

**NOVA SCOTIA LACROSSE OFFICIALS ASSOCIATION**

**MEMORANDUM OF ASSOCIATION AND BY-LAWS**

**Adopted and Approved**

**29 November, 2010**

**Updated January 2024**

## **RATIONALE**

Whereas the Nova Scotia Lacrosse Officials Association (NSLOA) memorandum is developed as a resource for all Nova Scotia lacrosse officials. It is developed to achieve a certain level of uniformity for all phases of the official's development and conduct. This memorandum is also intended to provide a basis for free and open discussion of NSLOA policy between and among officials.

## **NAME**

The name of the Association shall be Nova Scotia Lacrosse Officials Association (NSLOA). For the purpose of simplification, the NSLOA will be referred to as the Association throughout this document.

## **OBJECTIVE**

On a volunteer and non-profit basis, the Association will seek to achieve these objectives:

1. To promote the welfare of the game of Lacrosse, its players and officials.
2. To maintain the highest standard of Lacrosse officiating.
3. To encourage the spirit of fair play.
4. To always have available an adequate number of thoroughly trained and capable officials;  
and
5. To cooperate with all organizations officially connected with the game of Lacrosse in furthering its interests and ideas.

## **NSLOA STRUCTURE**

The NSLOA is an association of all registered Lacrosse officials in the province of Nova Scotia. It is the only recognized provincial body for Lacrosse officials within Nova Scotia and works closely with Lacrosse Canada (LC), Lacrosse Nova Scotia (LNS), and is a registered society under the laws of the province of Nova Scotia.

## **NSLOA RELATIONSHIP TO LNS**

NSLOA is an independent association of lacrosse officials, from the box and field sectors, which hold exclusive responsibility and authority, through LNS, to officiate all LNS sanctioned lacrosse games.

The LNS Official in Chief (OIC) shall be a non-voting member of the NSLOA. As such, the LNS OIC represents all Nova Scotia officials at the provincial level, and nationally via LC. The LNS OIC is designated as the head official for the province of Nova Scotia. This person may or may not be the most senior official or the official with the highest certification level in the province.

NSLOA members are restricted to officiating LNS sanctioned events only. Failure to comply with the restriction could result in suspension by LNS or NSLOA.

## **BYLAWS of NOVA SCOTIA LACROSSE OFFICIALS ASSOCIATION**

1. Membership
2. Executive Committee
3. Officers and their Duties
4. Appointed Positions
5. Standing Committees
6. Sub-Committees
7. Elections of Executive Committee
8. Vacancies of Executive Officers
9. Meetings of the Association
10. Amendments to MOA and Bylaws
11. Liability
12. Codes of Ethics and Conduct
13. Discipline of Members
14. Conflict of Interest
15. Executive Committee Remuneration
16. Miscellaneous

## **BY-LAW 1: MEMBERSHIP**

### **1) MEMBERS –**

- a) This organization shall be composed of members currently in good standing with the Association.
- b) Members shall comply with the requirements of this Memorandum and by-laws.

2) **ELIGIBILITY** - Membership in the Association is open to anyone interested in officiating and is acquired through becoming a member in good standing of the Association. The Association shall admit individuals to membership who are of good character and meet the standards as outlined in the by-laws. The officials' certification program will be followed and adhered to for the classification and development of officials in the province, as mandated by the Lacrosse Canada and the National Officials Certification Program.

### **3) CATEGORIES OF MEMBERSHIP**

- a) **Active Member** - meets the requirements of **ELIGIBILITY** of the by-laws and is either actively officiating or is qualified to do so.
- b) **Associate Member** - a person who wishes to serve with the Association who is not an Active Member. An associate may attend membership meetings, but may not vote, and may, with the permission of the majority of the Executive, serve on any of the Standing Committees. Should they do so, they shall have the right to vote in any of the on-going business of the Committee.

### **4) DUTIES AND PRIVILEGES OF MEMBERS**

- a) All active members and officers of the Association shall attend at least one certification clinic sanctioned by the Association and LNS each year. Officials Development Coordinator, in concert with the LNS OIC shall coordinate certification clinics.
- b) Members shall be required to pay all dues, as determined by the Board at annual meetings or by the Executive Committee of the Association, under the powers granted them within this Memorandum.
- c) Follow the code of dress for all officials as dictated by the NSLOA Sector Representatives and LC.
- d) Active members in good standing with this Association may wear the official uniforms, may officiate with other Members of this Association, and shall receive benefits as may from time to time be provided by the Association.
- e) Active members in good standing with this Association will receive game fees (established by the Association) for their services.
- f) Active members in good standing with this Association shall have voting rights at any regular or special meetings of this Association.

g) A member in good standing with the Association has an opportunity to be assigned to any match sanctioned by LNS within their level and ability at the Provincial, National and International level.

