

ENGLISH LACROSSE ASSOCIATION Ltd.

CONSTITUTION & BYE LAWS

History

Issue 1	New Constitution agreed at AGM	13 April 1997
1.1	Quorum revised to 15 at SGM	18 May 1997
1.2	Post of Hon. Secretary / Company Secretary added	17 th May 1998
	Hon. Treasurer responsibilities extended	17 th May 1998
	Eligibility (Men's) amended	17 th May 1998
1.3	Heading of Para 16 amended	25 th July 1999
1.4	Amendments relating to Women's Territorial /County eligibility, Child protection and minor changes agreed at AGM2001	24 th November 2001
1.5	Amendments to University Representation & Executive Structure agreed at AGM2002	18 th May 2002
1.6	Amendments related to MPC agreed at AGM 2003	9 th January 2004
1.7	Amendments agreed at AGM 2004 related to Officers / Executive Committee Gender Equality/ Quorum	Confirmed at SGM 5/9/2004
1.8	Amendments agreed at SGM on 5 th September 2004 changing quorum to 10 and allowing use of England / English Lacrosse as a trading name	12 th September 2004
1.9	Amendments agreed at AGM on 11 th June 2006 regarding Registration Process And change of P&P Committee to Marketing	14 th June 2006
1.10	Amendments agreed at AGM on 10 th June 2007 regarding MPC composition and National Squads Terms of Reference	5 th July 2007
1.11	WPC Operating Procedures, agreed at AGM On 11 th June 2009.	2 nd October 2009

ENGLISH LACROSSE ASSOCIATION Ltd.

CONSTITUTION

1. Name

The Association shall be called the “ ENGLISH LACROSSE ASSOCIATION “ hereinafter referred to as the ELA or Association

For trading and other purposes the name England or English Lacrosse may be used

2. Aims and Objects

- a) To act as the Governing Body of Lacrosse and to control, promote and develop Lacrosse throughout the country.
- b) To undertake such activities as may be conducive to the promotion and betterment of the game.
- c) To authorise the Rules and Laws under which the game is played in England.
- d) To control :
 - (i) Overseas tours and visits to England by overseas teams
 - (ii) International and Territorial games and all matches between clubs including League and Knockout competitions.
- e) To produce, acquire, market, print and publish periodicals, books, films, videos, electronic media and other instructional matter relating to Lacrosse.
- f) To foster friendly relations between players, officials and administrators of all countries.
- g) To purchase, take on lease or in exchange, hire or otherwise acquire or hold for any estate or interest any property or assets (whether real or personal) of any kind necessary or convenient for the purposes of the Association.
- h) To borrow or raise or secure the payment of money in such a manner as the Association shall think fit for the purposes of the Association and to mortgage or charge the undertaking and all or any of the real and personal property and assets, present and future, of the Association as may be thought fit.
- i) To implement and update a Child Protection Policy. This policy will ensure that the sport of Lacrosse takes all necessary steps to promote a safe atmosphere for all those children and young people involved in Lacrosse. All those currently involved with Lacrosse with significant contact with children will be required to give an assurance that they have no previous criminal convictions that could put children at risk. This information is strictly confidential except for the legal obligation of reporting and is in line with the current data protection limitation.

3. Membership

The categories following shall be entitled to membership :

- a) Club (including educational establishment) by registration - as defined in the Bye Laws
- b) Territorial Association - by affiliation
- c) Individual - as defined in the Bye Laws
- d) Honorary - as defined in the Bye Laws
- e) Associate - other Lacrosse Associations as the Executive Committee may from time to time approve and be declared at Annual / Special General Meetings.
A representative from each may attend Annual and Special General Meetings but will not be entitled to vote.

Conditions of membership

- (i) The ELA shall be acknowledged as the supreme authority on Lacrosse in England
- (ii) No organisation shall be formed for any purpose connected with Lacrosse unless it accepts the jurisdiction of the Association.
- (iii) No club, including Educational establishments or combination of such, shall be formed for any purpose connected with Lacrosse unless the jurisdiction of an affiliated Territorial Association or a Regional Juniors & Schools, or Youth Committee is accepted.
- (iv) No Territorial Association and no club (including Educational establishments) shall, except with the consent of the ELA (Executive or either of the Playing Committees), take part in any lacrosse which is not under the control of the ELA.
- (v) Members must be aware of, and agree to abide by the ELA Child Protection Policy and procedures. Members must be prepared to complete the self-declaration form contained in the Child Protection Policy.

4. **Contributions**

All subscription fees shall be payable in advance or on the date specified by the Hon. Treasurer of the Association. Subscription categories are outlined in the Bye Laws and subscription levels will be determined at the Annual General Meeting (AGM) of the Association.

Any member whose contribution or quota is not paid to the satisfaction of the Hon. Treasurer may be disciplined as deemed appropriate by the Executive after notice in writing has been sent to the member and the Territorial Association of such member.

5. **Officers**

- a) Executive Committee Chairperson, Vice-Chairperson, Honorary Secretary and the Honorary Treasurer of the Association shall be the Officers of the Association. The Honorary Secretary shall act as Company Secretary for ELA Ltd.
- b) The Officers shall be elected / re-elected annually at the AGM of the membership
- c) The Co-Presidents, or the Executive Chair, shall chair Annual General and Special General Meetings as agreed between themselves.
- d) The Chairperson or in his/her absence the Vice-Chairperson shall chair all Executive Committee Meetings. He / She shall have powers to vote. In the event of a tie the person chairing the meeting shall have a casting (second) vote.
- e) During their terms of office the Officers shall be entitled to attend meetings of any Committee as detailed in paragraphs 6b and 6c below, but shall not have the power to vote at such meetings.
- f) The Officers shall have power to consider and make decisions on any matters of urgency. Such decisions shall be communicated urgently to all members of the Executive Committee and shall be ratified or rejected by the Executive Committee at its next meeting.

- g) The Officers have the power to call an Extraordinary Executive Committee meeting at their discretion.
- h) A Patron or Patrons will be appointed by the Officers following Executive consultation.
- i) The Officers and Trustees shall be indemnified by the membership in respect of decisions made other than through negligence.

Note that :

1. *The Co-Presidents shall normally hold office for non-coincident periods of three years.*
2. *The Executive Chairperson and Vice-Chairperson may hold office, subject to re-election, for a period not exceeding three years.*
3. *The Executive Chairperson may, with the recommendation of the Executive Committee to the AGM, be re-elected for periods extending beyond three consecutive years.*

6. **Executive Committee Membership**

The Association shall be administered by an Executive Committee (referred to as the Executive) which shall consist of :

- a) The Officers
- b) Chairperson or representative of :
 - Technical Committee
 - Marketing Committee
 - Men's Playing Committee
 - Women's Playing Committee

Gender Equality

To ensure gender equality there should be a minimum of three (3) Women and of three (3) men on the Executive Committee and nominations / election should reflect this need.

Chief Executive Officer

The Chief Executive Officer shall be expected to attend and report at Executive meetings.

Executive Meetings

- (i) The Executive Committee shall meet at least bi-monthly during the season and at other times as required by a majority of the Officers.
- (ii) Fourteen days notice of each meeting, accompanied by an agenda and relevant reports / papers, shall be given to each member of the Executive Committee.
- (iii) If any member is unable to attend , with the exception of the Chairperson, an alternate representative should attend with advice to the Chief Executive Officer of his / her nominee in advance.
- (iv) Seven members, which must include an Officer, shall form a quorum.

7. **Executive Committee Responsibilities**

The Executive shall :

- a) Concern itself primarily with matters of strategy, policy, finance and discipline.
- b) Appoint salaried employees, as needed, in such manner and for such time periods as it deems necessary.
- c) Have the power to deal with all issues and problems which arise in furtherance of the Aims and Objects of the Association (as defined in paragraph 2).
- d) Set up Committees, Working Parties etc.. as are deemed necessary and direct their remit
- e) Have the power to co-opt up to three additional members as needed
- f) Fill any vacancy occurring during the year - other than Territorial Association vacancies which will be filled by the relevant body.
- g) Invite any person having specialist knowledge to attend any meeting of the Executive / Committees in an advisory capacity but with no voting power.
- h) Appoint representatives to outside bodies and other organisations.
- i) Approve recommendations from the Playing Committees in respect of National Representation.
- j) Exercise the authority to issue and accept invitations for respective teams to tour at home and abroad.
- k) Approve the appointment of the magazine Editor
- l) Appoint the magazine Business Manager
- m) Report its actions and be accountable to the membership at AGMs
- n) Ensure that a minimum of four (4) men and of four (4) women are members of the Executive Committee.
- o) The Executive will support the implementation of the Child Protection Policy and where appropriate, for those Executive members with influence on the implementation of the policy, they shall attend child protection awareness training sessions.

