

Codes of Conduct, Protocols and Procedures

As approved by the WL Board

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The following codes, consent forms, protocols and guidelines are contained in the WL Event Hosting and Competition Manual

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1.1 Board Code of Conduct

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

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

they should raise the matter with the Board.

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

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

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

1.1.12.2 No resolution will be put to a vote at a meeting of the Board unless a quorum of Members (as defined in the Constitution) is present at the time it is so put.

1.1.12.3 At any meeting of the Board a resolution put to vote shall be decided on a show of hands unless, before the show of hands, a poll is demanded by the chair or by at least two Board members.

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

1.2 World Lacrosse Member Code of Conduct

1.2.1 Every Full Member, Associate Member and Allied Organization may be asked to provide a report when requested by the WL Board.

1.2.2 Participation in WL meetings is contingent on:

1.2.2.1 Participation in relevant World Events subject to pre-qualification as agreed by the GA from time to time, being the host, or through Regional Qualifiers.

1.2.2.2 Payment of all financial obligations established by WL, including:

- Membership Subscriptions, including to the relevant Continental Federation
- Event participation and hosting fees
- Other fees as agreed by the GA

1.2.3 **WL Member Rights:** Full Members have the following rights:

1.2.3.1 To take part in the General Assembly

1.2.3.2 To submit proposals for inclusion in the agenda of the General Assembly

1.2.3.3 To nominate candidates for WL Board and Committee Chair positions

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- 1.2.3.4 To participate in WL World events subject to pre-qualification from the previous event, being the host, or through Regional Qualifiers.
- 1.2.3.5 To participate in relevant development programs
- 1.2.3.6 To exercise all other rights arising from the WL Governing documents

1.2.4 The exercise of these rights is subject to other provisions in this Constitution and other applicable governing documents.

1.2.5 **WL Member Obligations:** Members have the following obligations:

- 1.2.5.1 To comply with the WL Constitution, Bylaws, Policies and Playing Rules of the respective games
- 1.2.5.2 To comply with directives and decisions made by the General Assembly
- 1.2.5.3 To pay membership subscriptions and other fees as invoiced in accord with the Constitution, Bylaws and Policies
- 1.2.5.4 To provide a timely response to all communications including requests for information and responses to postal votes
- 1.2.5.5 To abide by the agreed Anti-Doping regulations and ensure that the domestic regulations are consistent with the World Anti-Doping Code
- 1.2.5.6 To ensure that members own regulations (Constitution, Articles, and Statutes etc.) are complied with.
- 1.2.5.7 To respect the Playing Rules of the Games

1.2.6 **WL Member Expectations:** Members expectations are:

- 1.2.6.1 To determine their own office- holders by democratic elections, ensuring at all times an adequate minimum representation of each gender within its governance structure.
- 1.2.6.2 Must be solvent
- 1.2.6.3 To manage their own affairs autonomously and without interference from bodies outside of the Olympic movement.

1.3 Code of Conduct Betting Integrity

1.3.1 This Code of Conduct on sports betting integrity for athletes, officials and event participants sets out the guiding principles for all athletes and officials on the issues surrounding the integrity of sport and betting.

1.3.2 Guiding Principles:

- Be Smart: know the rules
- Be Safe: never bet on your sport
- Be Careful: never share sensitive information
- Be Clean: never fix an event
- Be Open: tell someone if you are approached

1.3.3 **Be Smart: know the rules:** Find out the sports betting integrity rules of your international federation and your National Governing Body (NGB), Club and team competition and your country's laws before the start of each sporting season so that you are aware of the sport's most recent position regarding betting. Many sports and countries either have or are developing regulations on sports betting and you need to be aware of these – even if you don't bet. If you break the rules you risk severe punishments including a potential lifetime ban from the sport and even being subject to a criminal investigation.