5) **REGISTRATION POLICIES**

- a) Each member shall pay dues to NSLOA as set out by the Board.
- b) The Lacrosse year for officials is April 1 to November 30th. Annual dues for NSLOA officials shall be determined by the Association by November 30th.
- c) NSLOA dues shall be sent to LNS as per deadlines set in each year. Payment of dues shall be accompanied by a list of registered officials including their certification level.

6) **MEMBER IN GOOD STANDING** - Good standing shall mean satisfying the requirements of all the categories outlined in this Memorandum with no outstanding financial obligation to the Association, and not under suspension by the Association.

7) **MAINTENANCE OF CERTIFICATION** – To maintain certification at all levels, the official must:

- a) Register and pay annual dues, where applicable.
- b) Officiate within the province to the satisfaction of the Board and be available to assist with clinics if called upon to do so; and
- c) Attend a certification clinic each year (This includes all levels of officials.
- d) Upon written request to the LNS OIC, any official may be given a leave of absence from officiating for a period not exceeding one (1) year without loss of certification level. Any further leave of absence without loss of seniority or certification level shall depend solely upon the circumstances and shall be decided by the LNS OIC following written application.

8) **LAPSED MEMBERSHIP** - For officials who for one reason or another have been declared inactive and wish to become active the following will be required:

- a) To contact the LNS OIC who will complete the necessary preliminary steps, and
- b) Be evaluated by the members of the Board or another appointed evaluator.
- c) For Regional, National and International competitions, officials who for one reason or another have been declared inactive and wish to become active will comply with the rules of this article and those LC rules governing such competitions.

**BY-LAW 2: EXECUTIVE COMMITTEE**

1) The Executive Committee shall be the committee charged with the administration of the affairs of the Association elected in accordance with this Memorandum and Bylaws. The elected Executive Committee of the Association shall be:

- a) President,
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Member at Large

- f) LNS RIC
  - g) Past President - The immediately previous President shall be an honorary member of the Executive to serve in an advisory capacity with no power or vote. Duties and Responsibilities of the Executive Committee
- 2) Interim Authority - The Executive Committee shall handle all business of the Association occurring between regular or special meetings.
  - 2) Financial Authority - the financial administration of the Association shall be vested in the Executive Committee, which will submit reports thereof through the Treasurer.
  - 3) Fiscal Year - The fiscal year shall commence 01 January and terminate on 31 December, with a financial report once the year is completed
  - 4) Administrative Duties – The administrative duties of the Association shall be vested in the Executive Committee, which will submit reports through the Secretary.
  - 5) The Executive Committee shall have the responsibility of collecting and forwarding dues and fees to Associations with which the Officials Association are affiliated and shall have the right to levy such other charges as may be necessary for the proper functioning of the Association.
  - 6) Quorum - The quorum for any meeting of the Executive Committee shall be the President, and two other members of the Executive Committee.
  - 7) Multiple Positions - no member shall hold more than one Executive position at a time.
  - 8) Term of Office - all Executive Committee positions will be two years. The President, Treasurer, will be voted in even years; the remainder of the executive members (except Past President in odd years. Terms are limited to a maximum of 2 consecutive terms.
  - 9) All officers shall attend all meetings as called by the President, or NSLOA. If they miss three (3) consecutive meetings (General, Executive, Special without reasonable cause), or violates the ethics code as determined by the Executive Committee, the President shall declare the position vacant and shall notify all Association Members of the reason for that vacancy.

### **BY-LAW 3: OFFICERS AND THEIR DUTIES**

- 1) PRESIDENT In this capacity, they shall:
  - a) Preside at all General, Executive, and Special Meetings of the Association.
  - b) Appoint all Committees.
  - c) Be responsible for the affairs of the Association.
  - d) With the assistance of the Executive Committee execute and administer the policies established by the Association; and
  - e) Be ex-officio, non-voting member of all committees, except the disciplinary committee.
  - f) Monitor the collection of all officials' dues and direct the collection of such dues to the NSLOA.
  - g) Present the treasurer's budget to the governed leagues and a year-end financial and President's report to LNS.
  - h) Be notified of any major tournaments held within the province and be responsible for the assigning of officials to such tournaments.
  - i) Serve as a signing officer for the Association, thus signing cheques issued by NSLOA.