8. **Other Committees**

The ELA Committees are detailed in paragraph 6 b) and others may be created as necessary (paragraph 7 d)). Their membership criteria shall be determined by the Executive. Their responsibilities are detailed in the Bye Laws.

Sub-Committees of the Men's Playing Committee and the Women's Playing Committee may be created and will be responsible to the MPC / WPC.

9. **Paid Employees**

The Chief Executive Officer (or nominated senior employee as may occur from time to time) shall be directly responsible to the Executive Chairperson or other nominated Officer.

The CEO may attend any meeting within the Association or any meeting of Lacrosse players or Officials under the ELA umbrella, except when his / her terms, conditions, performance or conduct are being discussed.

Reporting arrangements for all other employees will be agreed by the Executive Committee on recommendation from the CEO.

The Officers shall be responsible for all aspects of conditions and terms of employment for all paid employees with support detail and recommendations provided by the CEO.

All full time paid employees shall be formally appraised at least once a year and such appraisements will be signed by the individual (appraisee), the appraiser and one other person generally an officer of the ELA

No paid employees shall be elected to membership of the Executive or any Committee of the Association nor shall such employees be entitled to vote at any of the Association's meetings. Some employees will be expected to serve on Committees (without voting rights) to provide functional and technical expertise.

10. **Budgets**

a) Each Committee and Territorial Association shall prepare annually a budget of its anticipated expenditure for the Association financial year and submit it to the Association Hon. Treasurer two months prior to the period to which it relates.

b) The Executive shall after consideration of these budgets and its own budget prepare a consolidated budget which together with subscription / membership fees shall be presented to the AGM. The AGM may approve or modify the budget and subscription / budget fees.

c) No expenditure beyond the amount authorised for each Committee and Territorial Association may be incurred without the prior and specific agreement of the Executive.

11. **Expenses**

Except with the consent of the Executive Committee, no player or elected/appointed Official (carrying out duties for an ELA Committee) may receive any expenses except Standard Class rail fares or approved mileage allowance for a car/ motor cycle (whichever is the less) and appropriate subsistence necessarily incurred in playing any match under the jurisdiction of the Association or attending any official business meeting of or on behalf of the Association.

This clause shall not apply to the normal budgeted administrative expenses incurred by Officials of the Association.

12. **Finance and Accounts**

a) The Assets of the Association shall be vested in four (4) Trustees appointed by the Executive Committee.

b) All Assets shall be applied towards the furtherance of the Aims and Objects of the Association.

c) All funds of the association shall be lodged with a bank or other financial institution approved by the Executive Committee or invested elsewhere as directed by the Executive Committee.

d) All accounts of the Association shall be in the name of the ELA unless the Executive Committee otherwise direct. Such accounts and investments shall be operated by any two (2) of four (4) appointed Trustees.

e) The Financial Year of the Association shall end on March 31st and the accounts shall be made up to this date and audited by the Auditor appointed at the AGM.

f) The Hon. Treasurer shall ensure that precise Books of Accounts are kept. He / She shall submit the Balance Sheet and Accounts to the Annual General Meeting together with the Auditor's report.

13. Annual General Meeting

The Annual General Meeting (AGM) of the ELA shall be held at a date and place agreed by the Executive Committee (preferably with such notice as to allow publication of the date in the Handbook) and no later than 15 months from the previous one. The business shall include :

- To receive and consider the minutes of the previous AGM
- To receive and consider the minutes of any Special General Meetings held since the previous AGM.

- To elect the Co-Presidents of the Association

- To elect the Officers of the Association :

- Executive Chairperson
- Executive Vice- Chairperson
- Hon. Secretary
- Hon. Treasurer

- To elect the Chairperson of the following Committees :

- Marketing
- Technical
- Men's Playing
- Women's Playing

- To receive and consider the annual report and audited accounts of the Association

- To appoint Auditors

- To consider any proposed resolutions submitted including amendments to the Constitution and / or Bye Laws.

- To consider any proposed changes to playing rules for variants of the game not controlled by the Playing Committees (to include Mixed Lacrosse, Intercrosse and Pop Lacrosse etc.) until such time as an approved ELA Committee has been formed

- To elect Honorary Members

- To inform the membership of ELA appointees to outside agencies

- To inform the membership of any alteration to the list of Associate Members

- To inform the membership of any appointed Patron (s)

Procedures for the nomination of Officers and submission of resolutions are detailed in the Bye Laws.

14. Special General Meeting

A Special General Meeting (SGM) shall be convened on direction from the Executive Chairperson or Honorary Secretary after receipt of written request stating the purpose for which the meeting is required and signed by :

- Thirty (30) or more individual members (as defined in the Bye Laws)

- or

- Four (4) or more members of the Executive

- or

Hon Secretary of a Territorial Association acting on behalf of that Association or
Five (5) or more registered clubs with the written support of the Territorial Associations to which they are affiliated.

Any such meeting shall be convened within two (2) months of receipt of valid notice.

15. **Notice of General Meetings**

All members (including Honorary) of the ELA and the Executive Committee shall receive notice of General Meetings, giving advance notice of :

21 days for Annual General Meetings
14 days for Special General Meetings

accompanied by the agenda, resolutions and all relevant papers including, for the AGM, a copy of the Accounts.

16. **Voting at General Meetings (including Special Meetings)**

Quorum to be ten (10) people present who are entitled to vote.

Those entitled to vote at Association level meetings (AGMs and SGMs) are :

- One representative from each Club or Educational Establishment (See Bye Law 2) in membership of the Association
- Members of the Executive Committee

Voting shall normally be by a show of hands or as otherwise directed by the person chairing the meeting.

Any alteration to the Constitution or Bye Laws, at an Annual or Special General Meeting, must be passed by a minimum of two thirds of the eligible votes being cast being in favour of the resolution.

Rules changes, under the prerogative of the respective Playing Committees, shall also, at the relevant AGM/SGM of those Committees, be subject to the condition of a minimum of two thirds of the eligible votes being cast being in favour of any such resolution.

Any person, entitled to vote may do so by proxy vote by registering their intent, duly signed, with the Honorary Secretary who, after verification of the validity of the proxy, will exercise this as directed. Proxy votes must be received by the Honorary Secretary at least two clear days prior to the meeting concerned.

The person chairing the meeting shall have the power to exercise a casting (second) vote as needed in a tie position.

The Executive Committee shall have the power to call for a postal ballot, in advance of a General Meeting, on matters deemed appropriate.

17. **Rules of Lacrosse**

The Rules of play shall be the responsibility of the Men's Playing Committee and Women's Playing Committee respectively, following as closely as is practicable and desirable the rules of the International Lacrosse Federation (ILF) for Men and International Federation of Women's Lacrosse Associations (IFWLA) for Women.

The Rules, including any revision made from time to time, shall be prepared and published by the Association and issued to member Clubs and Associations. Every member club and Association shall be bound to play the game in accordance with, and be bound by, these rules.

18. **International**

The ELA shall be a member of the International Lacrosse Federation, the International Federation of Women's Lacrosse Associations, the European Lacrosse Federation, the Federation Internationale D'Inter Crosse and other such bodies as agreed by the Executive. Appointments to these Organisations shall be made by the Executive and advised to the membership.

19. **Disciplinary**

In the event of a member or an employee committing an offence or any club, player, official, employee or spectator (being a member or associated with a member) bringing the game into disrepute the relevant Territorial Association or Committee controlling the relevant fixture shall have the power to deal according to their own published procedures.

Matters that are outside Territorial or present League disciplines shall be dealt with by the relevant Men's or Women's Playing Committee.

As required the Men's Playing Committee and Women's Playing Committee may refer disciplinary matters to the Executive Committee.

Any member or employee shall have the right of appeal to the Executive Committee whose decision shall be final.