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- 1.3.4 **Be Safe: never bet on the sport:** Never bet on yourself, your opponent or the sport. If you, or anyone in your entourage (coach, partner, family members etc.), bet on yourself, your opponent or the sport you risk being severely sanctioned. It is best to play safe and never bet on any events within the sport including:
- Never betting or gambling on your own matches or any competitions in the sport (including betting on yourself or your team to win, lose or draw as well as any of the different side-bets);
 - Never instructing, encouraging or facilitating any other party to bet on sports you are participating in;
 - Never ensuring the occurrence of a particular incident, which is the subject of a bet and for which you expect to receive or have received any reward;
 - Never giving or receiving any gift, payment or other benefit in circumstances that might reasonably be expected to bring you or the sport into disrepute.
- 1.3.5 **Be Careful: never share sensitive information:** As an athlete you will have access to information that is not available to the general public, such as knowing that your star player is injured or that the coach is putting out a weakened side. This is considered sensitive, privileged or inside information. This information could be sought by people who would then use that knowledge to secure an unfair advantage and to make a financial gain. There is nothing wrong with you having sensitive information; it is what you do with it that matters. Most athletes know that they should not discuss important information with anyone outside of their parent body or coaching staff (with or without reward) where the athlete might reasonably be expected to know that its disclosure could be used in relation to betting.
- 1.3.6 **Be Clean: never fix an event:** Play fairly, honestly and never fix an event or part of an event. Whatever the reason, do not make any attempt to adversely influence the natural course of a sporting event or part of an event. Sporting competitions must always be an honest test of skill and ability and the results must remain uncertain. Fixing an event, or part of an event goes against the rules and ethics of sport and when caught, you may receive a criminal prosecution and a lifetime ban from your sport. Do not put yourself at risk by following these simple principles:
- Always perform to the best of your abilities.
 - Never accept to fix a match. Say no immediately. Do not let yourself be manipulated - unscrupulous individuals might try to develop a relationship with you built on favors or fears that they will then try to exploit for their benefit in possibly fixing an event. This can include the offer of gifts, money and support.
 - Avoid addictions or running up debts as this may be a trigger for unscrupulous individuals to target you to fix competitions. Get help before things get out of control.
- 1.3.7 **Be Open: tell someone if you are approached:** If you hear something suspicious or if anyone approaches you to ask about fixing any part of a match then you should tell your player association, federation or someone you trust straight away. If someone offers you money or favors for sensitive information, then you should also tell your federation or player association. Any threats or suspicions of corrupt behavior should always be reported. The police and national laws are there to protect you. Your club, federation or player association will help.

1.4 Dispute Resolution

- 1.4.1 **Dispute Between Members:** Member dispute resolution is currently within the remit of the Vice President (VP) and as such all communication on these matters is with the VP.
- 1.4.2 Disputes between members, excluding disputes regarding anti-doping matters, which are governed by the WL Anti-Doping policy, may be referred to the WL Board for resolution by

submitting written notification of a dispute to the VP. If the VP is from one of the countries involved, then the President shall take on this responsibility.

- 1.4.3 The VP will contact the parties involved to confirm the allegations and / or circumstances of the dispute. If the VP determines that allegations and / or circumstances warrant WL facilitation, the VP will attempt to broker a solution to the dispute
- 1.4.4 If the VP cannot resolve the dispute, the VP will notify the Board of the request for dispute resolution and refer the matter within four (4) weeks to a hearing panel of three (3) Board members who do not originate from the Member countries involved in the dispute. The hearing panel will be endorsed by the full Board and may include the VP.
- 1.4.5 The hearing panel will consider the matter, conduct an investigation that will include testimony from the parties involved in the dispute and provide, within a period of four (4) weeks, a decision that is consistent with the WL Constitution, Bylaws and Playing Rules of the respective Games of Lacrosse.
- 1.4.6 The VP will then advise the Board and the parties involved in the dispute of the hearing panel's decision which shall be binding on all parties and not subject to appeal.
- 1.4.7 Any costs required to facilitate the solution to the dispute between Members will be borne by the Member filing the dispute.
- 1.4.8 **Disputes Between a Member and the World Lacrosse Board:** As noted in section 1.5.9 of the Bylaws, the Board will have and may exercise all the powers and authority of the GA, in between meetings of the GA, in the management of the Federation except for the areas enumerated in section 1.5.9 of the Bylaws.
- 1.4.9 Decisions of the Board that follow or enforce the WL Constitution, Bylaws, Policies and Playing Rules of the respective Games of Lacrosse currently in place shall not be eligible for appeal to either the Board or the Membership.
- 1.4.10 Decisions by the Board that do not follow or enforce the WL Constitution, Bylaws, Policies and Playing Rules of the respective Games of Lacrosse currently in place are eligible for appeal and may be referred to the WL Board for consideration by submitting a written request for appeal to the VP. The written request for the appeal must include a detailed basis upon which the appeal is being made.
- 1.4.11 Upon receiving a written request for appeal, the VP will notify the Board and refer the matter within four (4) weeks to a hearing panel comprised of three (3) representatives from different WL member countries who are not members of the Board and who do not originate from the Member country involved in the appeal. The hearing panel will be endorsed by the full Board.
- 1.4.12 The VP will not be a member of the hearing panel but will facilitate an appeal hearing, which will include testimony from no more than two (2) representatives from the Member country that filed the appeal and no more than two (2) members of the Board. Following the appeal hearing, the panel will issue a written decision within four (4) weeks, and the VP will then advise the Member country and the Board of the result of the appeal, which will be final within the WL.
- 1.4.13 Any such appeal must be accompanied by a fee of \$250(US) which is returnable if the appeal is successful.

