclosure of, or access to, personal data. A breach having a significant impact will be reported to the agreed Information Commissioner's Officer within 72 hours of its discovery. In the event of a data breach the individual whose data is involved in the breach will also be notified.
- 1.23 **Data Protection Protocols:** the following sections relate to the necessary protocols which must be adhered to, in order to ensure compliance with the WL Data Protection Policy.
- 1.24 **Volunteers:** Volunteers in the context below covers Board members, Committee / Sub-Committee / Commission / Working Group members and others undertaking WL business.
- 1.25 Volunteers have access to personal data in several ways, including the following:
- Applications for membership
 - Applications for grants (development and strategic)
 - Applications for volunteer roles
 - Applications for staff posts

- Entry into events (team management level)
- Program information (Individual level)
- Ticket sales (potential)
- Newsletters (potential)
- Marketing information (potential)
- Requests for information either via web or directly
- Communications between Directors and committees/sub-committees/commissions/working groups
- Communications with staff
- Membership information on the web site
- Membership issues in which FIL plays a role to resolve
- Staff matters (contracts, benefits etc.)
- Consultants information
- Business cards (IOC, GAISF, International Federations etc.)
- Business information (trading, sponsors etc.)
- Medical information for events (if on TUE panel)
- Anti-Doping Information
- Officials testing information
- Award recipients
- Other as identified

- 1.26 **Principles:** WL must ensure that the federation holds data that is absolutely necessary. It must not hold inaccurate data, nor hold data for longer than stated.
- 1.27 **Practice:** When Volunteers access personal data they must be aware at all times of the need to keep this data secure and to only retain it for as long as necessary.
- 1.28 Volunteers should have their work and home computers and/or laptops/iPads and phones password protected with a strong password (comprising letters – some uppercase, some lowercase, numbers and ideally other characters as well) and to regularly change their passwords.
- 1.29 Volunteers must be aware that if they receive personal data in digital form (e.g. as email attachments) their computer or laptop, iPad or phone must have the password re-entered when the device goes into sleep mode.
- 1.30 Volunteers must delete all emails and attachments with personal data as soon as the actions relating to it have been completed, unless retention has been declared at the outset to the individual providing the data.
- 1.31 Volunteers must ensure that personal data, whether in digital or hard copy, is not able to be accessed by others and is not forwarded to anyone not on the original mailing list. Any deleted hard copy papers should be shredded.
- 1.32 Board or relevant committee papers which include personal information must be kept secure and either retained as per retention schedules and declarations, or deleted after meetings have concluded.
- 1.33 If the CEO's report for a Board meeting contains personal information this should be shredded or securely retained if needed on an ongoing basis which can be justified.
- 1.34 Sensitive material (medical data, passport data, bank information) should only be held by declared individuals and should be deleted where possible once the need has expired (e.g. once

a board member stands down their bank information should be removed; once passport eligibility has been checked the details should be deleted).

- 1.35 Volunteers should be made aware that any future requests for personal information for whatever reason need to have GDPR statements attached to the request.
- 1.36 Volunteers should be made aware that at any time any individual can ask for all the information about them that is held by WL and except where it has been otherwise determined, may request all such information be deleted by all parties who have access to it across WL. Such requests and actions have to be completed within 30 days under GDPR (the right to be forgotten).
- 1.37 Anyone for whom WL holds personal data has the right to make a Subject Access Request (i.e. to ask to see all the personal data/correspondence that WL holds about them and to have copies of everything. It is therefore vital that staff have nothing written down that they would not wish an individual to have access to.
- 1.38 Volunteers need to be vigilant about possible data breaches which could occur through hacking/phishing. If in doubt, check with someone else before opening.
- 1.39 If volunteers suspect a data breach (e.g. that personal information held by WL whether by volunteers or by staff) has got into the public domain) it should be reported to the CEO or President as soon as possible and it must be declared by WL to the selected European Data protection authority.
- 1.40 Volunteers should prepare standard GDPR statements for all Subject Data Requests identified so that they are consistent with WL's GDPR policy regardless of who is requesting the information.
- 1.41 Directors should be responsible for reminding Committee / Sub-Committee / Commission / Working Group members and staff on an annual basis about their obligations under GDPR.
- 1.42 Volunteers are responsible for developing systems for WL that enable the data collection, storage and security that is required for the organization to meet GDPR.