In the event of an appeal to the Executive notice must be given by the appellant to the Honorary Secretary, in writing, within twenty-one (21) days of being advised of the imposed penalty. The penalty shall be suspended pending the hearing of such an appeal. The hearing of the appeal shall be before a tribunal consisting of one of the Presidents and four other persons (nominated by the Executive) who were not present at nor involved in the earlier hearings.

A child protection working group will deal with issues related to child protection. The group will consist of an appointed Child Protection Officer and two or three others to be decided and appointed by the Executive Committee.

The ELA complaint and appeal procedure will be used to deal with any formal complaints and / or appeals. The ELA Child Protection Group will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social service inquiries. Irrespective of the findings of the social services or the police, the ELA Child Protection Group must assess all individual cases under the appropriate misconduct / disciplinary procedure, to decide whether a member of staff or volunteer can be re-instated and how this can be effectively handled with other staff or volunteers.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases the Child Protection Group must reach a decision based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the children would be paramount..

20. **Misconduct With Regard to Drugs (Doping)**

Doping for improvement of performance is strictly forbidden

Doping is defined as the taking or use of substances or participation in doping methods prohibited by the International Olympic Committee and by the International Lacrosse Federations (ILF and IFWLA). Assisting or inciting others to contravene Doping Regulations is also considered an offence.

It shall be misconduct for a player or person associated with players to contravene the Doping Regulations.

All members on behalf of their individual players shall, by virtue of membership of the Association, be regarded as having consented to co-operate fully in any testing, arranged through the Association, both within and out of competition. To fail to co-operate will be regarded as misconduct.

The Officers of the Association shall make arrangements on such occasions as they consider appropriate for the random testing of players and shall determine the procedure to be followed. The Executive Committee reserves the right to take disciplinary action in accordance with the Constitution (Paragraph 24) against an offender. A player in respect of whom a positive test result is obtained may be suspended pending investigation. A player whom the Executive Committee finds guilty of doping (drug) abuse may be subject to a life ban.

Persons who assist or incite others to commit such misconduct will be liable to the same disciplinary actions.

21. Changes to Constitution

No alteration to the Constitution may be made other than at an Annual or Special General Meeting.

22. Changes to Playing Rules

No alteration to the Rules of Lacrosse may be made other than by the Men's Playing Committee and / or the Women's Playing Committee in consultation with the membership.

23. Changes to Bye Laws

No alteration to the Bye Laws may be made other than at an Annual or Special General Meeting.

24. Breaches of Constitution

Should any member or affiliated body be deemed guilty by the Executive of any misconduct prejudicial to the game of Lacrosse or a breach of any clause of this Constitution, the Executive shall have the power to order the offender(s) to be suspended for a specific period, permanently barred from participation in any form of Lacrosse or dealt with in such other manner as the Executive think fit.

Any member or affiliated body associating in Lacrosse affairs with such offender(s) during the period that the penalty operates shall be dealt with by the Executive as they think fit.

In the event of an appeal against a decision under the above notice must be given by the appellant to the Honorary Secretary, in writing, within ten (10) days. The penalty shall be suspended pending the hearing of such an appeal (Drug abuse and Child abuse excepted). The hearing of the appeal shall be before a tribunal consisting of one of the Presidents and four other persons (nominated by the Executive) who were not present at nor involved in the original hearing.

Any member or body which in the opinion of the Executive fails through negligence of its officers to attend to official correspondence and responsibilities shall be liable to be subject to such disciplinary actions as the Executive deem appropriate.

25. **Equal opportunities**

The ELA aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in Lacrosse at all levels and in all roles. That is as a player, coach, manager, administrator or official.

26. **Dissolution**

Any resolution to dissolve the Association at an Annual or Special General Meeting must be passed by a minimum of two thirds of the eligible votes being cast in favour of the resolution.

In the event of dissolution of the Association any assets remaining shall be given to such other organisation(s) whose aims and objects are in keeping with that of this Association failing which to an Association(s) which is/are registered under the Charities Act 1960 or such other organisation as the Executive Committee think fit.

ENGLISH LACROSSE ASSOCIATION

BYE LAWS

1. RESPONSIBILITIES

1.1 EXECUTIVE COMMITTEE

Responsibilities :

- Agree strategy
- Set general policy
- Set Financial policy
- Agree Budgets
- Set up Committees as needed
- Consider discipline matters as needed
- Approve all National appointments
- Decide selection criteria, manner of appointment, terms of office, period of appointment of all employees of the ELA.
- Appraisal and Career Development of all employees
- Ensure Equal Opportunity conditions apply
- Agree the Child Protection policy
- Appoint representatives to outside bodies, including :
 - CCPR BOA NPFA
 - Regional Councils for Sport
 - Others

Regular Commitments

- Monitor spend related to budgets
- Ensure implementation of policy by Committees is consistent with :
 - (1) ELA Policy
 - (2) Requirements of other Committees
[Wider interests of the game e.g. interaction of National Squads with domestic league programme].

The following functions / Committees, with prime responsibilities listed, will report direct to the ELA Executive

SECRETARY

- To act as Company Secretary of the ELA Ltd.
- To ensure that Minutes are taken and distributed of all meetings of the full Executive committee and of Directors meetings.
- To ensure that the ELA (and ELA Ltd.) acts within the terms of its Constitution and The Articles of the Association.

TREASURER

- Propose Finance policy to the Executive
- Propose budgets to the Executive

Present monitoring information to Executive members, in the form of Management Reports, on a monthly basis covering all ELA activity including all monies through all ELA accounts including:

- Sponsorship Income
- Games Promotion
- National Squads
- Credit Card Scheme
- Any other sources of income

Chair the Finance Committee which may be convened by the Hon. Treasurer to assist in progression of his/her responsibilities.

To invite members of the Association to join the Finance Committee from time to time.

To provide guidance and oversight to assist the CEO with the Credit Card Scheme in respect of both :

- Administration
- Promotion
- Insurance

TECHNICAL

Covering the following areas of activity:

DEVELOPMENT

- Formulate and administer the annual Development Programme
- Appoint RDOs
- Appoint LDOs
- Development Work Programme (with input from Youth Committee)
- POP Lacrosse Programme (until such time as this moves to Youth)
- Disabled Lacrosse
- Mixed Lacrosse
- Equipment
- To implement and adhere to the ELA's Child Protection policy

YOUTH

- Competitive structure to age 19
- Transition of players from Pop to Field Lacrosse
- Approve U19 Tours and Visits (except National Squads)
- Standards and Performance up to and including age of 18
- Youth Development (in liaison with the Development Committee)
- To implement and adhere to the ELA's Child Protection policy

COACHING

- Formulate Coaching Policy
- Provide Coaching Structure
- Provide Coaches :
 - Recruit
 - Train
 - Awards
 - Policy
 - Assessment
 - Courses (Awards/Non-examined/Educational)

Provide educational material (all media)

- Director of Coaching Work Programme
- Camps (all matters related to Camps at present)
- To implement and adhere to the ELA's Child Protection policy

PERFORMANCE & EXCELLENCE

Formulate Policy
Performance Centres
Monitor Sports Science Programme
Provide Sports Medicine Programme
Monitoring Lacrosse related injuries
To implement and adhere to the ELA's Child Protection policy

Note : The responsibility for Standards and Performance at County, Territorial and National Squad levels shall continue to lie with the Men's and Women's Playing Committees for their respective games

MARKETING

Public Relations
Promotion
Marketing
Publicity
Magazine (LacrosseTalk)
To implement and adhere to the ELA's Child Protection policy

1.2 MENS PLAYING COMMITTEE

Composition of the Committee is at Appendix A

Prime responsibility will be towards the organisation of Men's Lacrosse and in this context will :

set the policy
monitor implementation of the policy
co-ordinate and control the activities
provide a focus for budget setting / control of spends
consider discipline matters as needed
approve Men's Senior Tours and Visits (and advise Executive)
arrange competition outside of remit of League North / South
review / manage rule changes
To implement and adhere to the ELA's Child Protection policy

for the following Committees whose key tasks are outlined :

LEAGUE NORTH

Competitive Structure (all aspects) in North of England
Under 19 League (North)
Schedule of major fixtures / events
Player / club discipline
Juniors and Schools competitive structure

LEAGUE SOUTH

Competitive Structure (all aspects) in South of England
Player / club discipline
Juniors and Schools competitive structure

REFEREES & RULES

Provide Referees:

Recruit

Train

Awards

Policy

Assessment

Assign to games

Rules Interpretation (as needed)

