



GUIDELINES FOR TOURNAMENT HOSTING & PARTICIPATION

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V2 DRAFT

NZL GUIDELINES FOR TOURNAMENT HOSTING & PARTICIPATION

The following Guidelines are to assist and direct member regions for hosting and participating in NZL Championships and tournaments.

BACKGROUND

These guidelines are designed to provide the framework for any NZL hosted event. NZL Championships can now encompass any discipline, and this will be decided for any championship by the NZL Board with input from members.

NZL OBJECTIVES:

- To oversee and deliver the NZL Championships in a way that fully realises the aspirations of the host region and the obligations of the host:
- To provide a competition opportunity for participants throughout New Zealand.

NZL VISION IN CONDUCTING THE NZL CHAMPIONSHIP:

- To stage an outstanding player-centred and sport-focused lacrosse event with a high level of competition that will be celebrated across the country:
- To provide pathways for players using NZ Secondary Schools (NZSS), U15, U18 and Senior championships

NZL GOALS:

- To crown the national champion at U15, U18, NZSS and Senior level.
- To provide a higher level of lacrosse than is provided in the regional leagues.
- To develop the high-performance programmes for each region, especially upskilling players for national representative teams.
- To encourage and support the activities of World Lacrosse (WL) and other organizations which dedicate themselves to developing lacrosse.

SUMMARY OF NZL CHAMPIONSHIPS:

- The NZL Championships are NZL sanctioned events:
- The events are for both male and female teams, primarily from regions in New Zealand, with opportunities for teams from other areas or countries to be invited to participate by the NZL board:
- Only NZL Members can compete in the finals for the chance to win the Championship Trophies:
- Invited teams from other areas or countries are able to compete in the event but are ineligible to play in the finals for the Championship Trophies.

SUMMARY OF NZL TOURNAMENT:

- The NZL Tournament runs in conjunction with the NZL Championship:
- The NZL Tournament winner is the top of the table at the end of the round-robin play, for both men and women:
- Any participating team can win the NZL Tournament Trophy.

NOTES:

- The NZL is a Member of World Lacrosse (WL).
- Any NZL Championship shall be known as 'The Event' in these Guidelines.

- NZL shall also mean the NZL Board

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1 Event Organization

Topic	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
1.1 <i>Event Name</i>	Shall be known as “The (year) NZL (Age/Senior) Championship” in the absence of a major Sponsor.	To promote this event under the banner of the NZL.	To promote this event under the banner of the NZL.
1.2 <i>Naming Rights</i>	Should “Naming Rights” be included as part of a major sponsorship the event shall be known as “The (year) (Sponsor’s name) NZL (Age/Senior) Championship” subject to approval by the NZL Board. If granted NZL to advise regions of name of Event.	To seek major sponsorship. To request to the NZL approval of “Naming Rights.”	To use the correct title of event in any correspondence
1.3 <i>Timing</i>	Events should be held around the same time each year unless otherwise directed by NZL	Confirm dates 6 months prior to event	
1.4 <i>Member Eligibility</i>	Must be a Full member of the NZL for at least one year prior to the NZL event to be eligible to win the Championship		To meet eligibility requirements as defined in the NZL constitution
1.5 <i>Invitational Eligibility</i>	The NZL may invite other teams to participate in the Tournament who have a recognised affiliation with their regions National Governing Body. The NZL and the host regions have the right to limit the number of competing teams at an Event.	To advise the NZL of maximum number of teams.	
1.6 <i>Age Eligibility</i> Appendix A	Age criteria may be set by the NZL for individual members and those members shall be required to provide evidence of age compliance to the host region. To check proof of age prior to commencement of Event.	To abide by any age criteria limitations.	To abide by any age criteria limitations.
1.7 <i>Late Entries</i>	Late entries from new member regions may be accepted by the NZL in consultation with the Host Region up to 1 month prior to the event on a negotiated cost basis.	If any late entry is received host region to confer with NZL re participation	To abide by NZL and Host Region requirements

Topic	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
1.8 <i>Rotation of Championship /Timing of event</i>	Events will be held every year and rotated around the regions as agreed by the Tournaments Sub Committee and the NZL Board.	To set the dates.	
1.9 <i>Expression of Interest to Host</i>	If multiple options for hosting are brought forward, an expression of interest shall be presented to the NZL Board at least 12 months before the event. Final selection of the successful host region will be approved by the NZL within 3 months of receipt.		To prepare Host submission and present to members. To sign Declaration to accept NZL Rules and Regulations when submitting bid.
1.10 <i>Host Organiser and Organisation Committee</i>	The host region shall appoint the Host Organizer and the Organizing Committee.	Appoint the Host Organizer and the Organizing Committee and advise contact details.	To advise Hosts of contact personnel.
1.11 <i>Invitation to Attend</i> Appendix B	NZL to send out “invitations to attend” no later than 6 months ahead of event in liaison with host region. Invitation to include form to accept Rules and Regulations governing NZL. To advise host region of eligible regions.	To set exact dates with bid from arrival to departure.	To forward written confirmation and registration fee within 3 months of invitation to the NZL Treasurer. To return signed Regulations form as a required undertaking to participate.
1.12 <i>NZL Presidents Team</i>	The NZL retains the option to enter a team under the banner of the NZL Presidents team, based on an excess of players from regional member teams, as well as providing the facility for players from members to provide their reduced numbers of players with an opportunity to participate. In the event of there being a reason to enter such a team it is the responsibility of the NZL to facilitate the provision of coaches, support staff, playing uniforms etc. The NZL Shall notify the host region of any presidents team within 1	To include an NZL Presidents Team in the draw and all aspects of the Event.	To advise NZL of any potential players for an NZL Presidents Team if requested.

Topic	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
	Month of the final regional team confirmation.		
1.13 <i>International Team Invitation</i>	Visiting/overseas teams to be invited to compete at the discretion of NZL and to confirm their attendance 5 months prior to the event.	To include an NZL visiting teams in the draw and all aspects of the Event.	
1.14 <i>Withdrawal/Cancellation/Delay</i>	In the event that a team is unable to compete from the opening round then all teams shall be re-scheduled accordingly by the designated Host Organizer. If a team is delayed through outside influence (e.g. quarantine), then the designated Host Organizer shall seek advice from the NZL Board, and then make a decision which shall be final. If a team withdraws within 1 month of the event, their participation fee shall be forfeit.	To re-schedule the playing draw as and if necessary.	To abide by any changes.
1.15 <i>Schedule of Events</i>	Schedule to be determined by Host region and approved by NZL Board prior to finalisation.	To determine schedule and advise NZL for ratification.	To abide by schedule.
1.16 <i>Information Packet</i> Appendix C	To review the prepared information packet prior to release to the teams.	To complete and provide an Information packet to all teams 2 month prior to the event	Read through information packet and pass along to players

2 Playing Venue

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
2.1 <i>Playing Venue</i>	The venue will meet the requirements of the NZL. This can include but is not limited to suitable for live streaming, seating for spectators, etc. These additional requirements are to be discussed during the initial stages of planning.	Organize venue	

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
2.2 <i>Location</i>	To be accessible by public transport whenever possible Extra travel cost to be considered	Consider accessibility of location	
2.3 <i>Field Measurements</i>	As per WL rules field specifications.	To ensure fields meet WL specifications.	
Appendix C			
2.4 <i>Playing Fields Surface</i>	Natural grass playing fields or artificial grass surfaces are preferred. All games should be played on the same type of surface if possible.	To advise in the information pack.	To bring appropriate footwear for surface.
2.5 <i>Private Practice Fields</i>	It is preferred that all game and private practice fields be at the same location or in close proximity and will be of equal condition to those being used for the Event. In the case of limited numbers of private practice fields, a roster for competing team access will be prepared by the host region. The roster will provide equal time to each participating team. A team's practice session, prior to or during the Event, is private to the team. Scouting, photographing and video recording by another team is not permitted.	To prepare roster for private practice fields if necessary. To inform teams that scouting, photographing and video recording by another team is not permitted.	To request and abide by allocated team private practice times. To respect the privacy of other team's practice sessions and to comply with the no scouting, photographing and video recording NZL directive.
2.6 <i>Facilities</i>	Must have adequate changing room facilities and toilets. Showers are preferable. Must be shelters/provision made for teams, officials and bench staff. First aid and Ice to be supplied	To select venue with appropriate facilities.	
2.7 <i>Coaching Box</i>	As per WL Rules.	To mark the game fields with correct lines as defined in the WL Rules.	To ensure coaches, support staff and players are aware of the Box rules as outlined in the WL Rules.
Appendix C			
2.8 <i>Players Bench</i>	As per WL Rules.	To mark ground as per WL rules.	To ensure coaches, support staff and players are aware of the bench rules
Appendix C			

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
			as outlined in the FL Rules.

3 Accommodation and Hospitality

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
3.1 <i>Team Accommodation</i>	Teams (players & support staff) are responsible for 100% organisation and payment for accommodation.	To help make arrangements for team participants.	To respond in a timely manner.
3.2 <i>Host Organisation Party</i>	Shall comprise of members of the Host organizing committee	To advise names of Host organizing committee and specific roles if applicable.	
3.3 <i>Liaison Officers (LO)</i>	May be appointed by the Host region.	If desired a LO may be appointed to each team. To brief LO's on role requirements. To make as early an introduction as possible.	To ensure each team understands the role of a LO.