- j) Be responsible for the development of policy as it applies within the Association and in relationship to LNS, and the Lacrosse community in Nova Scotia.
- k) Be able to designate any of the above responsibilities to any Executive Member as they see fit.

2) VICE PRESIDENT

- a) Act in the capacity of the President if the President cannot carry out their responsibilities.
- b) Serve as a signing officer for the Association, thus signing cheques issued by NSLOA.
- c) Carry out tasks as assigned by the president.

3) SECRETARY

- a) They shall be responsible for retaining copies of all correspondence pertaining to the Association.
- b) They shall act as Secretary at all meetings of the Association and the Executive Committee and ensure that the minutes are correctly distributed.
- c) They shall keep an up-to-date record of all the names, address, and contact information of all Association members.
- d) Publish an annual, up-to-date, list of all officials.
- e) They shall maintain final evaluation of all Officials evaluations, as supplied from the appointed representatives, through the President.
- f) They shall maintain a record of all official reports submitted to LNS, minutes of all meetings, and election results.

4) TREASURER

- a) Maintain full and accurate account of all moneys received and shall deposit same in the name of, and to the credit of the Association.
- b) Disburse all moneys under the direction of the Executive Committee, and shall present an annual financial report, in writing, to the Association, at the Fall meeting. A copy of this report shall be made available to all Association Members, not in attendance, following the Annual General Meeting. A copy will be emailed to all officials who have an active email address listed in our file.
- c) Serve as a signing officer for the Association, and signs all cheques (with another officer) issued by NSLOA.
- d) Act as a liaison between NSLOA and LNS, and all leagues on all revenue and expense items; and
- e) Assist in preparing budgets, invoices, year-end financial report, and financial statements as required by the Executive Committee.

5) MEMBER AT LARGE - A member to be responsible for special projects.

6) LNS OFFICIAL-IN-CHIEF - In addition to responsibilities as defined by LNS, they shall:

- a) Be ex-officio, non-voting member of the Executive Committee.
- b) Represent NSLOA at all LNS Meetings.
- c) Submit an annual NSLOA report to LNS at the Annual General Meeting and make this report available to all NSLOA/ LNS members upon request.
- d) Be responsible for the certification of all lacrosse officials in the province.

- e) Oversee the training and certification of box and field officials through the LNS/NSLOA clinicians.
- f) Be responsible for communicating all rule interpretations within the province as stated by LC and National Officiating Certification Program (NOCP).
- g) Represent the province at the Semi-annual LC meetings.
- h) Through LNS, nominate to the LC Officiating Sector, or directly assign, officials to any National or International matches or tournaments held within the area; and
- i) Recommend to the LC Officiating Sector a list of officials that may represent the province at National championships or championships held outside the province.

7) PAST PRESIDENT

- a) Provide advice and support to the current President; and
- b) Promote the aims of the Association.
- c) Not be a voting member at Executive meetings.

**BY-LAW 4: APPOINTED POSITIONS**

- 1) Official in Chief. The Executive Committee shall appoint the Official in Chief (OIC) for each League in the Province. The OIC should be a qualified and registered member of NSLOA. Part of their responsibility would be to liaise with the LNS RIC on League matters with respect to the League games.
  - a) OIC's are expected to provide a report each month to the Executive Committee.

**BY-LAW 5: STANDING COMMITTEES**

- 1) There shall be several Standing Committees of this Association to assist with the stated goals and purposes of the organization. No member is to serve on any committee for a selection or issue involving themselves. The President shall approve all substitutions. The President shall be ex-officio, non-voting member of all standing committees to which they do not already belong to in an official capacity unless the issue or selection involves the President. These committees are as follows:

2) MENTORSHIP and DEVELOPMENT

- a) The committee shall consist of a minimum of five (5) members; with at least one executive member, to a maximum of ten (10) members.
- b) The Committee will be chaired by the President or Vice-President.
- c) League OIC's are members of this Committee.
- d) The Committee shall be responsible for developing policy and to expand the evaluation of officials in the province and assist in maintaining the evaluation system.
- e) The Committee shall be responsible for coordinating the evaluation of all officials if and when possible, at all LNS sanctioned matches.
- f) The Committee shall meet a minimum of four times per year and provide regular reporting to the Executive.