1.5 Disciplinary Action

- 1.5.1 **Suspension in Exceptional Circumstances:** In addition to the rights of suspension and expulsion under the Constitution, the Board may in its discretion suspend a Member from WL in exceptional circumstances pending determination of a resolution under this clause. For the purposes of this clause "exceptional circumstances" means circumstances in which, after reasonable inquiry, it is considered that WL or any of the Members may suffer damage or detriment as a result of the actions or inactions by the Member who is being considered for suspension under this clause.
- 1.5.2 If any action is imposed under this clause, the WL Designated Board Member (normally the President) will notify the Member concerned of the action in writing and copy this notification to the Board.
- 1.5.3 **Board Resolution:** Subject to the Constitution, the Board may by resolution:
- 1.5.3.1 As a last step, and with membership approval, expel a Member from WL; or
 - 1.5.3.2 Suspend a Member from membership of WL for a specified period; or
 - 1.5.3.3 Impose a fine on a Member; or
 - 1.5.3.4 Impose such other penalty, action or educative process as it sees fit.
- 1.5.4 If the Board considers that the Member has:
- 1.5.4.1 Breached, failed, refused or neglected to comply with a provision of the WL Constitution, the WL Bylaws or any WL Policy, resolution or determination of the Board; or
 - 1.5.4.2 Acted in a manner unbecoming of a Member or prejudicial to the objects and interests of WL, or another Member; or the sport of lacrosse; or
 - 1.5.4.3 Brought WL, or another Member, or the sport of lacrosse into disrepute.
- 1.5.5 **Notice of Alleged Breach:** Where the Board considers that a Member may have satisfied one or more of the grounds cited in 1.5.4, the Designated Board Member (normally the President), will, as soon as practicable, serve on the Member a notice in writing:
- 1.5.5.1 Setting out the alleged breach of the Member and the grounds on which it is based;
 - 1.5.5.2 Stating that the Member (personally or by its representative) may address the Board at a meeting to be held not earlier than 7 days and not later than 28 days after service of the notice;
 - 1.5.5.3 Stating the date, place and time of that meeting;
 - 1.5.5.4 Informing the Member that they may do one or more of the following: (a) attend that meeting; (b) provide WL, before the date of that meeting a written statement regarding the alleged breach.
- 1.5.6 **Determination of the Board:** At a meeting of the Board held in accordance with 1.5.5, the Board will:
- 1.5.6.1 Give to the Member every opportunity to be heard;
 - 1.5.6.2 Give due consideration to any written statement submitted by the Member; and
 - 1.5.6.3 By resolution determine whether the alleged breach occurred.
- 1.5.7 **Appeal to the Appeals Tribunal:**

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- 1.5.7.1 If the Board passes a resolution at the meeting held in accordance with this clause, the Member has a right to appeal the decision to the Appeals Tribunal.
- 1.5.7.2 The Member must lodge the appeal with the Designated Board Member (normally the President) within 14 days of the date the resolution is passed. The appeal must specify the grounds of the appeal and be accompanied by an Appeal Fee of USD\$250.
- 1.5.7.3 Where the Designated Board Member (normally the President) receives an appeal under 1.5.7.2, the Board will convene a meeting of the Appeals Tribunal to be held within 30 days of the date on which the Designated Board Member (normally the President) received the appeal.
- 1.5.7.4 Where the Member lodges an appeal to the Appeals Tribunal under this clause, the resolution of the Board does not take effect unless the Appeals Tribunal confirms the resolution in accordance with the clause below.