Rule Changes :

Recommend change

Assess practicality of any proposed change

NATIONAL SQUADS

Administer and control all matters related to National Squads

Decide manner in which all National teams will be selected

Appoint to Managerial, Coaching and Administrative positions

Annual International Programme of Games

International Squad / Events Finances

Terms of Reference at Appendix B

INTERNATIONAL LIAISON

Main contact point for ILF, ELF, FIIC & other International Bodies

Appoint men's delegates to International fora

Advise on Tours / Visits

Advise on / propose International Rule changes

GAMES PROMOTION

Organise major events

Income generation through sponsorship

TERRITORIES (Men's)

Promote and support within Territory

Co-ordinate / represent clubs within Territory

Provide competitive structure outside of National / Regional / League as
needed

Organise Representative teams (all age groups as needed)

Fund Raising

“ The Men's Playing Committee first elected, at the time of the merger of the ELU with the AEWLA will hold an AGM to :

- a) *provide a means of communication to its members particularly on the years activities (Committee Reports) and provide a forum for relevant matters to be discussed.*
- b) *To elect the MPC Honorary Secretary, Honorary Treasurer and such other officers that the MPC considers necessary to assist in the smooth running of Men's Lacrosse.*
- c) *To nominate an MPC Chair to the ELA Ltd. AGM*
- d) *To agree any other nominations to the ELA Ltd. AGM*
- e) *To agree any proposed changes to the Men's Rules of play*

MPC Annual General Meeting

This shall be held at a date and place agreed by the MPC.

Notice of MPC AGM

All relevant members of the ELA and the MPC shall receive 21 days notice of the AGM accompanied by the agenda and any relevant papers.

Voting at MPC AGM

Those entitled to vote at the AGM are :

One representative from each Club or Educational Establishment in membership of the Association; with a team(s) playing in regular league competition (or equivalent as decided by the MPC),
Members of the Men's Playing Committee (which includes a representative from each Territory and League North / League South)

Voting shall normally be by a show of hands or as otherwise directed by the person chairing the meeting.

Quorum

Quorum to be 10 people present who are entitled to vote.

Proxy Voting

Any person, entitled to vote may do so by proxy vote by registering their intent, duly signed, with the Honorary Secretary who, after verification of the validity of the proxy, will exercise this as directed. Proxy votes must be received by the Honorary Secretary at least two clear days prior to the meeting concerned.

Casting Vote

The person chairing the meeting shall have the power to exercise a casting (second) vote as needed in a tie position.

Postal Ballot

The MPC shall have the power to call for a postal ballot, in advance of a General Meeting, on matters deemed appropriate.

Rules changes,

These will be subject to the condition of a minimum of two thirds of the eligible votes being cast being in favour of any such resolution.

1.3 WOMENS PLAYING COMMITTEE

Prime responsibility will be towards the organisation of Women's Lacrosse and in this context will :

- set the policy
- monitor implementation of the policy
- co-ordinate and control the activities
- provide a focus for budget setting / control of spend
- approve Women's Senior Tours and Visits (and advise Executive).
- consider discipline matters as needed
- review / manage rule changes
- To implement and adhere to the ELA's Child Protection policy
- Juniors and Schools competitive structure

for the following Committees whose key tasks are outlined :

1.4 COMMITTEE REPRESENTATION

Playing Committees

Women's	Men's
Chairperson	Chairperson
Hon. Secretary (as needed)	Hon. Secretary (as needed)
Hon. Treasurer (as needed)	Hon. Treasurer (as needed)
Fixtures	League North
National Events	League South
Rules & Umpires	Referees & Rules
Selection	National Squads
Team Preparation	International Liaison
Territorial Representation (5)	Territorial Representation (4)
	Games Promotion
University Representative	University Representative

*Note : Chair of both Playing Committees will be elected annually at the Association AGM
Hon. Secretary and Hon. Treasurer where needed will be elected at the annual
meeting of the relevant Playing Committee.
All other members of the Playing Committees' will be nominated by the relevant
functional committee or Territorial Association or as needed be co-opted by the
relevant Playing Committee.*

	Technical
Chairperson	1
Men's Playing Committee	2
Women's Playing Committee	2
Director of C and D.	1
CEO	1
Mixed Lacrosse	1
Universities	2
Staff Coaches	as needed
Total	10

Support to be provided by ELA Ltd. staff

	Marketing
Chairperson	1
Magazine Editor	1
Press Officer	1
Men's Playing Committee	1
Women's Playing Committee	1
Publications Officer	1
CEO	1
Total	7

Note : Neither the CEO nor the Director of C&D, nor any other paid employee, have voting rights on any Committee

1.5 Head Office

Administration
Membership Records
Players Accident Benefit
Data Management (for Data Protection)

2. Membership

Club

Any Club (including Educational establishment) affiliated to a Territorial Association or to a Youth / Regional Juniors and Schools Committee is entitled to membership.

Note : Only those educational establishments with a team (s) playing in regular league competition (or equivalent as decided by the Executive Committee) shall be entitled to vote at AGMs / SGMs

Territorial Associations

See paragraph 7

Honorary Membership

Honorary membership may be conferred on Past Presidents of the Association or other persons who have rendered special service to the Association. Election to Honorary Membership shall be made by the Executive (and declared to the AGM) and entitles those so elected to attend AGMs and SGMs but not to vote.

Individual Membership

An individual category of membership is provided to allow for individuals, not necessarily associated with a Club. This category is predominately for Handbook / Magazine purpose and does not include any voting rights.

[There are still a number of aspects of membership for the membership sub-committee to resolve in the meantime details have been reproduced from the AEWLA Constitution]

AEWLA MEMBERSHIP

(a) Categories

Individuals and groups (as entities) shall be capable of being registered as members of the Association in the following categories: -

Registered Club

which shall include members' clubs and clubs or groups from universities, colleges and polytechnics and other groups, in each case where some or all of the members of which are aged 18 years and over at the beginning of the season for which registration is applied for.

Club Registered Individual Member

which shall comprise individuals who are members of the Association

Under 18 Group

which shall include clubs or groups from schools, junior and junior sections of adult clubs, in each case all the members of which are under 18 years at the beginning of the season for which registration is applied for or are still at school during the whole of that season.

Individual Member - Field Lacrosse**Individual Member - Pop Lacrosse****Team - Pop Lacrosse**

which shall comprise teams, regardless of the age of members, who play pop lacrosse but not field lacrosse.

Supporter - with Magazine

which shall comprise individuals or groups who do not wish to be entitled to participate in events organised by the Association as referred to in Clause 18 below.

Supporter - without Magazine

which shall comprise individuals or groups who do not wish to be entitled to participate in events organised by the Association as referred to in Clause 18 below.

Honorary Member

which shall comprise individuals who were honorary members of the AEWLA

3. Registration

All members must be registered on the ELA “on-line” database (by themselves, their club or other authorised person) prior to taking part in lacrosse activity related to playing, coaching, officiating, managing and any other volunteer work where liability cover (through registration) is relevant. This applies equally to Juniors (those under 16 at 1st September) and Seniors.

The on-line nature of the database permits continual update and as such there are no cut off dates.

Listings of players will be provided to Clubs / Territories as relevant and as required for confirmation of eligibility (in the context of registration)

Life Members - Transitional Provisions

Any individual who, at the date this Clause takes effect, is a life member of the ELA shall, with effect from such date, be registered as Individual Member - Field Lacrosse and shall remain so registered without payment of any annual subscription fee or annual subscription renewal fee.

Honorary Members - Transitional Provisions

Any individual who, at the date this Clause takes effect, is an Honorary member of the ELA shall, with effect from such date, be registered as an Honorary Member.

Definitions

“Participate” shall mean take part in as a player, or enter as a group, club, or team or, as a group or club, field a particular team;

“Events organised by the Association” shall mean all events at which lacrosse is played which are organised by the ELA, any of its Territorial Associations, any of its County Associations or a Registered Club save for: -

- (i) Events involving members of only one Registered club.
- (ii) Matches between clubs or groups which do not constitute part of a tournament or a league.
- (iii) Field lacrosse events involving both male and female players where such events are not being held on any repeated basis within one season.