4 Transport

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
4.2 <i>International Travel</i>	International travel is the responsibility of each competing team, officials, Board or individual.	To advise nearest international arrival points.	To make own travel arrangements in accordance with the event schedule.
4.3 <i>Airport Transport</i>	Teams (players & support staff) are responsible for 100% organisation and payment for airport transport.	To help make arrangements for team participants.	To respond in a timely manner.
4.4 <i>Local Transport</i>	Teams (players & support staff) are responsible for 100% organisation and payment for local transport.	To help make arrangements for team participants.	To communicate with Host in a timely manner.

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5 Teams, Officials and Support Staff

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
5.1 <i>Chief Officiating Officer (COO)</i>	Shall be appointed by the NZL Board once host is confirmed at least 1 month prior to event.	To work in conjunction with the NZL COO.	
5.2 <i>Officiating Chair and deputy Officiating Chair.</i>	The Officiating Chair should ideally be provided from the host region. Where sufficient experience does not exist they may be invited from within NZL regions by the NZL COO in liaison with the host region. Once appointments have been made other NZL regions may be requested to provide a deputy for assistance and guidance.	To liaise with the NZL COO re suitably qualified Officials.	To nominate suitable Officials for these positions.
5.3 <i>Officials Party</i>	To provide at least one Official per participating team – Men & Women. Officials coaches will also be provided based on the number of Officials.	To liaise with NZL COO to ensure sufficient number of Officials.	To ensure at least one Official is named for each participating team.
5.4 <i>Playing Team Party</i>	To consist of no more than the maximum number of players as per the WL rules. No player may be added to any team once announced prior to commencement of Event. The NZL board and the Officiating Chair may rule on additions in unexpected circumstances. No player can play for more than one Team.	To provide for stipulated maximum number of players and support staff.	To advise hosts of team numbers.
5.5 <i>Team Support Party</i>	To consist of no more than the maximum number of team support staff as per the WL rules.	To provide for the Team Support Party	To advise names and positions of Team Support Party

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
5.6 <i>Table Officials (Scorers & Timers)</i>	To be conversant with WL rules.	To train personnel to undertake these roles.	To provide names of any spectators who might be willing to assist with these roles.
5.7 <i>Ball Boys & Girls</i>	To provide ball boys & girls if possible and preferably for at least finals games.	To supply ball boys/girls. To brief them on the rules of the game and must wear helmets. To set a standard of uniform.	To provide names of any spectators who might be willing to assist with these roles.

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6 Playing Rules, Equipment & Uniforms

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
6.1 <i>Playing Rules</i> Appendix D	As per WL rules.	To be conversant with WL rules.	To be conversant with WL rules.
6.2 <i>Alterations to Playing Rules</i>	Alterations to WL rules shall be considered on an event-by-event basis. To be communicated to all participating teams in a timely manner. (Alterations that may be considered for an NZL event could include variations to the game playing time limits, time outs, etc., which will usually be reflective of the local weather conditions).	Shall be implemented subject to approval by the NZL Board.	To abide by any alterations.
6.3 <i>Match Teams</i> Appendix F	Each competing team shall be limited to the names as registered on the Team Sheet prior to the game commencing as per the Event rules. To provide the Team Sheet template for copying.	To photocopy the Team Sheets at Host region expense.	To complete the Team Sheets as per match requirements.

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
6.4 <i>Playing Ball</i> Appendix G	Colour to meet WL rules.	To provide match balls.	To provide own practice balls.
6.5 <i>Goals</i> Appendix G	Goals as specified within WL rules, will be provided for all games and at least one (1) goal, but preferably two (2), shall be made available at the practice fields allocated for each team.	To provide goals.	
6.6 <i>Bench Equipment</i> Appendix G	Bench equipment will be to the satisfaction of the Head Officials (bench, seats, clocks, weather protection, bells/siren/horns/flags, etc.,)	To provide Bench equipment.	
6.7 <i>Scoreboard and Clock</i> Appendix G	Both must be clearly visible. Clock, showing elapsed time, must be positioned for easy sighting by players and officials and spectators if possible. Where required by WL rules, shot clocks that are visible to the teams playing must be provided. These clocks must be linked to the bench clocks. NOTE: Shot Clock use are subject to the requirement of the tournament and are not necessarily required for all events, even of the WL rules require them.	To provide scoreboard and clock. Teams to be identified on or by scoreboard.	
6.8 <i>Score sheets/statistics</i> Appendix H	Copies of all official score sheets, team sheets and any other match materials shall be kept by the COO. At the end of the event copies of all score sheets/team sheets will be provided to the NZL Board Director responsible for Rules for official records.	To ensure score sheers are provided	
6.9 <i>Game Appointment of Officials</i>	The Officiating Chair shall assign Officials to matches. The Officials shall be advised of their appointments in the agreed timeframe. The coaches of the competing teams will be advised of the Officials appointed at least 1 hour prior and up to 3 hours prior to their competition game.		

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
6.10 <i>Playing venue conditions</i>	The ground and conditions must be deemed 'fit for competition' by the host co-ordinator, the COO, the Head Official and both competing Head Coaches for the specific match, with any adjudication that may be required to be provided by the assigned Head Official.		
6.11 <i>Uniforms</i>	Teams must ensure that they wear contrasting uniforms for each game scheduled. This is the responsibility of the team's Managers/Head Coaches (as per WL Rules).	Request uniform colours of participating teams.	It is recommended that regions consult the host nation to establish uniform colours of the other teams.
6.12 <i>Event Disciplinary Committee</i>	On the reporting of a player or coach by an official a Disciplinary Committee will be constituted by the designated Championship Director, prior to that player's/Coach's next game, and a hearing held with a binding decision resulting and delivered by the Event Organising Competition Director & NZL Board Director from which no appeal is available.	To ensure organizing committee is aware of the process.	To ensure all players and coaches are aware of the process.

7 Communications and Promotions

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
7.1 NZL Website & Facebook	The NZL Website (www.nzlacrosse.nz), Instagram and Facebook shall be the primary means of NZL communications for the Event.	To provide up-dates for the website & socials.	
7.2 Host Website & Facebook	The Host Website and Socials like Facebook shall be the primary means of communication for the Event.	To provide an Event website & socials	

7.3 Communication Media	The Host shall determine other best means of communication including regular bulletins, newsletters, and social media.	To request Member's primary points of contact for information.	Each Member region shall advise their primary points of contact for the receipt and further distribution of information generated by the host region.
7.4 Event Program Appendix C	It is preferable that an event program is produced for the Event. At a minimum, content should include a welcome from the Host and the NZL President, and information re participating teams, Event schedule, any sponsorship acknowledgments, etc.,	To produce the Event program. Ensure any logos and region/team names are approved by member region.	To provide content information in a timely manner.
7.5 Team Liaison	Should the Host appoint a Liaison Officer/s this person should act as a focal point through whom team communications may be channelled.	To appoint a Liaison Officer/s.	
7.6 Event Report Appendix I	A detailed report of the event shall be provided to the NZL within 6 months of completion of the Event.	To produce the post Event report to the NZL.	
7.7 Merchandise	Merchandise may be sold at the Event with approval from the Host.	To provide an area for sale of merchandise.	To organize own merchandise if desired and to advise and get approval from Hosts.

8 Event Format

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
8.1 <i>Championship Format</i>	As per the Tournament Format except for finals in which only NZL member regions can compete in medal rounds and for final placings.	To ensure understanding of this format.	To ensure understanding of this format.
8.2 <i>Tournament Format</i>	Includes NZL member regions and other competing teams invited to participate in the Event. The Tournament can be won by any of the participant teams but non NZL members cannot participate in play-offs for final positions in the Championship.	To ensure understanding of this format.	To ensure understanding of this format.

<p>8.3 Draw Format</p> <p>Appendix J</p>	<p>Preference is for all teams to play each other once in a round-robin format. It is however recognised that due to the time available for the competition and the number of teams participating playing each other may not always be possible and there may need to be pool play in the qualifying rounds possibly followed by quarter finals or/and semi-finals and finals. The draw format and game schedule will be developed by the host region Organising Committee in association with the NZL and circulated to all participating teams in a timely manner and at least one month prior to the commencement of the event.</p> <p>No more than 2 games, per team, per day. If 2 games need to be scheduled on the same day then at least 1.5 hours must be allowed from completion of the first game before commencement of the second game.</p> <p>Other alternatives to the above Championship/Tournament Event format may from time to time be considered acceptable by the NZL. Any such proposed alternative will require the host region to submit a request in writing in a timely manner for the NZL to consider and approve.</p>	<p>To include in bid document duration of event.</p> <p>To communicate draw to participating teams one month prior to event.</p> <p>Shall seek approval of the NZL for the qualifying rounds format it is proposing.</p>	<p>To abide by the Event draw format.</p>
<p>8.4 Night Games/ Lighting</p>	<p>If matches are to be played under lights these must meet appropriate standards for the conduct of a safe game.</p> <p>Whilst not mandatory the host region will schedule at least one practice session under the nominated playing field lights for each team prior to the commencement of the first game if possible.</p> <p>Teams should play an equal number of matches under the light, if possible.</p>	<p>To include this in the proposed game schedule.</p>	
<p>8.5 Postponed Games</p>	<p>The final decision to postpone a game will be made by the 3 officials of the affected game, the</p>		

	Referee in Chief/Official in Charge, the Event Co-ordinator and the grounds person. A game is considered complete when 80% of the playing time has elapsed being 48 minutes of 60 minutes game or 40 minutes of a 48 minutes game. When an interrupted game (less than 80%) is continued on the same day, it will be restarted from the point of interruption including when a suspended game is replayed on another day. When an interrupted game cannot be completed the game is be considered a draw.		
8.6 <i>Drawn Matches</i> Appendix K	If at the end of the match the result is a draw the match will be decided as per the WL rules.	To ensure understanding of this rule.	To ensure understanding of this rule.