7. Information Security Policy

- 1.1 **Introduction:** The purpose of this policy is to set out WL's aims for the management of information security throughout its operation. Information security is defined as the preservation of confidentiality. Integrity and availability of information.
- 1.2 The scope of the information security policy covers the storage, access, transmission and destruction of information – particularly personal data- in the course of WL's business. It therefore applies to the conduct of staff, volunteers and others with access to that information as well as to the applications, systems, equipment and premises that create, process, transmit, host or store information, whether in-house, personally owned or provided by external suppliers.
- 1.3 **Policy statement:** WL is committed to preserving the confidentiality, integrity and availability of all its key information assets in order to maintain its legal compliance, reputation and transparency to its stakeholders. The information security framework (comprising this policy, supporting policies, processes, protocols and tools, and the requisite management and decision-making structures) shall be an enabling mechanism for information sharing and for reducing information-related risk to acceptable levels.
- 1.4 **Information Security aims and objectives:** The information security framework will deliver a compliant and enabling environment that balances information security with appropriate accessibility and provides the optimum level of risk management to support achievement of WL's aims and objectives.
- 1.5 Information security is included within a wider activity of data – particularly personal data- and information management. WL will protect the security of its information assets in order to:
- Maintain the integrity and quality of information, so that it is accurate, up to date and 'fit for purpose'
 - Make information available to those who need it and ensure there is no disruption to WL's business
 - Ensure that confidentiality is not breached, so that information is accessed only by those authorized to do so, thereby ensuring that WL meets its legal and regulatory obligations with respect to information handling, that its operations are conducted efficiently and as openly as is reasonable whilst the reputation of WL is safeguarded.
- 1.6 WL will manage the risks it faces in relation to information security and keep its risk exposure to acceptable levels. The Board and the CEO acting on its behalf own WL's information security risks and information assets.
- 1.7 In order to minimize information security incidents and ensure that appropriate steps are taken with respect to reporting to relevant external authorities, information security incident recording, reporting and management will be monitored with outcomes informing future risk assessments. WL will also conduct audits from time to time and will strive for continuous improvement.

8. Athletes Commission Policy

- 1.1 **Introduction:** Athlete involvement in decision-making is a core component of good governance within sports organizations. Pursuant to the recommendation of the IOC 2000 Reform Commission, “athletes should be well represented at all levels of the sports movement: IOC, International Federations (IFs), NOCs and NFs”, the IOC has encouraged IFs and NFs to form their own Athletes’ Commissions (AC).
- 1.2 The initial World Lacrosse Athletes’ Commission (WLAC) was established in 2016 and this policy seeks to further define the roles and responsibilities of the WLAC within World Lacrosse (WL).
- 1.3 **Mission:** The mission of the WLAC is to ‘Be active and engaged in inspiring all athletes to develop their game through collaboration, innovation, and openness’.
- 1.4 In delivering that mission, the WLAC will:
- Represent the views and opinions of the national team athletes and ensure their voices are heard within WL;
 - Inform athletes about WL’s activities (i.e. educational tools, rules and regulations); and
 - Work with and support WL in its mission to develop and promote the sport.
- 1.5 **Purpose:** The purpose of the WLAC is to:
- Consider issues related to athletes and provide advice to WL;
 - Engage actively with initiatives and projects that protect and support clean athletes on and off the field of play;
 - Represent the rights and interest of athletes and make related recommendations;
 - Consult with athletes in the evaluation of the rules and regulations of lacrosse and provide feedback to WL;
 - Encourage, assist and communicate with athletes, WL Member NGBs and CFs to establish their own Athletes’ Commissions, representing athletes at all levels in their country or nation, to liaise with the WLAC;
 - Recruit and appoint eligible athletes to serve on relevant WL Committees, Commissions and Working Groups;
 - Maintain contact with the IOC Athletes’ Commission, the WADA Athlete’s Commission and Athletes’ Commissions from other International Federations and recommend good practice from these organizations to the WL Board;
 - h) Promote awareness of, and compliance with, WL Code of Ethics, Codes of Conduct and other relevant guidelines and procedures; and
 - i) Engage with athletes and NGBs when present at events or in their countries.
- 1.6 Further detail on the work of the WLAC is provided in their Terms of Reference which are published on the WL website.
- 1.7 **Accountability:** The WLAC works independently within the wider world lacrosse community and is accountable to the WL Board through the WLAC Chair and Vice Chair who are full voting members of the WL Board of Directors. The rationale for this is that the GA voted two (2) AC posts onto the WL Board and WL provides funding to the AC.
- 1.8 The WL Board of Directors will hold an annual meeting with the WLAC.
- 1.9 Until such time as all athletes have been elected by their peers, the AC will have one (1) vote at the GA. Once all athletes have been elected by their peers it is proposed that this Policy is revised, and all the elected athletes are considered voting members of the GA.