- (iv) Pop lacrosse events organised by a Registered Club where such events are not being held on any repeated basis within one season.
- (v) Events which are specifically excepted by the Executive Committee;

4. Contributions

Subscription categories relate to membership groupings and until these have been rationalised the categories will remain as in existence at the time of formal dis-solution of the AEWLA and ELU

5. Administration

Administration to support the functional Committees will be agreed between the CEO and respective Committee Chairperson or whoever has functional responsibility.

The CEO will ensure that sufficient notification is given to members of Annual General Meetings such that nominations for office and any resolutions for the meeting may be received and subsequently circulated in advance to meet the timescales, as stated in the Constitution, for advice to members.

6. Playing Qualifications

Women

6.1 PLAYING QUALIFICATIONS

For the All England Team one of the following:-

- (a) Have been born in England or
- (b) Have at least one parent of English nationality or
- (c) Have acquired English nationality by marriage or naturalisation or
- (d) Have resided in England continuously for five years immediately prior to the date of the match

For a Senior Territorial team one of the following:-

- (a) Birth within the Territorial boundaries
- (b) Anywhere you have lived within the last three years, residence or place of work within the Territory during the season in question. Students at University or college may qualify under 'residence' or 'place of work'
- (c) Three seasons as a member of the Territorial Team
- (d) All players entering Senior Territorial Trials must be Club Registered, Individual Members or Individual Members - Field Lacrosse

For a Senior County team one of the following:

- (a) Birth within the County boundary
- (b) Anywhere you have lived within the last three years, residence or place of work within the County during the season in question. Students at University or college may qualify under 'residence' or 'place of work'
- (c) Three seasons as a member of the County Team

Any exceptions must be referred to the Executive Committee.

Only Club Registered Individual Members and Individual Members - Field Lacrosse shall be eligible for County or Territorial teams.

No player shall represent more than one County or Territory in the same season.

No girl may play for a Senior County or Senior Territory if she is under 18 years at the beginning of the relevant season (generally commencing in September) or still at school at the time of the relevant event.

Exceptions may be made to allow a girl who is under 18 years at the beginning of the relevant season (generally commencing in September) or still at school at the time of the relevant event to play for a Senior County Team where in the opinion of the Territory exceptional circumstances preclude her from playing for a Junior County Team.

No individual, group, club or team shall be entitled to participate in any lacrosse event organised by the Association unless:-

In the case of a field lacrosse event in which the individual players participating may be of any age:-

- (a) The relevant individual is a Club Registered Individual Member, an Individual Member- Field Lacrosse or an Honorary Member; and
- (b) The relevant group or club is a Registered Club.

In the case of a field lacrosse event in which the individual players participating are required to be either under 18 years at the beginning of the season in which event is played or still at school at the time of the event:-

- (a) The relevant group or club is a Registered Club or an Under 18 Group and, if the latter, the relevant team is a Registered Team; and
- (b) Each individual player is a member of the relevant Registered Team, a Club Registered Individual Member or, an Individual Member - Field Lacrosse;

In the case of a Pop Lacrosse event:-

- (a) The relevant group, club or team is a Team - Pop Lacrosse, a Registered Club or an Under 18 Group and, if the latter, the relevant team is a Registered Team; and
- (b) The relevant individual is a Club Registered Individual Member, an Individual Member. Field Lacrosse, an Individual Member - Pop Lacrosse, a member of the relevant Team - Pop Lacrosse or a member of the relevant Registered Team.

Men

a) In nationally represented matches either

- i) United Kingdom subjects who are passport holders or eligible for United Kingdom passports

or

- ii) men who have at least one grandparent of English nationality

shall qualify to represent England.

b) In Territorial matches the qualifications shall be either :

- 1) place of birth or
- 2) bona fide residence for a period of at least six months or in the case of a University, College or School three months or
- 3) member of a club of an affiliated Territorial Association

No player may represent more than one Territory in the same season

c) No player may represent in the same season more than one club in any matches which form part of a National Championship or Competition under the jurisdiction of the Association unless his transfer has been approved by the Leagues North and / or South under which the clubs concerned are controlled. (Currently the only such competition is the Flags which through the Iroquois Cup match determines the English Club Championship)

7. Territorial / County Associations

Women

7.1 TERRITORIES

For the purpose of the Women's Playing Committee England shall be divided into the following parts hereinafter referred to as Territories

- (a) EAST - Norfolk, Cambridgeshire, Suffolk, Hertfordshire, Essex, and Kent.
- (b) MIDLANDS - Bedfordshire, Buckinghamshire, Oxfordshire, Lincolnshire, Leicestershire, Derbyshire, Northamptonshire, Nottinghamshire, Staffordshire, Salop, Warwickshire, Hereford and Worcester, West Midlands.
- (c) NORTH - Northumberland, Cumbria, Durham, Cleveland, Tyne and Wear, Lancashire, Cheshire, Greater Manchester, Merseyside, West Yorkshire, South Yorkshire and North Yorkshire.
- (d) SOUTH - Greater London, Surrey, West Sussex, East Sussex.
- (e) WEST - Hampshire, Isle of Wight, Berkshire, Gloucestershire, Wiltshire, Dorset, Somerset, Devon and Cornwall, Channel Islands, Isles of Scilly.

7.2. TERRITORIAL ASSOCIATIONS

Within every territory there shall be a Territorial Association comprising any members of the Association which are situate or based or who are resident within its boundaries. Any borderline case shall be decided by the Executive Committee.

Each Territorial Association shall be bound by the Constitution of the ELA.

A Territorial Association shall authorised to:-

- (a) Draw up a Constitution to be approved by the ELA. Additions and alterations to the Constitution must be submitted to the Executive Committee.
- (b) Be responsible for the financial running of the Territorial Association and present an Annual Audited Balance Sheet, with profit and loss account.
- (c) Appoint by the last Executive Committee of the season representatives to serve on Committees as required by the ELA. Executive Committee for the following season.
- (d) Select a Territorial Team and nominate players for the Training Squad.
- (e) Be responsible for representing teams and matches within the Territory.
- (f) Send to the Chief Executive of the ELA. by the 31st May names and address of the Honorary Secretaries of all Registered Clubs and Under 18 Groups for the coming season.
- (g) Deal with infringements of the Constitution of the Territory.

7.3 COUNTY ASSOCIATIONS

Within every Territory there may be County Associations comprising any members of the Association which are situated or based or who are resident within its boundaries. Any borderline case shall be decided by the Executive Committee.

Men

The Territorial Associations currently affiliated to the Association are :

The Cheshire County Lacrosse Association (CCLA)
The Lancashire County Lacrosse Association (LCLA)
South of England Men's Lacrosse Association (SEMLA)
Yorkshire County Lacrosse Association (YCLA)

Others may be affiliated as formed subject to Executive Committee approval

Each Territory shall submit its Constitution, Rules or Bye Laws and any alterations subsequently made to the Executive. The Executive may, if it considers that an article offends against the Aims and Objects (defined in paragraph 2 of the Constitution) or the general policy of the *Association* call upon the Territory concerned to make appropriate amendments.

The Committee(s) responsible for League, Cup, Flags or Trophy Competition shall submit their rules under which the games shall be played and administered for approval by the Men's playing Committee and no alteration shall be made other than those agreed with the MPC.

The Hon. Secretaries of the Territorial Associations and the English Universities Lacrosse Association (treated as a Territorial Association) shall forward to the CEO, not later than 30th May each year, his own name and address and telephone numbers , those of the Territory President and nominees to respective Committees.

8. Lacrosse Magazine

The Executive Committee shall be responsible for the appointment of both an Editor and a Business Manager for the magazine. This shall be done taking into account any advice from the Publicity and Promotion Committee.

9. England teams

The Executive Committee shall have ultimate responsibility for deciding the manner in which teams to represent England shall be chosen and also for all "national" appointments including Managers, Coaches, Officials and Umpires and Administrators.

Uniform

The Uniform of the All England (Women's) Team shall be as decided by the Executive Committee, the colours being scarlet and white.

10. Touring Teams

The Executive Committee shall have the power to issue and accept invitations for teams to tour at home and abroad.

11. Equal Opportunities

It is the aim of the Association to :

- ensure that all present and potential members / employees receive fair and equal treatment
- provide all of its services in a way which is fair to everyone

-ensure that in its relationships with its members / employees and in its provision of services not to disadvantage any individual by imposing any conditions or requirements which cannot be fully justified.