1.5.8 **Composition of Appeals Tribunal:**

- 1.5.8.1 An Appeals Tribunal of 5 persons will be appointed by the Board for the purpose of adjudication of appeals from Members under the clause above.
- 1.5.8.2 No member of the Appeals Tribunal will be permitted to hold any office on the Board or its appointed sub-committees.
- 1.5.8.3 A minimum of 3 Members of the Appeals Tribunal will constitute a quorum.
- 1.5.8.4 A casual vacancy on the Appeals Tribunal will be filled by the Board appointing a replacement as it sees fit.
- 1.5.8.5 A legal counsel may act as a consultant to the Appeals Tribunal.

1.5.9 **Proceedings before Appeals Tribunal:** Proceedings before the Appeals Tribunal will be conducted as follows:

- 1.5.9.1 The Chair of the Appeals Tribunal will announce the opening of the proceedings, stating the Tribunal's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- 1.5.9.2 The procedure to be followed at proceedings will be clearly explained by the Appeals Tribunal Chair. The Appeal Tribunal Chair will state who is entitled to be present throughout proceedings during evidence and submissions.
- 1.5.9.3 The matter(s) which is/are the subject of proceedings will then be read to the person(s) concerned. The body or person reporting the matter(s) and the subjects of the proceeding will be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing.
- 1.5.9.4 The Appeal Tribunal will consider the evidence presented. It may adjourn the hearing if considered necessary. No other person will be present or partake in any discussion with the Appeals Tribunal at this time. If the Appeals Tribunal finds the decision of the Board is not proved it will uphold the appeal accordingly. The Appeal fee of USD\$250 will be refunded.
- 1.5.9.5 If the Appeal Tribunal finds the decision of the Board to be proved, it may impose, in its discretion, an appropriate penalty or penalties (which may confirm, increase or decrease the original penalty), or it may report its findings to the Board with such recommendations as it considers appropriate. The Appeals Tribunal Chair will declare the proceedings closed.
- 1.5.9.6 If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The

decision, any penalty and the reasons for the decision will be given in writing and signed by the Appeals Tribunal Chair. Every decision of the Appeals Tribunal will be conveyed in writing to the parties concerned.

- 1.5.10 **Decisions Binding:** Decisions of the Appeals Tribunal will be binding and final upon the Board and the Member. In all instances above the meetings may be held virtually.
- 1.5.11 **Termination of a Director / Board Member's appointment:** Without prejudice to any provision of the prevailing New York State regulations a person shall cease to be a Board member (and/or a director of the Company where appropriate) as soon as:
- 1.5.11.1 That person ceases to be a director by virtue of any New York State regulation or is otherwise prohibited from being a director by law;
 - 1.5.11.2 A bankruptcy order is made against that person;
 - 1.5.11.3 A statement is made by that person's creditors in relation to that person's debts;
 - 1.5.11.4 A registered medical practitioner who is treating that person gives a written opinion to the WL stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - 1.5.11.5 By reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
 - 1.5.11.6 Unless the Board resolves otherwise, that person will without sufficient reason for more than three consecutive Board meetings have been absent without permission of the Board;
 - 1.5.11.7 An appointed Board member is requested to resign by a majority of the Board;
 - 1.5.11.8 The General Assembly votes, by a two-thirds majority, to remove an elected Board member. Where the Board wishes to recommend termination of an elected Board member, a rationale for that recommendation will be made by the Board to the General Assembly;
 - 1.5.11.9 Notification in writing is received by the Board from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

1.6 Code of Conduct Disciplinary Procedures

- 1.6.1 All individuals affiliated with WL will comply with the appropriate Code of Conduct.
- 1.6.2 World Lacrosse has jurisdiction over matters where individuals have violated the Code of Conduct at World Lacrosse events.
- 1.6.3 **Disciplinary Review Procedures:** the following Disciplinary Procedure applies to violations which are recognized after an event has concluded. Violations which have occurred during the event will be handled by the appropriate World Lacrosse Championship Committee.
- 1.6.3.1 At all World Lacrosse championships any report alleging the action of an individual(s) which constitutes a violation of the Code of Conduct will be submitted in writing to the World Lacrosse Board within 30 days of the occurrence. All relevant evidence related to the action must be submitted at that time.
 - 1.6.3.2 Upon receiving a report, any member of the Board will immediately notify the Vice-President(VP) who shall within 14 days determine whether there may be a violation. If the VP decides that there is not a violation, the complainant will be notified of that decision with reasons and the complaint will be dismissed.