9 Ceremonies & Functions

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
9.1 <i>Manager/Coaches meeting</i>		To host and provide details about the event	To send on representative
9.2 <i>Opening Ceremony</i>	An Opening Ceremony can be held if desired according to the following: It will be the responsibility of the host region to provide details of this ceremony and to communicate with each team the timing and any other specific requirements. Should include: <ul style="list-style-type: none"> Formal welcome. There must be at least 45 minutes between the end of the opening ceremony and the line-up of teams for next match.	To organize the ceremonies.	To be present for ceremonies in designated uniform.
9.3 <i>Closing Ceremony</i>	A Closing Ceremony will be included in the Event program. It will be the responsibility of the host region to provide details of	To organize the ceremonies in liaison with the NZL Board	To be present for ceremonies in designated uniform.

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
	<p>this ceremony and to communicate with each team the timing and any other specific requirements.</p> <p>Should include:</p> <ul style="list-style-type: none"> • Medal presentation (refer 10.3) • NZL Tournament Trophy presentations • NZL Championship Trophy presentations 		
9.4 Awards Presentation/Social Events	<p>The host region & NZL to determine the most appropriate time to make presentations of any awards. The options are to plan a dinner, casual function, conduct as part of a closing ceremony, or any other social event at the conclusion of the event.</p> <p>Any cost to the teams, officials, supporters etc., must be advised in time for each team to make the necessary payments.</p> <p>If team transport is necessary, each team will be advised as to any costs.</p>	<p>To determine the most appropriate time and to organize the presentation ceremony in discussion with the NZL Board.</p> <p>To advise cost and to organize for payment.</p>	<p>To participate.</p> <p>To meet financial costs by deadline.</p>

10 Awards & Presentations

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
10.1 NZL Men's Championship Perpetual Trophy	Shall be presented to the winner of the respective Men's Championship.	To have trophy ready for presentation after final match.	
10.2 NZL Women's Championship Perpetual Trophy	Shall be presented to the winner of the respective Women's Championship.	To have trophy ready for presentation after final match.	
10.3 NZL Championship Trophies Appendix L	<p>Holder of trophies to bring to NZL event.</p> <p>Trophies to be in boxes at all times during transportation.</p>	<p>To provide safe keeping of trophy during event.</p> <p>To display trophy during event.</p>	<p>Holders to ensure trophies are kept clean and in good condition.</p> <p>To ensure during transportation</p>

	Cost of engraving winner's name and year to be paid by NZL once/if account received from winning region.	To have trophy at all official functions.	trophy is carried in box. Winning region to get name and year engraved on plaque and may send invoice to NZL for reimbursement. Relevant holders of trophies are responsible for their safety, repair and replacement from the end of the presentation ceremony from one NZL event to the next. NZL recommends that insurance be taken out by holder to cover these risks. The interest of the NZL as the owner should be noted on such policy. Insurance details to be provided to NZL operations manager.
10.4 NZL Men's Tournament Trophy	Shall be organized by the NZL and awarded to the winner after the qualifying rounds are completed.	To include this presentation in the closing awards ceremony.	
10.5 NZL Women's Tournament Trophy	Shall be organized by the NZL and awarded to the winner after the qualifying rounds are completed.	To include this presentation in the closing awards ceremony.	
10.6 Player Medals	Medals for all players, coaches and manager of 1 st , 2 nd & 3 rd placed teams shall be organized & paid for by NZL.	To include these presentations in the closing awards ceremony.	
10.7 Official's Medals	Shall be presented to the Officials in the gold-medal games for men & women. Shall be organized & paid for by the NZL.	To include these presentations in the closing awards ceremony.	
10.8 Player of the Match (Men & Women)	May be presented at the conclusion of each match. To seek sponsorship for these awards.	To seek sponsorship for these awards.	
Appendix M			

10.9 <i>Most Valuable Player (Men & Women)</i> Appendix M	May be presented at the closing ceremony. To seek sponsorship for these awards.	To seek sponsorship for these awards.	
10.10 <i>Tournament Team</i> Appendix M	Add here	Provide entry sheet to regions. Engage in Discussion for selection and vote according to guidelines	Complete Entry Sheets. Engage in Discussion for selection and vote according to guidelines

11 Medical Facilities

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
11.1 <i>Medical Provision</i>	As a minimum, the Host region will need to provide details and locations of medical and hospital services to each team prior to the Event	Provide details and locations of medical and hospital services to each team prior to the Event	Teams to make their own arrangements for player insurance, game preparation issues, strapping etc.,
11.2 <i>Health and Safety and Risk Management</i> Appendix N	Add here	Provide a the completed Health & Safety and risk management plan to NZL 3 months from tournament dates	Act in Accordance with NZL Guidelines
11.3 <i>Concussion Policy</i>	The welfare of all lacrosse players in NZ depends on concussion being recognised and correctly managed by a medical doctor. Concussion is a disturbance in the brain's ability to acquire and process information. A player does not have to lose consciousness to have a concussion. Symptoms can evolve over time and the athlete must be continually monitored for at least 72 hours.	Act in accordance with the NZL Guidelines	Act in accordance with the NZL Guidelines

	If concussion is suspected by team officials or first aid official the individual must obtain a medical certificate outlining that they can return to on field (playing, coaching, officiating) or event based activities		
11.4 Anti-Doping Appendix O	Doping is contrary to the spirit of sport. Refer Statement.	To educate own players on the banned use of drugs in sport.	To educate own players on the banned use of drugs in sport.
11.5 Player Injury report Appendix P	Add here	To Supply the form and complete in necessary	

12 Financials

TOPIC	NZL DIRECTIVE	HOST REGION RESPONSIBILITIES	MEMBER REGION RESPONSIBILITIES
12.1 Budget Appendix Q	To review propose budget and discuss with Host region any changes or issues.	To provide a draft budget to NZL 6 months prior to event Complete Reimbursed forms after completion of tournament	
12.2 Team Registration Fee	The amount will be determined by the NZL. It will be non-refundable and payable by each competing team by the required date.	To pay the registration fee per team by the required date.	To pay the registration fee per team by the required date.
12.3 Participation Fee	This will be determined by the Host region	To set the Participation Fee.	To pay the Participation Fee by the stipulated deadline.
12.4 Hospitality Package	This will be determined by the Host region	To organize and advise the hospitality package costs.	To meet all Host requirements and deadlines for payment.
12.5 Non-provision of an Official	The NZL has the option to impose a financial levy on any competing team that does not provide an official as a part of their group.	To provide the required Official with each team.	To provide the required Official with each team.
12.6 Grants	No grant of financial assistance or grants of services and equipment is available from the NZL. Similarly, it is not appropriate for the host region to apply for grants from	To seek grants from within their own region if desired/available.	

	<p>other lacrosse organisations such as WL, without the express permission and consultation with the NZL.</p> <p>The NZL will provide written statements of support to the host region if required to apply for local government agencies for financial grants and other services.</p>		
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13 Appendices

13.1 Appendix A – Age Eligibility for tournaments

Age Eligibility Requirements

Age Requirements for each tournament can be found in the National Tournaments Policy and below (Confirmed on the NZL Website) for the following tournaments

New Zealand Secondary Schools’ National Lacrosse Championship (NZSS)

As defined by New Zealand Secondary Schools [website](#)

U15 National Tournament

As defined by the [NZL Website](#):

U18 National Tournament

As Defined by the [NZL Website](#):

New Zealand Senior Nationals Lacrosse Tournament

As defined by WL handbook: [Section 5 and Appendix 24- Rule 8.1](#)

Note: Any players younger the minimum requirements must complete to form on the next page



Waiver Form for Underage Participation at NZL Tournaments

In accordance with NZL Tournament policy coupled with the [NZL Player Guidelines](#), there are age restrictions for youth tournaments.

To play in U15 teams and tournaments:

- girls must be 12 at the start of the tournament.
- boys must be 13 at the start of the tournament.

To play in U18 teams and tournaments:

- girls must be 14 at the start of the tournament.
- boys must be 15 at the start of the tournament.
- For Senior tournaments this is as per WL rules

Any players who are outside these age requirements are unable to play. Individual exceptions by way of a dispensation can be made given that the form below is completed by the relevant parties and returned to the NZL Tournaments Coordinator two weeks before the tournament. A supporting document is also encouraged to provide background of the players ability and the reason for the requested exemption.