In pursuance of this policy the Association :

- may take special measures / positive action for any group which is currently under represented in its membership, representative bodies or workforce taking account of the Race Relations Act (1976) and the Sex Discrimination Acts (1975 /1986)

- reserves the right to discipline any members /employees of the Association who practise any form of discrimination on the grounds of a persons age, gender, disability, ethnic origin, creed, colour, social status or sexual orientation.

The Association will monitor and evaluate this policy on an on-going basis and will inform the members / employees of its impact.

ENGLISH LACROSSE ASSOCIATION

BYE LAWS

Appendix A

MEN'S PLAYING COMMITTEE

Officers :

Chair	Elected at ELA AGM
Hon. Secretary	Elected at MPC AGM
Hon. Treasurer	Elected at MPC AGM
Hon. Minutes Secretary	Elected at MPC AGM

Committee Chairs – nominated from within the Committee and confirmed at MPC AGM

Juniors	Appointed by MPC
National Squads	Appointed by MPC
Referees and Rules	Appointed by MPC
Special Events	Appointed by MPC

League Representatives – nominated by relevant League / Territory prior to and advised at MPC AGM

League North	Appointed / Elected by LN
League South	Appointed / Elected by LS

Territorial Representatives - nominated by relevant League / Territory prior to and advised at MPC AGM

Cheshire	Appointed / Elected by Territory
Lancashire	Appointed / Elected by Territory
South of England	Appointed / Elected by Territory
Yorkshire	Appointed / Elected by Territory
Universities	Appointed / Elected by EULA

Ex-Officio

ELA Chief Executive Officer
Other staff as nominated

Appendix B

NATIONAL SQUADS

1. MPC to confirm annually the Chair of National Squads (NS). Chair of NS to invite people to assist on the Committee or to undertake specific tasks
2. The Committee will review its composition of the Committee annually and the Chair will advise the Men's Playing Committee (MPC).
3. The Committee will review its Terms of Reference as and when appropriate.
4. The Committee will make, and advise the MPC, on appointments (and specific length and of the appointments) for all England Men's teams (unless directed otherwise by MPC) on an Event basis to cover Coaches, Managers, Physiotherapists, Sports Scientists and others related to the team performance.
5. To be responsible for men's Elite Performance and Talent Identification.
6. Agree dates required for Squad activities with the relevant Fixture Committees.
7. Annually review, and inform MPC, the fees / expenses paid to Referees, Coaches and others associated with Squad activities.
8. Maintain and advise the MPC of the rolling overall Event Programme.
9. Organise travel, accommodation, kit and other logistics matters related to England teams (unless directed otherwise by MPC).
10. All Coaches shall be qualified at Level 2 or above by the time of the event appointed for. [Note : Fast track Coaching awards under the control of the ELA Technical Committee].
11. Encourage all Coaches to review and improve on qualifications through appropriate courses and practical experience at all levels of the game.
12. Monitor and review performance of Coaches, Managers, Physiotherapists, Sports Scientists and others appointed on a regular basis.
13. Committee to meet as and when needed.
14. Chair of Committee to be a member of the MPC and attend MPC meetings.
15. The Squad selection for a specific event will be under the direction of the NS Committee with the specific event appointed Head Coach taking the lead. Opportunities will be created for all aspirant Squad players to be seen.

Composition

Chair
Fund Raisers
Bookkeeper
Appointed Event Managers
Appointed Event Coaches
Others as needed with specific required skills

Appendix C

WOMEN'S PLAYING COMMITTEE

TERMS OF REFERENCE AND OPERATING PROCEDURES

TERMS OF REFERENCE

General

1. The English Lacrosse Association (ELA) is the Governing Body for lacrosse in England and the Women's Playing Committee (WPC) is a sub-committee of the ELA with the responsibility of managing the women's game. This includes:
 - overseeing and managing the rules under which the women's game is played in England;
 - overseeing, monitoring and controlling the activities of all WPC Subcommittees;
 - overseeing and managing the WPC Disciplinary Procedures;
 - overseeing and monitoring rules on player qualifications and exemptions;
 - promoting, marketing and publicising all aspects of the women's game, in conjunction with the ELA Head Office;
 - adjudicating and deciding on any matters of dispute or uncertainty referred to it by a WPC Subcommittee or member;
 - deciding on recommendations from the Elite Subcommittee for appointment of coaches, managers and other support staff for National Squads;
 - deciding on recommendations and ratifying decisions made by WPC Subcommittees including: rules and umpiring, player qualifications and exemptions, and coach development and qualification;
2. WPC ensures the women's game is run efficiently and effectively at all times;
3. WPC draws up and implements strategic plans for the women's game, to include implementing the Key Performance Indicators (KPIs) and associated targets in the Whole Sport Plan.

Financial

1. To work with the ELA Head Office to ensure an appropriate allocation to meet anticipated needs for WPC is obtained each year;
2. To set and manage the annual budget as received from ELA Head Office/Executive;
3. To oversee the distribution of the budget as agreed amongst WPC Subcommittees;
4. To ensure that accurate, comprehensive budgets are prepared and up-to-date accounts relating to the activities of the WPC and its Subcommittees are kept.
5. To account for the expenditure of the WPC allocation to Head Office/Executive.

ELA

To represent the women's game, including its views, needs and interests, to the ELA Executive and staff at Head Office.

International

To ensure there is always effective and appropriate representation of the women's perspective on the international stage via the presence of the nominated ELA representative(s) at Federation of International Lacrosse (FIL) and other appropriate meetings.

OPERATING PROCEDURES

Membership

1. The WPC shall consist of the following members:

Officers

- Chair
- Deputy Chair
- Treasurer
- Secretary

Chairs

- Chair of the Events and Fixtures Subcommittee
- Chair of the Rules and Umpiring Subcommittee
- Chair of the Elite Subcommittee

Representatives

- Territorial Representatives (5)
- Club Representative
- School Representative
- Player Representative
- Technical Committee Representative

Co-opted members

- Up to 3

2. All officers shall be elected on a rotational basis, at the annual strategic WPC meeting in May. Nominations will be sought for officer positions from the membership. They shall take office immediately upon election. Each shall serve a term of three years.
3. The Chairs of the Events and Fixtures, Rules and Umpiring and Elite Subcommittees shall be elected by their Sub-committees in accordance with their rules and shall be elected no later than April in the year of election. Upon election as Chair of their Subcommittee they will be automatically elected to membership of the WPC. Each shall serve a term of three years.
4. The Territorial representatives shall be nominated and elected to post by their respective territorial bodies and upon election they will be automatically elected to membership of the WPC.
5. The Club, School and Player representatives shall be elected to post by their respective constituent bodies and upon election they will be automatically elected to membership of the WPC. Each shall serve a term of three years.
6. WPC shall nominate a representative to sit on the Technical Committee. They shall serve for a period of 3 years.

7. Up to 3 Co-opted members can be nominated by a majority of the membership of the WPC Committee for their specific skill and/or knowledge. They shall serve for no more than 3 years.
8. Each member of the WPC shall keep the Secretary informed of that member's contact details, including telephone number, address and email address.

Meetings

9. The WPC shall hold three meetings per year, of which one shall be concerned with general strategy and direction of the game and two shall be concerned with practical and organisational matters, in the following way:

September	practical
January	practical
May	strategic
10. When 50% of the members are present, the meeting shall have a quorum.
11. The agenda for meetings shall be circulated to all WPC members and published on the ELA website 14 days before the meeting.
12. The minutes of all meetings shall be circulated to all WPC members and published on the website within 14 days of the meeting being held.
13. Any matters of dispute or uncertainty shall be decided by a majority show of hands. Each member shall have one vote. The Chair shall have one vote and in the event of a tie the Chair shall have a second casting vote. At the request of the Chair or any other WPC member a secret ballot shall be held.
14. Any WPC Member shall be entitled to nominate an alternative person to act on her/his behalf at any WPC meeting from which they will be absent. The absent member should inform the Chair of WPC of their nominated representative prior to the meeting. Holders of proxy votes should hand these to the Chair at the beginning of the meeting.