- 3) RECRUITMENT COMMITTEE
  - a) The committee shall consist of a minimum of five (5) members; with at least one executive member, to a maximum of ten (10) members.
  - b) The Committee will be chaired by the President or Vice-President.
  - c) The Committee shall be responsible for developing policy and expanding the membership in the province.
  - d) The Committee shall be responsible for developing policies to maintain and improve the retention of the membership.
  - e) The Committee shall meet a minimum of four times per year and provide regular reporting to the Executive.
  
- 4) NATIONAL CHAMPIONSHIPS SELECTION COMMITTEE
  - a) The committee shall consist of three (3) members; two members and at least one executive member.
  - b) The committee shall be responsible for recommending and implementing policy for the screening and selection of officials to participate in national tournaments.
  - c) The committee shall be responsible for forwarding the committee's recommendations to the President for onward recommendation to LNS through the LNS OIC.
  
- 5) RATES COMMITTEE - The committee shall consist of the Treasurer (Chair), along with up a minimum of three (3) members to a maximum of six (6).
  - a) The Committee shall be formed every three years to and be responsible for making recommendations for rates to be charged by the Association for services performed by members.
  - b) The committee may consult with groups such as LNS and the various lacrosse leagues within Nova Scotia. The committee shall search for new ways that the Association can generate revenue.
  
- 6) NOMINATING COMMITTEE - The Secretary shall serve as Chair. This committee shall present a slate of officers for all positions open at any annual meeting and will oversee the election process.
  - a) The Committee shall be responsible for providing a slate of Members to be considered for Appointed Positions.
  
- 7) DISCIPLINARY COMMITTEE - This committee shall consist of the Vice President (in the Chair), one other executive member, one other member and one other non-member to serve as a neutral party. The committee as a whole will investigate any and all complaints. This committee shall be responsible for considering cases which may need disciplinary action, and shall, after hearing evidence, have the authority to rule and to apply appropriate penalties.
  - a) Where there is a conflict of interest among the committee members, the President shall appoint a member as the third member of the Committee. Should the President be directly or indirectly involved in the case, the Secretary shall become the chair and shall appoint the third member.
  - b) Meetings will be held as required, in person or by virtual meeting.

- c) In the event a hearing is warranted, the committee shall notify all involved parties, and the Executive Committee in writing, of any findings resulting from the hearing and the penalties determined.
- d) The committee shall provide its decision, in writing, to the Executive with a copy provided to the official in question.
- e) The Association's Disciplinary Committee will undertake no action or investigation unless a complaint is received in writing from an individual or individuals directly involved in the incident.
- f) The following is a list of activities leading to possible sanctions. It does not, however, identify all circumstances that would constitute an infraction:
  - i) Late arrival at scheduled matches.
  - ii) Improper dress.
  - iii) Failing to adhere to LNS/LC/NSLOA policy as outlined in the appropriate manuals.
  - iv) Criticizing other officials publicly.
  - v) Failing to appear at scheduled matches.
  - vi) Being involved in activities that are contrary to the good of fellow officials; and
  - vii) Activities that could shine a negative light on LNS or NSLOA.
- g) Pending on the severity of the activity resulting in a sanction, the following sanctions could be levied:
  - i) Verbal reprimand.
  - ii) Written reprimand (no record).
  - iii) Written reprimand held on the official's record.
  - iv) Suspension for a period of time; and
  - v) De-certification.

#### **BY-LAW 6: SUB-COMMITTEES**

- 1) The President may appoint such sub-committees as may be required to advise the Executive Committee on matters affecting the Association, or to run facets of the Association programs on behalf of the Executive Committee.