- 1.10 The WLAC may present proposals to the WL GA in accordance with the general process for the submission of items.
- 1.11 **Composition of the WLAC:** The WLAC is currently made up of six (6) members. Two (2) members from men's field, one (1) member from men's box, and three (3) members from women's field. Once women's box develops to a level that it holds its own World Championship and qualifier structure, women's box will elect one (1) member and women's field will reduce to two (2) seats. Similarly, when men's and women's Sixes develop to a World Championship level event, the size of the WLAC will expand to eight (8) with each discipline adding a representative at their first World Championships.
- 1.12 The following conditions apply to membership of the WLAC (more details are available in the WLAC Recruitment Pack):
- All members should be at least 18 years of age and must not have received a sanction in relation to the World Anti-Doping Code;
 - Under the current structure, to ensure geographic diversity, at least two (2) of the three (3) men's seats must be from different continents and two (2) of the three (3) women's seats must be from different continents. Once the WLAC is fully seated with both women's box lacrosse and WL Sixes seats, the two (2) men's field roles must be from different continents, the two (2) women's field roles must be from different continents, the two (2) box roles must be from different continents, and the two (2) Sixes roles must be from different continents;
 - There should be no more than three (3) athletes from one continent at any point in time;
 - Eligible athletes should be active internationally and have competed in a minimum of one senior international World Championship for their country within the last eight (8) years. This includes any athletes who have been submitted on a World Championship roster even if the event has not started yet;
 - There should be no more than one (1) athlete on the AC from an individual Member NGB at any point in time; and
 - Eligible athletes should not be a current national or international team coach or official.
- 1.13 WLAC members serve an initial four (4) year term and may be elected for a second four (4) year term if they continue to meet the requirements above.
- 1.14 **Elections:** Consistent with IOC Athletes' Commission guidelines and current practices regarding Athletes' Commission elections, elections for positions on the WLAC will be voted on by accredited athletes competing at a relevant World Lacrosse Championship Event.
- 1.15 Voting will be carried out electronically.
- 1.16 **Election of Chair and Vice Chair:** The WLAC should elect its Chair and Vice Chair from among those members who have been elected to the WLAC and each may serve in these roles in two (2) year terms up to a maximum of two (2) terms or four (4) years total provided they remain on the WLAC. The Chair and Vice- Chair should not be of the same gender.
- 1.17 **Meetings:** The WLAC should meet at least once per year. Financially, WL will normally support one (1) face-to-face meeting of the AC per year which would normally be at a World Championship. This is to allow WLAC to interact with their constituents.
- 1.18 All relevant Codes of Conduct should be adhered to. Any alleged breaches of this policy will be referred to the Ethics Commission.