General

15. The WPC Officers may suspend the membership of any member whose conduct, at meetings or elsewhere, is or has been in the opinion of the Chair/Officers such as to be contrary to the interests of the WPC or injurious to its reputation. Immediately upon suspension the member will become subject to the WPC Disciplinary Procedures.
16. Upon conclusion of the Disciplinary Procedures, the WPC shall decide if the member is to be reinstated to the WPC. If not, the following procedures will apply:
 - Where the relevant member is the Chair of a Sub-committee, that Subcommittee shall be requested to nominate and elect a replacement in time for the next WPC meeting;
 - Where the relevant member is an officer, the WPC shall appoint an existing member of the WPC to take on the responsibilities of that officer until the next strategic WPC meeting, when a new officer will be elected;
 - Where the relevant member is a representative, the WPC shall ask the relevant constituent body to nominate and elect a replacement in time for the next WPC meeting.

[Note: until documented the Appeals process will follow the general principles as those outlined in the Disciplinary Code for England Women's teams].

17. The WPC shall have the power to convene Working Groups or additional sub-committees for such purposes as it may deem appropriate.
18. These rules may be revoked, added to or amended by a membership decision at the ELA AGM or an SGM

RESPONSIBILITIES OF OFFICERS

CHAIR

- To provide leadership to the WPC and its Subcommittees;
- To develop a strategic vision for women's lacrosse to feed into the overall ELA vision;
- To represent the WPC at meetings of the ELA Executive and at ELA Head Office;
- To act as an ambassador for women's lacrosse and to promote it to the government, the public and to other sports organisations;
- To chair all WPC meetings;
- To set the agenda for all WPC meetings in conjunction with the Secretary;
- To work with the Treasurer to ensure that all of the WPC's financial responsibilities and obligations are correctly and completely fulfilled;
- To ensure that the WPC is run efficiently and effectively at all times;
- To ensure the women's game is represented at FIL meetings as appropriate.

DEPUTY CHAIR

- To stand in for the Chair at any meetings where they may be absent and carry out all their duties and obligations where required.
- To be responsible for co-ordinating effective communications channels in liaison with Head Office including:
 - Promotion of WPC Events and activities on the website
 - Maintaining an up to date list of key contacts across the women's lacrosse community including clubs, universities, schools, territories, volunteers etc.

TREASURER

- To liaise with ELA Head Office and WPC Chair and Secretary at the beginning of each year to set the WPC budget for that year;
- To propose distribution of the WPC budget to Subcommittees as required and to submit such proposals to the WPC for approval;
- To keep accurate and up to date accounts showing:
 - all monies received and expended by WPC and its sub-committees
 - all sales and purchases made by WPC
 - any assets and liabilitiesand to submit these to WPC for approval at the September meeting each year;
 - To present an update of the accounts at each WPC meeting;
- To liaise with Subcommittees to ensure their accounts are accurate and up to date;
- To provide such assistance and help as required to Sub-committees in setting budgets and controlling and monitoring their income and expenditure.

SECRETARY

- To publish and distribute WPC agenda at least 7 days before the meeting;
- To record and keep minutes of each WPC meeting and ensure they are correctly distributed and published within 14 days of the meeting;
- To ensure that the WPC acts within its terms of reference and the Constitution and Bylaws of the ELA;
- To provide secretarial and administrative support to the Chair, Deputy Chair and Treasurer;
- To help administer the WPC Disciplinary Procedures and ensure that complete records of any disciplinary proceedings are kept and distributed according to the WPC Disciplinary Procedures;
- To maintain up to date contact list of WPC members.

RESPONSIBILITIES OF WPC REPRESENTATIVES

TERRITORIAL REPRESENTATIVE

General

- To represent and promote the views and interests of the territorial associations to the WPC
- To report back to the territorial associations any decisions or resolutions made by WPC;
- To liaise with Events and Fixtures regarding the date, venue and organisation of the Territorial Competitions;
- To develop and maintain effective communication with all territorial associations.

Whole Sport Plan

- To inform the territorial associations of their obligations and responsibilities in implementing the targets and Key Performance Indicators (KPIs) of the WSP and to liaise with other WPC Subcommittees in helping achieve these;
- To work with ELA Head Office in implementing the targets and KPIs of the WSP;
- To assist in the collection, monitoring and evaluation of data relating to the WSP KPIs and report back to WPC as appropriate.

Financial

- To manage any WPC budgets allocated to territorial associations in pursuance of agreed objectives, in conjunction with the WPC Treasurer;
- To supply to WPC annual accounts showing how budgets allocated were spent.

CLUB REPRESENTATIVE

General

- To represent and promote the views and interests of lacrosse clubs to the WPC;
- To report back to the lacrosse clubs any decisions or resolutions made by WPC;
- To liaise with Events and Fixtures regarding the date, venue and organisation of the Clubs and Colleges tournament.
-

- To maintain up to date contact list of club representatives in liaison with ELA head office

Whole Sport Plan

- To inform the English lacrosse clubs of their obligations and responsibilities in implementing the targets and KPIs of the WSP and to liaise with other WPC Subcommittees in helping achieve these;
- To work with ELA Head Office in implementing the targets and KPIs of the WSP;
- To monitor, evaluate and report back to WPC the results and outcomes of the targets and KPIs.

Financial

- To manage any WPC budgets allocated for club development in pursuance of agreed objectives, in conjunction with the WPC Treasurer;
- To supply to WPC annual accounts showing how budgets allocated were spent.

SCHOOL REPRESENTATIVE

General

- To represent and promote the views and interests of lacrosse schools to the WPC;
- To report back to the lacrosse schools any decisions or resolutions made by WPC;
- To liaise with Events and Fixtures and ELA Head Office regarding the date, venue and organisation of the National Schools tournament;
- To liaise with Events and Fixtures and ELA Head Office regarding the date, venue and organisation of any other school representative fixtures, including but not limited to junior fixtures.
- To maintain up to date contact list of club representatives in liaison with ELA Head Office

Whole Sport Plan

- To inform the lacrosse schools of their obligations and responsibilities in implementing the targets and KPIs of the WSP and to liaise with other WPC Subcommittees in helping achieve these;
- To work with ELA Head Office in implementing the targets and KPIs of the WSP;
- To monitor, evaluate and report back to WPC the results and outcomes of the targets and KPIs.

Financial

- To manage any WPC budgets allocated for school development in pursuance of agreed objectives, in conjunction with the WPC Treasurer;
- To supply to WPC annual accounts showing how budgets allocated were spent.

PLAYER REPRESENTATIVE

General

- To represent and promote the views and interests of female lacrosse players to the WPC;
- To report back to the players any decisions or resolutions made by WPC.

CO-OPTED MEMBER(S)General

- The committee, by majority vote, can co-opt up to 3 members for specific responsibility(ies) and/or skills/knowledge that such members would bring to the running of the women's game and WPC.

ELITE SUBCOMMITTEE**TERMS OF REFERENCE**General

- To oversee the selection, management and coaching of all national squads, including:
 - National Senior Squad(s)
 - National U21 Squad
 - National U19 Squad
- To operate and manage the Centres of Excellence, including agreeing annual procedures and funding;
- To annually select and recommend to WPC for approval appointment of senior and assistant coaches for the National Squads;
- To annually select and recommend to WPC for approval appointment of managers, kit managers, physiotherapists and other support staff for the National Squads;
- To work with WPC and ELA Head Office to promote and publicise the National Squads activities, including promotion, marketing and sponsorship;
- To design and implement training schedules for national squads;
- To arrange such international fixtures, tours, and events as required;
- To liaise with ELA Head Office to ensure that relevant information regarding the activities of the Subcommittee is published on the ELA Website and kept up to date;
- To work with Events and Fixtures Committee to implement a five year rolling fixture list for all National Squad events.

Strategic

- To design and implement methods of talent ID;
- To design, manage and promote developmental pathways for players to allow them to reach their maximum potential;
- In conjunction with ELA Technical Committee to design, manage and promote developmental pathways for coaches to allow them to reach their maximum potential;
- To be responsible for implementation of the relevant KPIs in the WSP.

Financial

- To annually review and recommend to WPC the fees paid to coaches, umpires, managers, kit managers, physiotherapists and support staff;
- To manage any WPC budget annually allocated to the Subcommittee in pursuance of agreed objectives, including distributing the budget across each National Squad according to their fixtures and events;

- To supply to WPC annual accounts showing how the budget allocated to Subcommittee has been spent.