#### **BY-LAW 7 - ELECTIONS OF EXECUTIVE COMMITTEE**

- 1) The Executive shall select a Nominating Committee of 3 members at least one month prior to the Annual General Meeting (AGM) for the purpose of bringing before the AGM a slate of officers for the ensuing year.
- 2) Nominations from the floor at the AGM shall not be accepted.
- 3) All executive officers shall be elected by the membership at each AGM. The nominating committee shall provide its report to the general membership not less than 21 days prior to the annual meeting by providing a list, as complete as possible, of one nominee for each elected position. Notification shall be given in print, posted on the Association website, by facsimile or distributed through the post in a prepaid letter addressed to each member at their last known address.
- 4) The membership may nominate individuals who are members in good standing for an Executive Officer position by providing notice to the Secretary not less than 15 days prior to

the AGM. Such notice shall set out the name of the individual and the position for which the individual is nominated. The nomination must be signed by one member in good standing and must be signed by the nominee indicating that they are willing to accept the position if elected. To be eligible as a candidate for Commissioner or Deputy Commissioner, a nominee must be an existing member of the Executive Committee, have previously served on the League Board or as an Appointee. If no candidates offer for an elected position, this clause may be waived by a 3/4-majority vote at the AGM and voting rules will then apply.

- 5) A list of all duly nominated candidates and notice of election shall be communicated to the membership not less than 10 days prior to the AGM.
- 6) Voting at the AGM for executive officers shall be by secret ballot or ballots. To be declared elected a candidate must receive 50 percent plus one vote of the ballots cast. If no candidate receives the required number of votes on a ballot, the candidate with the fewest votes shall be eliminated and a further ballot held. This process shall continue until a winner is determined.
- 7) To serve on the Executive Committee for the Association, an individual must not be an officer with LNS, the LC or any Club/Association who are members of the League. If no candidates offer for an elected position, this clause may be waived by a 3/4-majority vote at the AGM and voting rules will then apply.
- 8) Voting for elected positions shall be held in the order they appear in the above paragraph.

#### **BY-LAW 8: VACANCIES OF EXECUTIVE OFFICERS**

- 1) It is sometimes necessary for Executive Officers to submit their resignations prior to completion of their term of office. It is important that such vacant positions be filled expediently in order that the effectiveness of the Executive Committee is not compromised.
- 2) Resignation of President. If the President submits their resignation prior to expiration of the normal term of office, the Vice-President shall automatically become the President on an interim basis until it is possible to hold a general meeting and elect a new President.
- 3) Resignation of Executive Officers other than the President. If the Vice-President becomes the interim President as above or if the Vice-President other Executive Officer submits their resignation prior to expiration of the normal term of office, the Executive Committee shall select an eligible and willing replacement to fill that position on an interim basis until it is possible to hold a general meeting for the purpose of electing a new Executive Officer.
- 4) Recording Such Replacement Action in Minutes. The process of replacing the resigned Executive Officers shall be recorded in minutes of the Executive Committee meeting concerned.

#### **BY-LAW 9: MEETINGS OF THE ASSOCIATION**

- 1) The President shall call, and the Association shall conduct a minimum of two General meetings per year – one in the Spring and one in the Fall. The Spring shall be held not later than the last Sunday of March and the Fall meeting shall be held not later than the last Sunday in November. (The meeting dates can also change with a 2/3 majority at an Executive Committee meeting.)

- 2) The Executive Committee shall meet at least twice a year, prior to each general meeting, to develop an agenda for the upcoming meeting. Special meetings of the Executive Committee may be called at the discretion of the President and shall be called by them at the written requests of two executive members in good standing.
- 3) The Agenda for all General Meetings shall be:
  - i) Call to Order and Welcome by the President
  - ii) Roll Call
  - iii) Approval minutes as circulated.
  - iv) Business arising from the minutes.
  - v) Reports
  - vi) Executive Committee
  - vii) Standing Committees
  - viii) Elections (when necessary)
  - ix) New Business
  - x) Identification of next meeting and adjournment
- 4) The President must call a Special General Meeting if there is a written request from twelve members in good standing. This meeting must be called for a specific purpose, detailed in the written request. The agenda of this special meeting can only deal with the item(s) referred to in the original request.
- 5) The quorum for the transaction of business at any general or special meeting shall be at least one-half of the total membership of the Executive Committee, plus at least 7 other (non-executive) members in good standing. Should there be no non-executive members in attendance, 50 percent plus 1 of the Executive Committee will constitute a quorum.
- 6) This Memorandum is a working document of the Nova Scotia Lacrosse Officials Association. It does not cover every situation that could be brought to light in a meeting. To that end, any procedures not covered in this document shall follow the "Robert's Rules of Order".