Lacrosse inherently involves a high degree of risk that could result in serious bodily injury or death. NZL takes the safety of players seriously and by playing in an older age group there is a risk that underage players can be seriously injured due to the difference in skill level.

By signing this form, the players, parents, coaches and the region the player is representing accepts these risks and agrees that they will not hold the NZL liable for any injuries, disabilities or death caused by participation at the _____.

Tournament Name

I give permission for _____

Player Name

of _____ to participate in the _____.

Region and Team

Tournament Name



Tournament Name

I am aware of the risks of injury in a contact/collision sport such as lacrosse and have accepted these risks and will not hold the NZL liable for any injuries, disabilities or death caused by participation at the

Player Information: _____
School Year *Date of Birth*

Player Name _____ Signature _____

Parent Name _____ Signature _____

Coach Name _____ Signature _____

Regional Rep
Name _____ Signature _____

13.2 Appendix B – Agreement to accept Rules and Regulations

Rules and Regulations Agreement

Prior to Hosting or Participating in an NZL Tournament regions and/or teams need to sign the agreement to accept Rules and Regulation's

The form on the following page can be print or sent out electronical to all required personal



Form to accept Rules & Regulations for Participation in NZL Championship by Members

Name of Addressee and Email contact

The (name of Association)

Accepts the invitation of New Zealand Lacrosse (NZL) and the (Host) Lacrosse Association to attend and participate in the 20XX NZL (age/Senior) Championship for men's and women's lacrosse, to be held in XX from (dates), and to pay the NZD\$XX non-refundable Registration Fee per team by (date).

Signed for and on behalf of (Name of Association):

Print name of person signing:

Signature (Electronic):

Position (Title in Association):

Date:

13.3 Appendix C -Information Pack

Information Packet Template

For each tournament an information pack shall be created and distributed to all teams and relevant personal at least 1 month prior to the tournament. The pack shall include but is not limited to

- Tournament name
- Key information: tournament organizer contacts information
- Event Name
- Event Date
- Venue
- Entry Fee
- Tournament rules (or where to find them i.e. WL website)
 - o Any new rule changes can be outlined to provide clarity
- Player eligibility
- Code of conduct
- Game Schedule and format
 - o Explanation of seeding format, points etc
- Team information
 - o Who is coming
 - o Team limits
 - o Uniforms
- Officials
- Equipment requirements
- Medical Facilities
- Venue Facilities

Example template for senior nationals is provided below



New Zealand Senior Nationals Tournament

Information pack

Key information

This is a New Zealand Lacrosse (“NZL”) sanctioned event. The tournament organiser is the host region tournament organiser and the National Tournaments Officers:

Wellington Lacrosse –President name and email

Wellington Lacrosse- Association representative name and Email

(NZL) - tournaments@nzlacrosse.nz

Event: New Zealand Senior Nationals Tournament 2024

Event Date: Friday 29th - Sunday 31st March 2024

Venue: Martin Luckie Park, Lavaud Street, Berhampore, Wellington 6023

Entry fee: \$650 (inc. GST). NZLA Treasurer will invoice regions.

Tournament information

Key Information: Useful Contacts

Name	Role	Contact Details
name	Tournament Subcommittee Chair	Email
name	Wellington Representative	Email
name	Wellington Representative	Email
name	Wellington President	Email

Venue

Martin Luckie Park, Lavaud Street, Berhampore, Wellington 6023

Surface type: Grass



Tournament rules

All games will be played according to World Lacrosse rules **including WL Women's approved sticks**, according to the WL Rules as of 1 January 2020.

New Rule Changes

Please note the recent rule changes will be played in this tournament. Further information on NZL's interpretation of these rules, in lieu of more guidance from World Lacrosse.

Approved Women's Crosses and Pockets

These new rules also provided changes to approved crosses and pockets. Players may now have mesh strung sticks, with certain rules around this. If players have traditional stringing, they must follow the current requirements for traditional pockets.

In lieu of a new approved crosse list, the current 30 April 2019 list will remain in place.

Any questions in regard to these new rules and approved crosses and pockets, please email chair@nzlacrosse.nz

Amendment to Yellow Card Penalties for Women's Games

The NZL is committed to ensuring player safety, in particular dangerous play and checks towards the head. Officials will be watching any uncontrolled or dangerous checks to the head by players. **A yellow card will be given and five minutes on the sideline enforced, instead of the usual two minutes.**

Unsportsmanlike Conduct

NZL is also committed to a fair and fun game for all players. As a result, any unsportsmanlike or inappropriate conduct from players, coaches, management and spectators will be treated seriously. Where it is clear which team the inappropriate conduct is coming from, an immediate yellow card will be given for women's games or the normal personal penalty for men. The women player closest to the offending team's substitution area will be removed or the in home for men. The penalty is to be served by the team but not the player, i.e. the player that was removed may return to the field, but the team must still play one player down for the full penalty time.

The Head Official have the discretion at any time in the duration of the tournament to suspend a person from the game field and/or spectator area.

Player eligibility



NZL follows World Lacrosse rules for player eligibility for our tournaments. All players at this senior tournament must be 15 years of age for female and 16 for men plus one day at the date of the tournament - 29th March 2024. Requests for dispensation may be submitted to the National Tournaments Officer for consideration.

Code of conduct

All teams participating in the Senior Nationals are bound to abide by the NZL Code of Conduct. No person or persons associated with a lacrosse region may act in a way that is likely to bring NZL sport into disrepute. This includes players, team officials, parents and spectators.

The full Code of Conduct is available on the NZL website.

Drug Free Sport

All players, coaches and support staff must have completed the drug free sport New Zealand education found at

<https://drugfreesport.org.nz/education/e-learning/>

Game Duration:

Friday

4x15 minute quarters

No stop clocks.

Time outs – one per game per team, 90 seconds Quarter

time breaks – 2 minutes

Saturday

4x15 minute quarters

No stop clocks.

Time outs - one per game per team, 90 seconds Quarter time

breaks - 2 minutes

Sunday

4 x15 minute quarters

Stop clock in the last 30 seconds of quarters 1, 2 and 3. Stop clock in the last 2 mins of quarter 4.

Time outs - two per game per team, 90 seconds Quarter time

breaks - 2 minutes

Teams

Senior Women

- Auckland A



- Waikato A
- Wellington
- Canterbury

Senior Men

- Auckland
- Waikato
- Wellington
- Canterbury

Team size: Each team is a roster of eighteen (18) players constituting a full team; eight (8) are substitutes. Any number of players up to ten (10) are permitted on the field at the same time. One of the 10 players on each team must be a goalkeeper as per WL rules.

Composite teams: Composite teams are able to enter into NZL sanctioned events at the discretion of the NZL. However, they will not be eligible to play in play-off rounds or receive an official placing.

Point Allocation:

Win – 3 points

Draw – 1 Point

Loss – 0 Points

Scoring System:

Point allocation will be done as stated above. Total competition points will be used to determine rankings and semi-final games. In the event of two teams finishing on the same amount of competition points, rankings will be determined by who beat whom in the round robin competition.

In the event of a draw or more than two teams finishing the round on the same amount of competition points, a count back shall be made on the following basis until the higher placed team is found:

Highest positive differential on matches won and lost

Highest positive differential goals won and lost

The maximum difference in scores allowed per team will be 12, which is achieved by reducing “Goals for”.



Actual scores are used except those matches in which the goal difference exceeds 12. In these cases, the goal difference is reduced to 12. For example, a score of 15 – 1 will be reduced to 13 – 1 before using the goal formula.

If still tied, the Differential Formula will be applied:

Goals For – Goals Against

Total Goals

If teams are still tied, the higher ranking will be decided by a coin toss.

Uniforms:

Players must be uniformly dressed in accordance with the World Lacrosse rules. Numbered shirts, front and back, are mandatory.

If there is a clash of uniform colours, the home team will change their colour. Where a clash is determined after entries have been received, the tournament organisers may request teams to provide an alternative strip.

Officials:

The rostering of officials shall be carried out by the NZL. There may be a make-up of:

1. Three field officials,
2. Two table officials (women) or one chief bench official (men); and
3. One technical delegate(W)/ officials educator.
4. Teams must supply three on field officials when requested. At least 2 of these officials must be fully accredited by NZL. There will be some officials not associated with a team that can help.

Regional teams will be required to supply a table/bench official for each of their games. These table officials must not coach or actively support their team when they are carrying out their duties. Depending on the on field requirement it is preferable that the officials are NZL accredited but they must at least have a basic understanding of the rules.

There may be a technical delegate/chief bench official for games who will be able to assist and brief the table officials.

Table duties include:

- Keeping score of goals and assists on the scoresheet and scorecard.
- Keeping the correct time (various each day)
- Keeping the correct time for any penalties (yellow cards = 2 minutes) and time-outs (90 seconds)



- Recording player numbers for cards/penalties
- Noting players that are removed from the field due to an injury.

The NZL will provide official score sheets.