- 1.6.3.3 If the VP determines that there may be a violation, the VP will within 14 days of receiving the report, appoint a Discipline Committee of 3-5 members.
- 1.6.3.4 A hearing with the Discipline Committee will be scheduled to take place within 30 days.
- 1.6.3.5 All known interested parties will be notified of the hearing and will have the opportunity to attend the hearing of the Disciplinary Committee at their own expense.
- 1.6.3.6 The Discipline Committee may call witnesses and demand any relevant information which it deems necessary to arrive at a decision.
- 1.6.3.7 At the discretion of the Chair of the Discipline Committee, the hearing may be held by conference call.
- 1.6.3.8 The decision of the Discipline Committee with reasons will be announced within 14 days of the hearing and all known interested parties will be provided with a copy of the decision with reasons.
- 1.6.3.9 At the discretion of the President, deadlines in the discipline procedure may be extended where circumstance require, to a maximum of 60 days.
- 1.6.3.10 From the date of the report being received the complaint must be settled with 90 days.
- 1.6.3.11 Individuals may appeal the disciplinary action of World Lacrosse by submitting a written notice of appeal to the President of World Lacrosse.

1.7 Procedures for all World Lacrosse Committees, Sub-Committees, Commissions and Working Groups

- 1.7.1 **TYPES OF COMMITTEES:** There are a number of different types of committees in use in World Lacrosse (WL) - see Constitution 1.8. Any new proposals should fall into one of these categories. A template Terms of Reference (TOR) for each type of committee is provided by WL. For ease of reference, the generic term 'committee' will be used after Section 1.
- 1.7.2 Under the WL Constitution and Bylaws, the WL President is an ex officio member of all Committees and should be notified of meetings and receive records of meetings.
- 1.7.3 These Committees and Subcommittees provide the best opportunity for WL Members to gain worldwide committee experience in areas of interest.
- 1.7.4 **STANDING COMMITTEES** are permanent advisory committees set up by the General Assembly (GA) and listed in the governance documentation which report activities to both the Board and the GA.
 - 1.7.4.1 The Chair and all positions are open to nominations from WL Members. These are reviewed by the Board.
 - 1.7.4.2 The Board appoints the Chair from nominees following a selection process.
 - 1.7.4.3 The Chair of the Committee, with the appropriate Board Director, recommends to the Board appointments for Committee and Subcommittee Chairs and members following a nomination and selection process.
 - 1.7.4.4 The Terms of Reference are reviewed by the Board from time to time.
 - 1.7.4.5 Terms of office are for 4 years but may initially be shorter in order to get a staggered/rolling finish and continuity. There is an optional second term of office for an additional 4 years, making 8 years in total before a break of at least one year from that Committee, subject to a periodic performance review by the relevant Director and Chair.
 - 1.7.4.6 Standing Committees may also have Subcommittees (e.g., sector officiating and rules).
 - 1.7.4.7 Board members do not usually Chair these Committees but will be an ex officio member of them.

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- 1.7.4.8 Applications for membership of standing Committees can be supported by Members, Continental Federations (CFs) and/or the Board.
- 1.7.4.9 These are advisory Committees but may have delegated authority from the Board to make operational decisions.
- 1.7.4.10 Committee Chairs and members may be subject to a biennial performance review.
- 1.7.5 **BOARD ADVISORY COMMITTEES** are ongoing committees set up by the WL Board to develop and review detailed specific business on behalf of the Board which needs more time than the whole Board can devote to that business regularly.
 - 1.7.5.1 Advisory Committees are not decision-making committees.
 - 1.7.5.2 The composition of these will generally, but not exclusively, be Board members.
 - 1.7.5.3 Where there are opportunities for Members to be a part of these Committees, this will be indicated in the relevant TOR.
 - 1.7.5.4 Board Advisory Committees report to the Board and, in some cases, also to the General Assembly (e.g., Nominations).
- 1.7.6 **COMMISSIONS** are specialist committees set up by the Board or requested by the GA. The Board will approve the membership.
 - 1.7.6.1 Commissions may/may not include Board members in their membership.
 - 1.7.6.2 Some will subsequently manage their own nominations and call for elections using agreed policies (e.g., Athletes Commission, Medical Commission).
 - 1.7.6.3 Others may be led by a Board member (e.g., Women in Sport Commission).
 - 1.7.6.4 Others may be entirely independent from the Board (e.g., Ethics Commission).
 - 1.7.6.5 The GA will be informed of the principles to set up the Commissions and the Board will manage the details.
 - 1.7.6.6 Commissions report both to the Board and, subject to their specific provisions, may also report to the GA under certain conditions.
- 1.7.7 **WORKING GROUPS** are temporary task groups set up by the Board to undertake a particular piece of work in a designated period of time.
 - 1.7.7.1 A Board member will generally Chair a Working Group and if not, a Board member will be an ex officio member of the Working Group.
 - 1.7.7.2 The Board will agree the membership and TOR and length of appointment of the Working Group.
 - 1.7.7.3 Working Groups may include non-Board members but not always. For example, if the Board sets up Working Group to look into problems with a specific country, it may, for confidentiality reasons, only be Board members on the group.
 - 1.7.7.4 Working Groups set up in relation to specific country issues remain confidential and will not be disclosed to WL Membership.
 - 1.7.7.5 Working Groups report to the Board and to the GA as appropriate.
- 1.7.8 **GENDER AND GEOGRAPHIC REPRESENTATION:** Committee membership should achieve diversity including but not limited to geographic representation, gender and ethnicity. No more than 50% of any Committee, including the Chair, may be from the same Member.
- 1.7.9 **TERMS OF REFERENCE (TOR)**
 - 1.7.9.1 Each Committee will have its own specific TOR agreed by the Board which will be reviewed annually by that committee.