OPERATING PROCEDURES

1. The Subcommittee shall consist of the following members:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Head coach of each National Squad
 - Management Representative
 - Player Representative
2. The Subcommittee shall have a Treasurer and Secretary, who will be responsible for the administrative and financial management of the Subcommittee, including keeping and distributing minutes and liaising with the WPC Treasurer regarding allocation of, and accounting for, WPC budget.
3. The Subcommittee shall elect a Chair to hold the post for a term of three years. The Chair once elected will represent the Subcommittee at the WPC. The Chair shall be selected from the existing members of the Subcommittee and shall be elected no later than April in the year of election. If no member is willing to serve, the Subcommittee shall inform the Chair of WPC within 30 days and the role will be advertised.
4. The Subcommittee shall meet as many times as it feels appropriate, subject to a minimum of three times per year.
5. When 50% of the members are present, the meeting shall have a quorum.
6. Any matters of dispute or uncertainty shall be decided by a majority show of hands. Each member shall have one vote. The Chair shall have one vote and in the event of a tie the Chair shall have a second casting vote.

If a dispute cannot be resolved by voting or if the members so request, the relevant matters shall be referred by the Chair to the next WPC meeting, where the matter will be decided in accordance with WPC rules
7. The Subcommittee shall review annually its terms of reference and composition and submit any changes to the annual strategic WPC meeting in May for approval.

EVENTS AND FIXTURES SUBCOMMITTEE

TERMS OF REFERENCE

General

- To design and implement a Fixture List on a rolling 5-year basis, including dates and venues, for all Women's national fixtures, as follows:
 - Home Internationals
 - Junior Home Internationals
 - Reserve Home Internationals
 - Territorial Competitions
 - Junior Territorial Competitions
 - Reserve Territorial Competitions
 - Clubs and Colleges Tournament

- National Schools Tournament
- To liaise with ELA Head Office re the date, location and organisation of the National POP lacrosse finals and to ensure that this event is included in the Fixture List;
- To liaise with BUCS to ensure there are no clashes between BUCS events and those national fixtures listed above;
- To liaise with ELA Head Office to ensure that relevant information regarding the activities of the Subcommittee is published on the ELA Website and kept up to date;
- To oversee the management and organisation of all Women's national fixtures, including:
 - Appointment of chief organiser with overall responsibility for each event
 - Provision of guidelines for each event
 - Provision of any help and support required for each event
- To liaise with ELA Head Office to promote, publicise and market all national fixtures and events (including liaising regarding preparation of programmes) to ensure each receives the maximum amount of publicity possible.

Strategic

- In liaison with Schools Representative and ELA Head Office, to consider the competition structure available for juniors and schools and recommend any changes for approval by WPC;
- In liaison with Club Representative and ELA Head Office, to consider the competition structure available for clubs and recommend any changes for approval by WPC;
- In liaison with Territories Representatives and ELA Head Office, to consider the competition structure available for Territories and recommend any changes for approval by WPC.

Financial

- To manage any WPC budget annually allocated to the Subcommittee in pursuance of agreed objectives, including distributing the budget across each National Squad according to their fixtures and events;
- To supply to WPC annual accounts showing how the budget allocated to the Subcommittee has been spent;

OPERATING PROCEDURES

1. The Subcommittee shall consist of the following members:

Chair
Vice Chair
Treasurer
Secretary
Territorial representatives
Organiser of National Schools
Organiser of Home International Event

2. The Subcommittee shall have a Treasurer and Secretary, who will be responsible for the administrative and financial management of the Subcommittee, including keeping and distributing minutes and liaising with the WPC Treasurer regarding allocation of, and accounting for, WPC budget.

3. The Subcommittee shall elect a Chair to hold the post for a term of three years. The Chair once elected will represent the Subcommittee at the WPC. The Chair shall be selected from the existing members of the Subcommittee and shall be elected no later than April in the year of election. If no member is willing to serve, the Subcommittee shall inform the Chair of WPC within 30 days and the role will be advertised.
4. The Subcommittee shall meet as many times as it feels appropriate, subject to a minimum of three times per year.
5. When 50% of the members are present, the meeting shall have a quorum.
6. Any matters of dispute or uncertainty shall be decided by a majority show of hands. Each member shall have one vote. The Chair shall have one vote and in the event of a tie the Chair shall have a second casting vote.

If a dispute cannot be resolved by voting or if the members so request, the relevant matters shall be referred by the Chair to the next WPC meeting, where the matter will be decided in accordance with WPC rules (*q.v.*).

7. The Subcommittee shall review annually its terms of reference and composition and submit any changes to the annual strategic WPC meeting in May for approval.

RULES AND UMPIRING SUBCOMMITTEE

TERMS OF REFERENCE

General

- To oversee the interpretation of Women's Lacrosse rules and distribute rules, rule changes and clarifications to WPC, its Subcommittees and ELA members;
- To provide umpires at Centres of Excellence and at training of National Squads as required;
- To assist the National Squads with umpiring requirements and rules education;
- To promote sportsmanship and safety within the women's game;
- To interpret FIL decisions relating to rules in the context of ELA members;
- To manage England's umpire selection for international fixtures and events, including the European Championships, the World Cup and the U19s World Championships; and recommend appointments to WPC
- To liaise with Events and Fixtures Subcommittee to arrange umpires of appropriate qualification and experience for other events and fixtures, including:
 - Home Internationals
 - Junior Home Internationals
 - Reserve Home Internationals
 - Territorial Competitions
 - Junior Territorial Competitions
 - Reserve Territorial Competitions
 - Clubs and Colleges Tournament
 - National Schools Tournament
- To inform the territorial representatives of their obligations and responsibilities in implementing the targets and KPIs of the WSP regarding the development of new umpires and officials and to liaise with other WPC Subcommittees in helping achieve these;
- To liaise with ELA Head Office to ensure that relevant information regarding the activities of the Subcommittee is published on the ELA Website and kept up to date;
- To monitor, evaluate and report back to WPC the results and outcomes of the targets and KPIs.
- To recruit and develop umpires

Development and Training

- To provide and arrange courses to aid the development of umpires;
- To manage the English Lacrosse Umpire and Examiner Lists;
- To collate, process and keep updated umpire examination forms for Level 1, 2, and 3 umpire exams;
- To issue umpiring certificates and badges as required;
- To write annual Level 1 and 2 written exams;
- To moderate Level 3 written exam (FIL test);
- To liaise with ELA Head Office regarding the coordination of clinics and courses where appropriate;
- To design and develop umpiring courses and course materials;
- To distribute the annual FIL exam to all current international umpires;
- To promote and encourage umpire development;
- To maintain and promote the ELA Officials Code of Conduct.

Communication

- To oversee publication/sale of FIL manual and rules book.

Financial

- To propose to WPC the budget for Rules and Umpiring matters;
- To manage any WPC budget annually allocated to the Subcommittee in pursuance of agreed objectives;
- To supply to WPC annual accounts showing how the budget allocated to Subcommittee has been spent;
- To co-ordinate the ordering and management of Rules and Umpiring resources, including badges, certificates, whistles, flags, warning cards, shirts, pencils, wristbands and whiteboards, in liaison with ELA Head Office.

OPERATING PROCEDURES

1. The Subcommittee shall consist of the following members:
 - Chair
 - Vice Chair
 - Territorial Representatives
 - University representative
 - Co-opted (maximum 3)
2. The Chair and Vice Chair will be responsible for the administrative and financial management of the Subcommittee, including keeping and distributing minutes and liaising with the WPC Treasurer regarding allocation of, and accounting for, WPC budget.
3. The Subcommittee shall elect a Chair to hold the post for a term of three years. The Chair once elected will represent the Subcommittee at the WPC. The Chair shall be selected from the existing members of the Subcommittee and shall be elected no later than April in the year of election. If no member is willing to serve, the Subcommittee shall inform the Chair of WPC within 30 days and the role will be advertised.
4. The Subcommittee shall meet as many times as it feels appropriate, subject to a minimum of twice per year.
5. When 50% of the members are present the meeting shall have a quorum.

6. Any matters of dispute or uncertainty shall be decided by a majority show of hands. Each member shall have one vote. The Chair shall have one vote and in the event of a tie the Chair shall have a second casting vote.

If a dispute cannot be resolved by voting or if the members so request, the relevant matters shall be referred by the Chair to the next WPC meeting, where the matter will be decided in accordance with WPC rules (*q.v.*).

7. The Subcommittee shall review annually its terms of reference and composition and submit any changes to the annual strategic WPC meeting in May for approval.