#### **BY-LAW 10: AMENDMENTS TO THE MOA AND BY-LAWS**

- 1) This memorandum may be amended by two-thirds majority vote of the members of the Association present at any regular meeting, or special meeting called for that purpose, provided that written notice for the proposed amendments shall be mailed or provided to all members at least thirty days before such meetings.
- 2) When a final interpretation of any item of these By-laws is necessary between meetings of the Executive Committee, the President is the designed authority.
- 3) JURISDICTION - If a Member of the Association officiates in a game played at a location not under the geographical jurisdiction of the LNS or NSLOA, they are to be governed by the rules and practices, which govern the members in that area.

#### **BY-LAW 11: LIABILITY**

- 1) No member of the Association shall, in their individual capacity, be liable for any debt or liability of the Association beyond the amount of any subscription, dues or fees payable by them to the Association. The NSLOA shall not be responsible for any damage, injury or loss of property to any member of the Association or guest player.
- 2) In the absence of fraud or willful misconduct, the Executive of the Association acting in good faith shall be indemnified and saved harmless out of the assets of the Association from and against any and all costs, charges and expenses sustained or incurred arising from any and all action or claims advanced against them in connection with actions taken on behalf of the Association in the capacity of Executive.

## **BY-LAW 12: CODE OF ETHICS AND CONDUCT**

- 1) All Members must recognize that the Lacrosse community closely scrutinizes their conduct. Thus, when acting in a role other than as an official (i.e., player, coach, spectator in any sport), exemplary conduct must be maintained. The strength of any organization lies with its members to police itself and conduct themselves accordingly. Hopefully, together the whole membership can ensure that this conduct is maintained.
- 2) The official must demonstrate complete reliability in relation to their commitments, fulfill them without exception and faithfully keep formal oral promises to officiate. In accepting assignments to officiate matches in a tournament, the official shall demonstrate goodwill with a view to a division of work that is fair to all parties.
- 3) The official shall be available throughout the season, or at the assigned time, to assist in any way possible. The official shall devote their full attention to each match in which they are involved.
- 4) Each official shall ensure that they regularly make themselves available for matches when called upon to do so by the Assignors.
- 5) All officials are expected to act as fitting representatives of Lacrosse and of LNS/NSLOA at all Lacrosse events.
- 6) Every official, in relation with other officials, shall.
  - a) Consciously strive to create and/or cooperate in creating a friendly or at least pleasant working atmosphere, governed by mutual respect, understanding, cordiality and mutual encouragement.
  - b) In performing their work, the members of the team of officials shall strive to create a working atmosphere conducive to confidence, cooperation and communication, with a view to optimal performance as a group.
  - c) Every qualified minor or major official shall be accepted as a full member in a team of officials assigned to a match. The head official shall ensure that this principle is complied with.
  - d) The head official of the match shall take the action required to involve each member of the team of officials in the action and thank them at the end of the match.
  - e) When a particular situation is a difficult one for the official to resolve and the official is uncertain about the proposed solution, the official in question shall consult with the other officials with a view to finding a clear solution.
  - f) The official shall accept the duties attached to the specific role they are required to play in a match and shall not attempt to transfer their responsibilities to other officials.

- g) In a spirit of mutual help and development, each official shall accept the evaluation of other officials in the form of a review of the game. Such feedback shall be made in a spirit of honesty and be received with the attention due to it.
  - h) Experienced officials shall concern themselves with the development of less experienced officials by tactfully and clearly advising them as to how they may improve.
  - i) Every official shall refrain from public discussion of decisions of other officials and shall avoid criticizing or judging them. Such criticism is potentially a sanctionable offence.
- 7) Every official, in relation to the official's work, responsibilities and general conduct shall.
- a) Make the necessary efforts to reach a high standard of competence, encourage an atmosphere conducive to conscientious performance of their duties and contribute to preventing inadequate officiating standards. The official shall accordingly:
    - i) Not perform any officiating duties under false pretenses concerning their skills, qualifications, and registration.
    - ii) Not accept any gift, benefit or favour that might subvert or appear to influence their subsequent decisions or actions in the performance of their duties.
  - b) Every official shall perform their duties at acceptable physical and functional levels. This includes the requirements that they:
    - i) Take the necessary action to maintain a physical condition sufficient to meet the mental and physical requirements of their duties.
    - ii) Avoid performing duties if their faculties are significantly impaired by illness.
    - iii) Rest sufficiently to be able to perform adequately.
    - iv) Refrain from officiating while under the influence of alcohol or drugs that may affect judgment.
  - c) When performing their duties, the official shall adopt an assured, dignified demeanor, in the knowledge that their actions as an official should convey the sense of decorum inherent in the rules and procedures.
- 8) IN RELATION TO PLAYERS
- a) The official shall ensure that the player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
  - b) The official's main concern shall be for the player's safety. Any situation affecting the prime consideration of competition shall be avoided and/or terminated.
  - c) During the game, the official is required to supervise; they must take all reasonable steps to maintain a spirit of healthy competition. Accordingly:
    - i) The official shall not permit intimidation of players by other players or by team staff, either by word or action.
    - ii) The official shall not tolerate unacceptable conduct towards officials, other players or spectators.
    - iii) The official shall avoid pointless discussions with players in a game situation; only team captains are authorized to address them.
  - d) In the heat of play, the official in their relationship with players and team staff shall make every effort to retain a presence of mind enabling them to direct the game with complete objectivity and dignity required by the official's position.