Equipment: As per WL rules

- Sticks – women’s lacrosse sticks approved by the NZL and World Lacrosse approved sticks. Sticks will be checked for eligibility when a team plays for the first time.
- Sticks – men’s lacrosse sticks approved by the NZL and World Lacrosse approved sticks. Sticks will be checked for eligibility when a team plays for the first time.
- Balls – women’s lacrosse balls – solid rubber – yellow.
- Balls – Men’s lacrosse balls – Solid rubber – White.
- Players are allowed to wear plastic (not metal) sprigged boots.
- Goalkeeper – must be equipped as per WL rules. must wear a mouthguard, helmet with a throat guard and facemask and a chest or body pad. All teams will be expected to have proper lacrosse padding or the equivalent.
- ALL PLAYERS (including the goalkeeper) must wear any readily visible colour, other than colourless, or white mouth guard. Mouth guards must not have graphics of teeth.
- Eye protection for Women is **recommended** but not mandatory in this tournament and must be World Lacrosse approved.

Officials:

An official draw will be provided separately by the NZL Chief Official Officer. Officials need to arrive at the allocated field at least 15 minutes before start time.

Prior to the game, inspect the grounds, goals, the ball, crosses, clothing, boots/shoes, jewellery and all protective equipment to ensure they comply with the rules.

Field officials must wear official’s tops and provide their own whistle and flags.

Table officials must hand the score sheets in at the officials tent directly after each game. Players who have been awarded ‘Most valuable player’ award, can obtain them from the official’s tent, where photographs will be taken if consented.

Medical assistance:

First aid will be available at the venue. Any players requiring assistance should seek attention at the official’s tent.



Otherwise, there is an emergency medical centre at Wellington Regional Hospital, 49 – 69 Riddiford Street, Newtown, Wellington, 6242.

Facilities

Food will be available for purchase from the food trucks at the venue.

Otherwise, you can purchase food at either:

Countdown – 3 John Street, Newtown, Wellington, 6021

New World – 195 Riddiford Street, Newtown, Wellington, 6021

There are also several cafes in the Newtown area.

Water will be available for players in the player tents during games. However, players are encouraged to fill their water bottles up near the toilets.

We can use the toilets located in the changing room at the ground.

Changing rooms will also be available to teams before their games. A roster will be provided when the draw is finalised.

Prize giving

There will be a medal and closing ceremony directly after the last games. This should take no longer than 30 minutes.

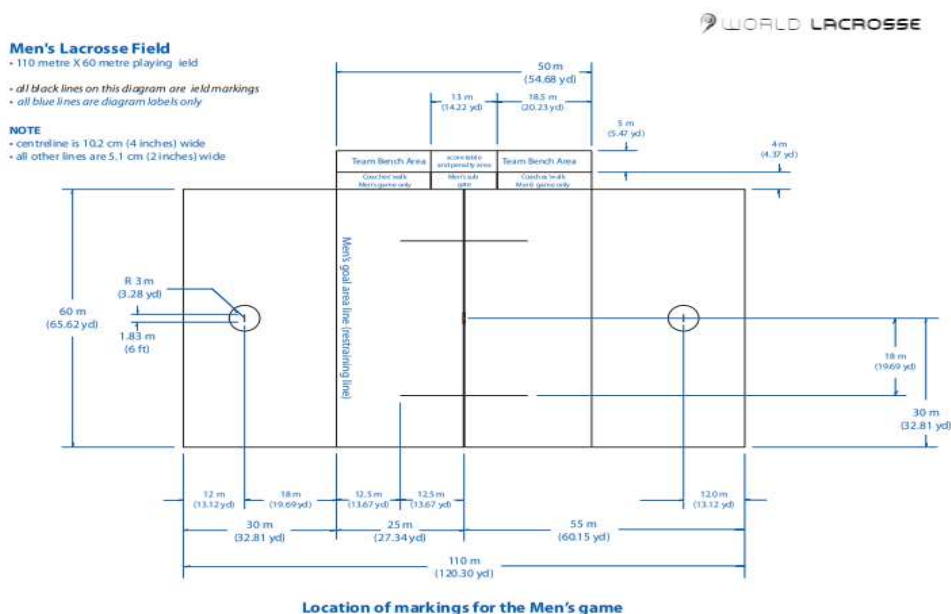
For any further enquiries, please contact NZL National Tournaments on, tournaments@nzlacrosse.nz

13.4 Appendix D – Field Measurements and Lines

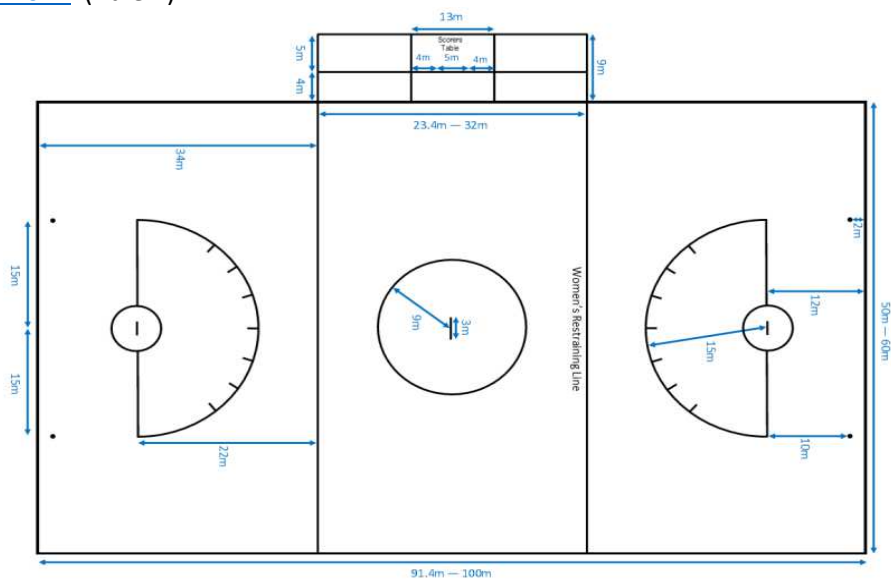
Field Measurements and Lines

Full instructions for field markings are available on WL website.

MEN's: [World Lacrosse 2021-2023 Men's Field Lacrosse Official Playing Rules, Version 1.0 May 2021](#)
(Section 1 and Appendix E)



WOMEN's : [World Lacrosse 2022-2024 Women's Field Lacrosse Official Playing Rules, Version 1.1/December 2022](#) (Rule 1)



13.5 Appendix E – Playing Rules

Playing Rules

Official rules can be found on the WL website. These rules are used unless otherwise agreed to with NZL on an event-by-event basis.

MEN's: [World Lacrosse 2021-2023 Men's Field Lacrosse Official Playing Rules, Version 1.0 May 2021](#)
(Section 5 -12)

WOMEN's : [World Lacrosse 2022-2024 Women's Field Lacrosse Official Playing Rules, Version 1.1//December 2022](#) (Rule 11-23)

13.7 Appendix G – Equipment Guidelines

Equipment Guidelines

Men's

[World Lacrosse 2021-2023 Men's Field Lacrosse Official Playing Rules, Version 1.0 May 2021](#)

The Ball will be a solid white or orange colour as per WL Rules (Rule 14)

Player equipment- Gear must be on the approved meet specifics as defined by WL (Rule 15-18)

Goals are to meet WL Requirements (Rule 4)

Scoreboard and clock - Both must be clearly visible. Clock, showing elapsed time, must be positioned for easy sighting by players and officials and spectators if possible. Where required by WL rules, shot clocks that are visible to the teams playing must be provided. These clocks must be linked to the bench clock

Women's

[World Lacrosse 2022-2024 Women's Field Lacrosse Official Playing Rules, Version 1.1//December 2022](#)

The Ball will be a solid yellow colour as per WL Rules (Rule 4)

Player equipment- Gear must be on the approved meet specifics as defined by WL (Rule 3 and Rule 6)

Goals are to meet WL Requirements (Rule 3)

Scoreboard and clock - Both must be clearly visible. Clock, showing elapsed time, must be positioned for easy sighting by players and officials and spectators if possible. Where required by WL rules, shot clocks that are visible to the teams playing must be provided. These clocks must be linked to the bench clock

Host Field and Setup Equipment list

Per Field Men's and Women's

- 2 Goals (2 Practice Goals on side or either ends)
- Sideline and end line markers
- Bench, Coach walkway and Substitution Box markers
- Timer and scorer table and chairs
- Score board
- Stopwatch
- Gazebo for scorer table
- 9 Game balls – 3 at table and three at each end venue permitting

Women's Scoresheet (Sample Only)

APLU - 2015 ASPAC Championship Bangkok, Thailand										Match #	DATE:	TIME:	
HOME TEAM:					AWAY TEAM:								
No.	First Name	Surname	Goal Num	Scorer Num	Assist Num	Time	No.	First Name	Surname	Goal Num	Scorer Num	Assist Num	Time
			1							1			
			2							2			
			3							3			
			4							4			
			5							5			
			6							6			
			7							7			
			8							8			
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			23							23			
			24							24			
			25							25			
			26							26			
			27							27			
MVP							MVP						
Personal Warnings/Suspensions			Personal Warnings/Suspensions				Personal Warnings/Suspensions			1st Time Out:			
#			#				#			2nd Time Out:			
Team Warnings/Suspensions			Team Warnings/Suspensions				Team Warnings/Suspensions			Team Warnings/Suspensions			
Card			Card				Card			Card			
Number			Number				Number			Number			
Time			Time				Time			Time			
Green			Green				Green			Green			
G/Yellow			G/Yellow				G/Yellow			G/Yellow			
G/Red			G/Red				G/Red			G/Red			
Full Time Score:			Full Time Score:				Full Time Score:			Full Time Score:			
Umpire A name:			Umpire B name:				Umpire C name:			Bench Official:			
Umpire A signature:			Umpire B signature:				Umpire C signature:			Bench Off Signature:			
Table Official name:			Table Official name:				Technical Delegate name:						
TO signature:			TO signature:				Technical Delegate signature:						

13.9 Appendix I – Event Report Template

Event Report Template

After the conclusion of the event an event report must be submitted to the NZL Board.