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- 1.7.9.2 The Board may agree to alter the TOR of any of the above from time to time to accord with changing requirements of WL.
- 1.7.9.3 All Committees are authorized by WL Board to conduct their business in accordance with their TOR and policies as in force at any time. All are accountable to the Board.
- 1.7.9.4 TOR will be made available on the WL website, unless the Committee is set up under confidentiality status (e.g., with a specific country).

1.7.10 **STAFF LIAISON:** A primary staff liaison will be named for every Committee.

1.7.11 MEETINGS AND MINUTES

- 1.7.11.1 All Committees must keep records of meetings. These should be brief minutes or summary reports with actions and names of people to take action identified as stated in each TOR.
- 1.7.11.2 Working Groups in particular are asked to provide and maintain a timeline of planned activities and to have this on the WL website (see Appendix 1 for an example), but it may also be of value for other groups with longer timescales to do the same so that National Governing Bodies (NGBs) have an opportunity to understand timelines.
- 1.7.11.3 The Chair of each Committee is responsible for ensuring meetings are called and that an agenda and any relevant papers are circulated ideally one week prior to the meeting and for ensuring that minutes/records are kept and identifying who should take these.
- 1.7.11.4 Once approved by the relevant Committee, all minutes/records are to be sent to:
 - The Committee members
- 1.7.11.5 A summary report of each meeting using a template should be made available within two weeks of each meeting for publication on the web site. This is intended as a communication for Members about the committee's activities. Summary reports should be sent to:
 - The WL President (who is an ex officio member of all Committees)
 - The WL Finance and Governance Director
 - Any others to receive minutes/records will be shown in specific TOR (e.g., an ex officio Director)
- 1.7.11.6 The specific TOR of each Committee will state whether their minutes are to be placed on the WL website or not. Minutes considered commercially or personally confidential will not be made public, although a summary report may be placed on the website instead. WL will aim to make as many records available as possible, even if in summary form.
- 1.7.11.7 The majority of meetings take place virtually in video or audio calls unless face to face meetings are agreed as part of the annual budget setting process. Where meetings take place face to face, these meetings will be arranged close to an event to reduce some of the travel costs where possible.

1.7.12 BUDGET SUPPORT

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

significant expenses (e.g., hotel, flights) should not be incurred without authorization of the Committee Chair.

- 1.7.12.4 No member of a Committee is authorized to sign for anything on behalf of WL without authorization from the WL Board or Management staff. Expenses incurred without appropriate authorization may not be reimbursed.

1.7.13 COMMUNICATIONS AND MEDIA

1.7.13.1 When using WL email and/or representing WL, Committee members must read and adhere to the WL Social Media Policy as issued from time to time.

1.7.13.2 Should a Committee member or Chair receive a request for an interview in relation to their WL role with the Committee/Group, they should first consult with their Director and the WL Chief of Brand and Communications Officer.

1.7.14 **CONFIDENTIALITY:** All Committee members should be made aware that some business in meetings is intended to be confidential and that they are asked to respect confidentiality until such time as information discussed is released.

1.7.15 **CONFLICTS OF INTEREST:** All Committee members will be asked to make a declaration of conflicts of interest on an annual basis by the WL Office and are bound by the WL Conflict of Interest Policy which will be provided upon appointment.