9. ANTI-DOPING POLICY

The WL anti-doping policy statement can be found in the Constitution 1.11.8. Appropriate protocols will be found in the Codes of Conduct, Protocols and Procedures document and in the Competition and Events Hosting Manual.

10. Social Media Policy

10.1 World Lacrosse recognizes the power and importance of the Internet and social media platforms in sharing information, shaping public perception, and building increased awareness, interest and participation in lacrosse worldwide.

10.2 Equally, World Lacrosse recognizes and upholds the importance of free speech as a fundamental human right.

10.3 When utilizing the Internet or social media platforms to communicate on behalf of World Lacrosse, it is expected that Board members, management, committee members and volunteers set an appropriate and professional tone by communicating in a manner that advances World Lacrosse's Vision, Mission and goals.

10.3.1 **World Lacrosse Vision:** Lacrosse is recognized and played by all countries worldwide and is an Olympic Sport

10.3.2 **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.

10.3.3 **World Lacrosse Core Values:** World Lacrosse Core Values are unwavering principles that we never sacrifice. They guide us in all our interactions – including social media – and reflect our culture and priorities. We strive to make these evident every day in how we work and interact with stakeholders.

- Teamwork
- Passion
- Respect
- Integrity
- Friendship
- Inclusiveness

10.4 Applicability

This Social Media Policy applies to all Board members, management, committee members and appointed volunteers. This Social Media Policy applies to all social media content posted by those listed in their professional and personal capacity to the extent such content is related to World Lacrosse.

10.5 Aspirations

World Lacrosse strives to create a positive and inclusive organization that is dedicated to helping young athletes reach their potential. In furtherance of this goal, World Lacrosse aspires to engage members of the international lacrosse community in positive, honest, transparent and knowledgeable dialogue about World Lacrosse and its activities through social media. World Lacrosse views social media as an important tool for communicating its successes and opportunities for athletic and individual development. World Lacrosse also views social media as a platform for receiving constructive feedback from the community and for discussing its challenges and opportunities for improvement in a positive and constructive way.

10.6 Guidelines

All World Lacrosse personnel (as identified above) are to be governed by this policy and shall abide by the following guidelines when using social media:

10.6.1 Be positive and respectful, and always take the high road. When disagreeing with

others' opinions, remain appropriate, polite and professional. If you find yourself in a situation online that is becoming antagonistic, ask the World Lacrosse Chief of Brand and Communications for advice on how to disengage from the dialogue in a polite and respectful manner that reflects favorably on World Lacrosse.

- 10.6.2 Do not post content that would harm World Lacrosse or damage its reputation. Remember that even while you are on your own personal time, you are a representative of World Lacrosse, and people may interpret your online postings or social interactions as though they were official World Lacrosse statements.
- 10.6.3 Use good judgment when posting comments on any official World Lacrosse sites. Bear in mind that your comments can create liability for World Lacrosse. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the World Lacrosse Chief of Brand and Communications.
- 10.6.4 Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.
- 10.6.5 Encourage others to engage in positive interactions on social media. If you are concerned about any World Lacrosse Member or affiliate's use of social media, please bring your concerns to the attention of the World Lacrosse Chief of Brand and Communications.
- 10.6.6 Personally identifiable information (such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official World Lacrosse social networking sites without the prior approval of the Chief of Brand and Communications.
- 10.6.7 Strive to communicate in a manner that reflects respect, consideration, credibility and honesty — attributes that are fully aligned with the values of lacrosse.

World Lacrosse Handbook

December 2021



World Lacrosse Policies – Version History

Version/Date	Status/Committee
December 2021	• Changes approved at General Assembly (9 & 31 October 2021)
January 2022	• DEI checked as per GA 2021 agreements
March 2022	• Consistency check and edit across all Handbook and Event Hosting and Competition Manual