The report must include but is not limited to

- Event Name
- Event Venue
- Teams attended and results
- Final Budget
- Reimbursement request
- What went well, what can be improved, suggestions
- Tournament organisation dates, weather conditions
- Medical
- Drug testing
- Conduct of Tournament
- Recommendations

It would be useful to include

- Venue Cost Playing field/s Warm up ground/s Change rooms Flag poles and banners Administration office Canteen facilities Tribunal Copy of Program (program includes items below) Messages Advertising Other Sponsorship Sponsors Teams List of members and photographs of teams Officials List of Officials, Event Referee-in-Chief, Umpire-in-Charge and photographs Draw Championship/Tournament Co-ordinator Officials and Personnel Management Committee Catering Co-ordinator Finance Co-ordinator – to provide Income & Expenditure statement Grounds and associated equipment Co-ordinator Media Co-ordinator Publicity and Promotion Media coverage Contacts List/copies of publicity received Sponsorship Sponsors Banners Ceremonies and Functions Opening Ceremony Speakers and guests Welcome Reception Venue, speakers, costs Closing Ceremony Speakers, guests Farewell Function Venue, speakers, cost Presentations Results Dates, times, teams, scores Championship/Tournament Results Photograph of Championship/Tournament trophy winners Photograph of Championship Best Player with relevant trophy Meetings Managers Meeting Chairperson, date and venue Coaches and Officials Meetings Chairperson, date and venue

13.10 Appendix J – Draw Format Examples

Draw Format Examples

The draw format and game schedule will be developed by the host region Organising Committee in association with the NZL and circulated to all participating teams in a timely manner and at least one month prior to the commencement of the event.

Rankings shall be used from the previous Championship.

First named team is the “Home” team. For an odd number of teams, the highest numbered team is the bye.

4 Teams Schedule	Round 1	1 v 2	3 v 4
	Round 2	1 v 3	2 v 4
	Round 3	4 v 1	2 v 3

5 Teams Schedule The 6 Teams Schedule is used with the team scheduled to play team numbered 6 having a bye.

6 Teams Schedule	Round 1	1 v 2	3 v 4	5 v 6
	Round 2	3 v 1	2 v 5	4 v 6
	Round 3	1 v 4	2 v 6	5 v 3
	Round 4	5 v 1	4 v 2	6 v 3
	Round 5	1 v 6	2 v 3	4 v 5

8 Teams Schedule	Round 1	1 v 3	2 v 4	6 v 8	5 v 7
	Round 2	7 v 8	1 v 2	3 v 4	5 v 6
	Round 3	4 v 5	3 v 6	7 v 2	8 v 1
	Round 4	2 v 6	4 v 8	1 v 5	3 v 7
	Round 5	6 v 1	5 v 8	4 v 7	2 v 3
	Round 6	8 v 3	7 v 1	2 v 5	4 v 6
	Round 7	3 v 5	6 v 7	1 v 4	8 v 2

10 Teams Schedule	Round 1	1 v 2	3 v 4	7 v 8	5 v 6	9 v 10
	Round 2	4 v 5	6 v 7	9 v 1	8 v 10	2 v 3
	Round 3	7 v 10	8 v 9	2 v 5	1 v 3	4 v 6
	Round 4	6 v 8	10 v 1	3 v 5	2 v 4	7 v 9
	Round 5	9 v 3	8 v 2	6 v 10	1 v 4	5 v 7

Round 6	10 v 2	7 v 1	4 v 9	5 v 8	3 v 6
Round 7	3 v 8	10 v 4	2 v 7	6 v 9	1 v 5
Round 8	1 v 6	5 v 10	9 v 2	3 v 7	4 v 8
Round 9	5 v 9	2 v 6	10 v 3	4 v 7	8 v 1

Points for Games & Final Positions in Men's & Women's Competitions

The winner of each game will be awarded one (1) point and the loser no points (0). Games must be played to a conclusive result. There shall be no tied games. In the Championship bracket the two (2) teams which lose the semi- final games shall play a consolation final to determine the third position bronze-medal winner. The two (2) teams which win the semi-final shall progress to the final to determine the second silver-medal position, and the first gold-medal position. All teams play throughout the event to positional finals to determine their event ranking position.

TIE BREAK FORMULA

In the event of two or more teams finishing with equal points in pool play positions will be determined by the following procedure:

- a) the win record considering those games in which the teams on equal points have competed against each other .

If not conclusive then:

- b) by the "goal difference" considering those games in which the teams on equal points have competed against each other.

If not conclusive then:

- c) the decider will be the "fewest goals conceded" considering the games between the tied teams.

If not conclusive then:

- d) the decider, between the tied teams, will be the "goal difference" considering all the games in the Pool rounds.

If not conclusive then:

- e) the decider, between the tied teams will be the "fewest goals conceded" considering all the games in the Pool rounds.

In the event of e) being inconclusive an Event Panel will be appointed to determine an outcome.

For the existing Men's Championship, the successive steps are: Least match penalties Least major penalties then least technical.

The maximum difference in scores allowed per team will be 12, which is achieved by reducing "Goals for". Actual scores are used except those matches where the goal difference exceeds 12. In these cases, the goal difference is reduced to 12. For example, a score of 15 – 1 will be reduced to 13 – 1 before applying the goal formula.

13.11 Appendix K – Drawn Match Guidelines

Drawn Match Guidelines

MEN's: [World Lacrosse 2021-2023 Men's Field Lacrosse Official Playing Rules, Version 1.0 May 2021](#)
(Section 31)

Rule 31 Tied Game (Overtime)

- 31.1 In the event of the score being tied at the end of regulation playing time, play shall be continued, after a 2-minute intermission, In Overtime, Teams shall play periods of 4-minutes each until a goal is scored, thus deciding a winner. The game ends upon the scoring of the first goal. There will be a 2-minute intermission between sudden victory periods.
- 31.2 The following overtime procedure will take place:
- i. The Officials shall call together the Captains of each Team at the center of the field at the end of regulation play and during the 2-minute intermission. The Head Official shall toss a coin to determine choice of goals to defend: the visiting Captain shall call the toss.
 - ii. All periods of Overtime shall start with a face-off as at the start of each quarter, subject to the provisions of Rule 34.1 being followed.
 - iii. The Teams shall change ends between Overtime periods.

WOMEN's : [World Lacrosse 2022-2024 Women's Field Lacrosse Official Playing Rules, Version 1.1//December 2022](#) (Rule12.A.15)

12.A.15 Overtime Procedures – Playing off a tied game when required.

- 12.A.15.a** When the score is tied at the end of regulation playing time, the Sudden Victory Overtime procedure will be followed:
- 12.A.15.a.i** Play will continue after a 2-minute break.
 - 12.A.15.a.ii** At the end of regulation time and during the 2-minute break, the officials will call together the captains of each team at the center of the field. The charge official will toss a coin to determine choice of goal to defend; the visiting captain will call the coin toss.
 - 12.A.15.a.iii** All periods of sudden victory overtime will start with a center draw.
 - 12.A.15.a.iv** In sudden victory overtime, stop clock periods of 4 minutes will be played until the first goal is scored, deciding the winner.
 - 12.A.15.a.v** The teams will change ends at the end of each 4-minute period.
 - 12.A.15.a.vi** There will be a 2-minute break between each 4 minute sudden victory overtime period.

13.12 Appendix L – Insurance Guidelines

Event Insurance Guidelines

NZL has Liability insurance, and details are available on the web site so can be provided, if required, for submission to relevant authorities such as councils.

See

<https://www.nzlacrosse.com/documents-and-information/policies-bylaws/>

13.13 Appendix M – Player of Match, MVP and Tournament Team Selection Protocol

Player of Match, MVP and Tournament Team Selection Protocol

Tournament Team

The tournament team(s) will be made up of the following:

- Coach
- Official
- Goalkeeper (x1)
- Defence (x3)
- Midfield (x3)
- Attack (x3)

Selection Process

- NZL acknowledges that coaches may not be able to closely watch all players during the tournament. However, in order to reconcile this with the need to effectively select a team without delaying the end of tournament formalities, the NZL gives the following guidelines:
 - At least three days before the start of the tournament, NZL or Host region will send an online spreadsheet to the coaches of the participating teams. The form will request that the coaches nominate their choices from their team for each of the positions at 3.1 above along with their players' shirt numbers. Teams should aim to nominate up to 3 players per position (except goalkeeper - nominate 1 player). It should be completed before the day before the tournament starts.
 - This will give other coaches an opportunity to consider these players during games. Players that are not included in the form at first instance still have an opportunity to be considered during the final meeting.
 - Each team will nominate a coach to receive tournament coach. They can only nominate a coach from another team. The coach with the most votes will be the tournament coach.
 - The tournament umpire will be selected by the off-field umpiring team. If there is not a separate off-field umpiring team, the tournament umpire will be decided by the coaches whose teams are not playing in the final.
 - Either the Tournaments Coordinator(s) or NZL appointed representative will supervise the final selection.