1.7.16 WL STAFF, OBSERVERS AND EXTERNAL EXPERTISE

1.7.16.1 The Chair of any Committee may invite additional observers from time to time either to provide additional expertise or for the opportunity for personal development for an individual. Meetings are not otherwise open for observers.

1.7.16.2 All Committees may invite members of the WL Staff or WL Board to attend meetings. Some will be present at all meetings while others may be invited for specific meetings. WL Staff provide support to any Committee on request. A lead staff member will be identified as the lead liaison between the Committee and WL Staff.

1.7.16.3 Additional external expertise and advice may be sought by any Committee with prior authorization from the WL President or CEO.

1.7.17 WORKING NORMS

1.7.17.1 Committees will normally operate on the basis of consensus and maintain as informal a manner as possible or appropriate for the conduct of the Committee business.

1.7.17.2 Committee decisions will be reached by a simple majority of those present unless otherwise designated by the Board on a particular topic. Once taken, Committee decisions become collective even if disagreed with in the meetings.

1.7.17.3 Where, exceptionally, a vote is required (committees are not generally decision-making bodies requiring formal votes), the Chair will hold a casting vote in the event of a tie in addition to their substantive vote as a Committee member.

1.7.17.4 Where a Committee wishes to undertake surveys, whether from WL NGBs or from external bodies such as other International Federations, this should be discussed with the CEO to ensure there is appropriate consideration of requests to such bodies and co-ordination by WL.

1.7.17.5 Each Committee should meet at least once per annum. There is no maximum number of virtual meetings for any group and each will set its own requirements according to annual needs and strategic priorities.

1.7.17.6 Each Committee should evaluate its own performance on a biannual basis to determine whether it is functioning effectively. This will include an assessment of the

extent to which the Committee has discharged its responsibilities as set out in its TOR. The results of the review will be reported to the Board via the Chair or relevant Director.

- 1.7.17.8 Discussions and decisions taken by Committees will take place in a transparent and efficient way and in accordance with any deadlines set by the Board or relevant Director.

1.7.18 **PERFORMANCE REVIEWS**

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

1.7.19 **NOMINATIONS AND ADVERTISING PROCESS**

- 1.7.19.1 Chairs and all positions on standing Committees will be advertised to Members.
- 1.7.19.2 Individual nominations may be submitted by an NGB, a CF and the Board.
- 1.7.19.3 Chairs of Advisory Committees and Working Groups will be appointed by the WL Board. Such positions will not normally be advertised.
- 1.7.19.4 Membership of Advisory Committees and Working Groups will be by invitation from the WL Board.
- 1.7.19.5 Commissions processes will vary depending on the nature of the Commission as designated.
- 1.7.19.5.1 Athletes Commission members will be elected from athletes at relevant senior World Events. Those elected members will then elect their Chair and Vice Chair.
- 1.7.19.5.2 Medical Commission members will be appointed by the WL Chief Medical Officer (CMO) who will invite NGBs to submit nominations. Composition will be ratified by the WL Board.
- 1.7.19.5.3 The Women in Sport Commission Chair will be appointed by the Board. Commission members will be both invited and open to nominations from NGBs.
- 1.7.19.5.4 The Ethics Commission Chair will be appointed by the Board. Commission members will all need to be independent of any NGB or Federation, but nominations will be sought from WL Members as well as invited.
- 1.7.19.5.5 The Diversity and Opportunity Commission will be chaired by the Diversity and Inclusion Director, who is elected by the Members at the GA.
- 1.7.19.6 **Recruitment Process Support**
- 1.7.19.6.1 The Chair of the Nominations Committee will provide advice and support to the Nominations process including an overview of standardized role position descriptions and ensuring that elections and appointments meet the agreed terms of office. The Nominations Chair is also responsible for ensuring appropriate advertising of all Chair positions.
- 1.7.19.6.2 All positions advertised to Members will be done via the WL Executive Administrative Assistant on behalf of the relevant recruiter.

- 1.7.19 **SELECTION PROCESS:** Where nominations are sought from Members, the selection process will be that the relevant Director will shortlist and interview potential candidates who best meet the criteria outlined in the role description, with at least one other Board Director who is not directly involved with the area, and will recommend to the Board their appointment for ratification.

Updated February 2022

Codes of Conduct, Protocols and Procedure – Version History

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