- e) When working in games including novice players, the official shall accept the educational role expected of them and shall adapt their conduct to this particular aspect of the competition.
- f) Away from the immediate environment of play, the official shall be open to discussion and contact with players, avoiding any conduct suggesting self-importance, arrogance or sarcasm. They should show themselves to be receptive to constructive criticism and demonstrate due respect and consideration for different points of view and judgments.
- g) Off the field of play, officials shall conduct themselves in such a way that their relationship with players does not prejudice their subsequent work and the impartiality that must be obvious in it.

9) **IN RELATION TO THE COACHES**

- a) The official's conduct toward the coach and any other team staff shall be governed by respect and courtesy.
- b) In a game situation, officials shall intervene as required in order to facilitate the work of the coaches within the framework of procedures and rules.
- c) The official shall prohibit any unacceptable conduct by team staff in their relations with officials, players, other team staff and spectators, and shall take action against any offence of this nature in accordance with the procedures provided in the rules.

**BY-LAW 13: DISCIPLINE OF MEMBERS**

- 1) **GROUND**S - For the failure to comply with the Memorandum and By-laws or with established authority of regulation laid down by the Association, or for delinquency in officiating assigned games, or for other conduct conclusively established to be contrary to the best interest of the Association and its members, a member may be suspended from the Association for a specific period of time or expelled. Other appropriate measures may be taken at the recommendation of the Discipline Committee.
- 2) **APPEAL** - Any member suspended, expelled, fined or sanctioned by the Disciplinary Committee shall, have the right to appeal to an appointed Appeals Committee (chaired by the President). If the suspended member is still not satisfied with the results of the Disciplinary Committee, they have the right to appeal to LNS. Final disposition for suspension of officials will rest with LNS taking into consideration the recommendation from the NSLOA President.
- 3) **NOTICE OF FINDING** - When a member is suspended or expelled, or some other appropriate action is taken, the President shall notify the total Executive Committee that such member is no longer able to accept assignments to officiate as a member of the Association. No member in good standing shall knowingly participate in any game with a suspended or expelled member.

**BY-LAW 14: CONFLICT OF INTEREST**

- 1) A member of the Executive, who has, or could reasonably be seen to have, a conflict of interest has a duty to declare this interest. The declaration should be made to the members upon nomination and if serving on the Executive when the possibility of a conflict is realized.

- 2) A conflict of interest does not prevent a member from serving on the Executive provided that they withdraw from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.
- 3) To the greatest extent possible all officials are directed to refuse all games assignments involving teams connected in any way with his immediate family, except in special circumstances.

**BY-LAW 15: EXECUTIVE COMMITTEE REMUNERATION**

- 1) A member of the Executive shall serve without remuneration and shall not receive any profit from their positions. However, an Executive member may be paid reasonable expenses incurred in the performance of their duties.

**BY-LAW 16: MISCELLANEOUS:**

- 1) Any member may inspect the books and records of the Society at any reasonable time within two days prior to the AGM at the Registered Office of the Society.
- 2) The Association shall file with the Registrar with its Annual Statement a list of its directors with their addresses and dates of appointment or election, and within fourteen days of a change of directors, notify the registrar of the change.
- 3) This Association shall have no borrowing powers.
- 4) Special resolutions must be passed for such items as name approval, alteration of the objects and purposes of the society and amending the By-laws.
- 5) Written notice will be defined as notification given in print, posted on the NSLOA website, by electronic mail (e-mail) or distributed through the post in a prepaid letter addressed to each member at their last known address.