- If possible, at a suitable break time on the final day, the coaches will meet to consider the initial tournament team based on players' performance so far.
- Directly after the final, the coaches and the NZL appointed representative will meet to finalise the tournament team.
- If there are any particularly contentious decisions between two players, the coaches whose players are not in contention will vote between the two players. If there is still a tie, the tournament official/NZL appointed representative will have the final vote.

Basis for Selection

- While these decisions are subjective, behaviour/sportsmanship must be taken into consideration. A player suspended for a game, receiving an immediate red card, etc. will eliminate this player from selection.
- The following criteria may also be taken into account when nominating and selecting players:
 - Sportsmanship;
 - Impact on the field;
 - Leadership on and off field;
 - Skill level;
 - Experience.

Awards

- Players selected for the tournament team will be presented with a tournament team medal. The cost will be covered by the NZL.

Player Awards

- There will be a men's and women's MVP award for all tournaments.
- There will be a boys and girls MVP for the NZSS.
- Coaches will be responsible for selecting the most valuable player for each tournament at the final selection meeting.
- The process described at paragraph 4.1.8 above will apply for any contentious decisions.
- The NZL will invite VIPs to present their awards. If they are unavailable, the NZL representative will present the award.

13.14 Appendix N – Health & Safety Risk Management plan template

Health& Safety Risk Management Plan Template

The following pages need to be completed and submitted to the NZL 3 months prior to the event.



[EVENT NAME]

EVENT HEALTH & SAFETY RISK MANAGEMENT PLAN

SECTION 1: Event Information

Event name:	This plan dated:
Event location:	
Event date:	
Organisation delivering event:	
Number of participants:	
Number of [school/teams]:	

Event Overview

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SECTION 3: Risk Assessments and Management

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
.	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level		Description of Risk Level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Hierarchy of Controls	
Most effective (High level) Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

Section 3A: Event Risk Assessment and Management Plan

Event Hazard Identification and Risk Register						
Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls	Person(s) Responsible
Adverse weather e.g. sunstroke, excessive rain or wind	Injury or death to participants and spectators through exhaustion, exposure or hypothermia	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> Advise spectators and participants they take appropriate safety precautions e.g. use sunscreen, bring appropriate clothing, move to shade/shelter if effects of weather are felt Ensure suitably trained medical staff and equipment is readily available to respond Have emergency extraction procedures Provide adequate hydration options for staff, volunteers, athletes and spectators 	Event and host coordinator
Underfoot conditions e.g. uneven grounds, slippery concrete in the event of rain	Injury to participants or spectators through loss of footing	Possible	Minor	Medium	<ul style="list-style-type: none"> Ensure grounds are adequately prepared for tournament including grass cut to correct length and any holes filled with sand Rope/cone off any areas where the grounds are too soggy or uneven Advise participants and spectators they walk carefully and to avoid running on concrete in boots Ensure suitably trained medical staff and equipment is readily available to respond Keep extra sand on hand to fill any holes created during tournament 	Host coordinator
Toilet paper/paper towels in bathrooms runs out	Hygiene risk for players not adequately washing hands etc.	Likely	Insignificant	Low	<ul style="list-style-type: none"> Check that toilets are adequately clean and stocked at the start of each day and half way throughout the day Encourage participants and spectators to bring own hand sanitiser as a precaution Purchase additional toilet paper and keep at official tent 	Host coordinator
Participants or spectators struck by flying lacrosse balls	Injury to participants or spectators hit by lacrosse balls	Possible	Minor	Medium	<ul style="list-style-type: none"> Where necessary cones, fencing or tape to be used to ensure participants and spectators are in safe zones away from play Advise participants and spectators to stay alert when walking near fields as lacrosse balls can travel far Set-up nets behind goal areas where necessary 	Host coordinator

					<ul style="list-style-type: none"> Warning signage to be placed around fields Event staff/volunteers to avoid walking directly behind goal areas and make sure any spectators are away from field during warm up and games Ensure suitably trained medical staff and equipment is readily available to respond 	
Fatigue from overplaying or lack of rest for umpires and players	Injury to participants through fatigue	Possible	Minor	High	<ul style="list-style-type: none"> Players will play shortened games as per the NZL player guidelines to prevent fatigue which could lead to dangerous play. Play-off rounds are also shortened NZL guidelines forwarded to team managers before the tournament to ensure they are aware of the requirement to reduce overplaying Umpiring officer to assign enough umpires and ensure that umpires officiate no more than two games in a row 	Event coordinators and umpiring officer
Inappropriate, anti-social or disorderly behaviour from participants or spectators	Participants lose concentration during play	Possible	Insignificant	Low	<ul style="list-style-type: none"> Players to exhibit good sportsmanship characteristics and adhere to the NZL Code of Conduct Participants and team managers will be advised during briefing to respect decisions made by umpires Umpires have the discretion to remove disruptive players or spectators. Event coordinators to assist with removing players or spectators if required 	Event coordinators and umpires
Participants or spectators ingest impairment causing drugs or alcohol prior to the tournament	Injury to participants or spectators and general public through drug or alcohol impairment	Rare	Moderate	Low	<ul style="list-style-type: none"> Advise participants that competing under the influence of alcohol or drugs is not permitted The event and host coordinators and umpiring officer may remove participants or spectators from the tournament at any stage if they are believed to be under the effect of drugs or alcohol 	Event and host coordinators, umpiring officer
Medical emergency	Injury or death to participant or spectator through medical emergency	Possible	Major	High	<ul style="list-style-type: none"> Ensure participants are aware of the physical demands of the event through managers Participants disclose any existing medical conditions that may affect them to their coach/manager before the tournament. It is the participants' responsibility to ensure they carry any specific medication they require First response medical staff at the venue to respond quickly to medical emergencies. AED is at the Hautapu Sports - Secure Cabinet - Garden Bar Area. Emergency plan in place – patient can be transported to hospital via ambulance. 	First aiders, event and host coordinators

Acts of God	Injury or death from earthquake, storm, fire	Rare	Moderate	Low	<ul style="list-style-type: none"> Event coordinators to halt the tournament should adverse conditions/acts of god put participants/spectators/officials/volunteers at risk Emergency procedures in place and coordinators to provide directions to event attendees. Earthquake: drop/cover/hold Fire: meet at assembly point 	Event coordinators
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Lacrosse Specific Hazard Identification and Risk Register						
Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls	
Dangerous play e.g. pushing, dangerous checking	Injury to participants	Possible	Minor	Medium	<ul style="list-style-type: none"> Umpires to manage play accordingly Ensure suitably trained medical staff and equipment is readily available to respond 	
Check to the head resulting in concussion	Injury to participants	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> Umpires to manage play accordingly Players must wear mouthguards and eye protection to limit injury Additional rule for a 5 minute yellow card for head checks to disincentivize dangerous play around the head Ensure suitably trained medical staff and equipment is readily available to respond 	
On-field risk of flying lacrosse balls	Injury to participants	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> Umpires to manage play accordingly Players wear protective gear as appropriate, including mouth guards and eye protection Ensure suitably trained medical staff and equipment is readily available to respond 	

Section 3B: Venue Safety Plan

General Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<p>DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</p> <p>Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).</p>
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, it is likely WorkSafe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure Incident Forms are submitted to the Event Coordinators for any follow up required, and filing in the Event Risk Management Records.

Specific Emergency Response Plan A – Fire

FIRE	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for people or property? Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	
Actions:	<p>All involved are reminded that self-preservation is a priority in any response. People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.</p> <p>Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</p> <p>For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</p> <p>Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</p>
At completion	
Debrief:	<ul style="list-style-type: none"> In a serious or critical incident, trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident, such as a death or severe (life threatening) trauma, it is likely WorkSafe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure incident forms are submitted to the event coordinators for any follow up required, and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

Section 3C. Contingency Planning

This Contingency Plan has been developed as part of this plan to ensure health and safety risks are eliminated so far as reasonably practicable.

Potential Threats

The major threat(s) that may generate the need to consider contingency options are:

High winds
Heavy rain
Earthquake
Fire
Changing of any existing COVID requirements from the Government

Chain of Command and Decision Making

NZL will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with NZL.

The decision to enact this Contingency Plan is the responsibility of NZL. The event and host coordinators including all officials and volunteers are responsible to the NZL for implementing any contingency options associated with the event.

The event and host coordinators are responsible for maintaining the safety of the participants, spectators and the public safety. The plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each relevant NZL meeting:

- Risk assessment of the current conditions; and
- Injury management statistics;
- Current weather predictions; and
- Other relevant event statistics (such as withdrawals, and complaints received etc).

Contingency Options

We have assessed that there are two feasible contingency options available. These are:

Option One – Cancellation of the tournament

NZL and the host region will make the decision to cancel the tournament.

This may occur up to seven days before the event or earlier if conditions necessitate. Cancellation may occur at any stage up to and including event day if deemed necessary. The protocol for informing all affected parties is:

- NZL to send a memo to teams to forward to all players and managers. Notices posted on NZL website and social media channels. All officials notified via email and phone
- During competition – meeting to be called with event coordinators and managers to inform them of decision. Notification to spectators via team managers and social media channels
- As soon as practicable: Council/SSNZ and any other stakeholders advised of cancellation

Option Two - Suspend the tournament

The event coordinators in consultation with the umpiring officer will make the decision to suspend the tournament if necessary in the event of lightning or adverse weather. This will occur whilst competition is ongoing. The protocol for putting this option into place will be:

- Field umpires will suspend any games as necessary in accordance with World Lacrosse rules

- If the weather event continues, event coordinators will call all team managers/coaches and advise of the suspension
- Participants and spectators may be directed to gather in relevant marshalling points/safe places in case of severe weather event
- Event coordinators will meet with key stakeholders such as medical support, key officials and team managers/coaches to brief them on the current position and requirements for the tournament to be restarted
- Latest weather data will be checked to make an estimate of possible return to play
- Participants, spectators and volunteers will be kept up to date via verbal announcements where possible
- Notification of suspension will be made via NZL social media channels

Timings and Early Warning

The decision to enact one of the contingency options is to be made as early as possible, depending upon the weather conditions.

NZL through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to cancel the event:

- Event participants
- All event officials
- All event volunteers
- Local territorial authority
- Emergency services and safety personnel
- Event spectators
- Vendors

As soon as the decision is made, all stakeholders will be communicated promptly through a variety of communication mediums including PA system, face-to-face briefings, NZL website and social media channels.

Weather Forecasting

Weather forecasts will be used by NZL to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of NZL event coordinators, who will disseminate the information to NZL at their meetings or as required. Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the MetService, NZL may make the decision to cancel the tournament. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the tournament.

Section 3D. Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by PA system/verbal announcement from event coordinators to managers/coaches to participants. The event personnel are authorised to initiate an evacuation.

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- TBC event coordinators - evacuation of spectators, vendors and volunteers. Overall responsibility for safe evacuation
- TBC event coordinators - evacuation of participants and officials

Evacuation plans

Evacuation may be required immediately in situations such as severe weather, fires, hazardous materials incidents, and earthquake or bomb threats or in coordination with community emergency response efforts for cyclones or approaching storms. The type of emergency will determine the evacuation procedure. All announcements shall be made via event coordinators who will directly communicate with attendees.

Depending on the emergency the race organisers may act under instruction from the Police, Fire Service or Civil Defence. Should representatives from these organisations arrive on site they may assume responsibility for communication and evacuation procedures.

Sheltering: Depending upon the type of incident, sheltering inside adjacent facilities or parts of these facilities) may be the most appropriate protective action. Should this be required, all will be notified and directed to follow procedures and report to their designated shelter areas.

Earthquake Response: Employ the Drop, Cover, Hold method. Try to find shelter away from buildings, trees and other things that could fall. After shaking await instructions from the umpires or event coordinators.

De-Activation: When emergency conditions have dissipated or stabilised, and normal operations have resumed, a formal announcement will be disseminated via event coordinators.

SECTION 4: Core Provisions and Communications

Core Provisions		
Item	Provider	Person Responsible
First aid and medical services	EMT on-site	EMT provider
Drinking water	Onsite water fountains and water containers at each field	Venue and event organisers
Food	Participants bring their own	Participants
Shade	Players will have tents on each field during play Teams to provide their own shelter/tents	Host coordinators and volunteers to set up Teams
Toilets	See field map for locations	Venue
Waste management	Bins around the park and NZL to provide additional rubbish bags if required.	Venue
Spectator controls	Spectators must not sit directly near the sidelines or behind goal areas Spectator areas will be roped off	Host coordinators and volunteers to set up
Parking	Venue car park and offstreet.	Venue
Vehicles onsite	No vehicles are permitted on the fields	N/A
Event insurance	NZL liability insurance provided	NZL and NZL

Event Communications Plan				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info	Marina Samountry Max van der Maas	Participants and spectators Lacrosse community generally	At least two weeks prior to event	Information pack, draw and relevant documentation to be sent to regions/managers
Event Briefing – safety briefing, event info for coaches and managers	Marina Samountry Max van der Maas	Team managers	At the manager's meeting on day one	Run through key information for the day including where core provisions are, health and safety and reminders for players
Event Day Communications – cancellations, changes, weather	Marina Samountry Max van der Maas Samantha Wood	Participants and spectators	As they arise, as soon as practicable/possible	Lacrosse events will only be cancelled if there are lightning storms or COVID Alert Levels change mid-tournament
Emergency Communications - evacuation, lost person, emergency services	Marina Samountry Max van der Maas Host coordinator TBC Samantha Wood	Team managers	As they arise, as soon as practicable/possible	Person responsible to be informed and to escalate to participants and spectators as necessary
Media information	Samantha Wood	Participants and spectators Lacrosse community generally	As they arise	
Post event reporting	Marina Samountry Samantha Wood	Participants and spectators Lacrosse community generally	One week after the tournament	Results to be posted on social media at lunch time each day and end of the day Report to be provided to NZL two weeks after incl. feedback for next tournament News article to be included in NZL newsletter Marina to create feedback form for participants and send Monday after tournament to collate for final report and recommendations

13.15 Appendix O - NZL Anti-Doping Policy

Anti- Doping – NZL Official Statement

The NZL, as a Member of the World Lacrosse (WL), supports and endorses the adoption of the World Anti-Doping Agency (WADA) policies and procedures for all of its Asia Pacific Championships (NZLs). This includes the use of the WADA Code, the five International Standards (namely the List of Prohibited Substances and Methods (Prohibited List), Testing, Laboratories, Therapeutic Use Exemptions and Protection of Privacy and Personal Information and Whereabouts Information.

Links to WADA tools and resources for its member's National Governing Body (NGB) and organizations are provided on the WL Website (www.worldlacrosse.sport) (Rules, Anti-Doping).

The NZL endorses WADA's mission *"To lead a collaborative worldwide campaign for doping-free sport"* which continues to work towards a vision of a world where all athletes compete in a doping-free sporting environment. (www.wada-ama.org).

Drug Testing

World Lacrosse, especially being an Olympic sport, have to ensure all athletes are drug free. As such there will be drug testing at World Lacrosse sanctioned events. There is also the possibility of random drug tests at training camps etc. in country. NZL fully support World Lacrosse in this endeavour.

Drug testing at events shall be at the discretion of WL, the NZL and the Host region.

13.16 Appendix P – Players Injury form

The host should have the following form available at the tournament for use if applicable.

Form should be submitted to NZL in a timely manner.

13.18 Appendix R – Timeline of Task Pre and Post Tournament

Pre-Tournament Tasks

1 year out	Confirm host coordinator
1 year out	Organise and confirm tournament committee for the event
1 year out	Host coordinator to submit event document to NZL Ops Manager
1 year out	Confirm field booking and confirm facilities requirements e.g. toilets, waste management, changing rooms, food and drink (as per event document requirements)
1 year out	Draft budget (see template) and send to treasurer/Operations Manager for confirmation
1 year out	Seek sponsors
9 months out	Budget approval by NZL Treasurer
6 months out	Check medals have been ordered and quantity (usually done every year by Sean Carter)
6 months out	Send entry forms to schools/regions
3 months out	Confirm team attendance
3 months out	Book EMT or first aider
10 weeks out	Draft and send health and safety form to Ops Mgr
8 weeks out	Confirm Presidents Team, if applicable
6 weeks out	Draft information documentation (info pack and field map) and send to Ops Mgr and teams
1 month out	Draft run sheet and find on the ground volunteers to assist with set-up
1 month out	Check tournaments inventory and arrange any transportation/storage with venue in advance
1 month out	Ensure trophies returned from previous years with engravings
1 month out	Liaise with Officiating Coordinator for additional officials (note: teams to supply one each??)
3 weeks out	Email vendors and invite to tournament
3 weeks out	Finalise draw with tournament director and send out to respective teams and parties
3 weeks out	Create Facebook event
1 week out	Officiating Coordinator to create roster for officials once draw complete
1 week out	Liaise with Publicity to make post about draws and results/other social media sharing
1 week out	Check first aid stocks
3 days out	Send tournament team nominations to coaches/managers
3 days out	Print scoresheets
3 days out	Print draw for display at tournament hub
1 day out	Send spreadsheet of tournament team nominations to coaches for consideration

Post tournament Tasks

1 Month after	Organise reimbursements
1 Month after	Reconcile budget and finalise income/expense report for SSNZ
1 Month after	Send thank you emails to relevant people (venue, volunteers, sponsors etc.)
1 Month after	Finalise results, standings, awards (to be added to event report)
1 Month after	Organise posts for website and social media for final results, standings and awards
1 Month after	Complete event report (see template)
1 Month after	Send feedback survey to participants and post on social media
1 Month after	Consolidate feedback survey
1 Month after	Send feedback survey and final report to NZL Operations Manager/Tournaments Committee
1 Month after	Send next year's expressions of interest
1 Month after	Send event report and income/expense sheet to NZL Operations Manager, Tournaments Committee and SSNZ
1 Month after	Update the NZL Tournament Equipment Inventory to ensure that all tournament equipment is accounted for