



# **ASPAC CHAMPIONSHIP GUIDELINES FOR HOSTING & PARTICIPATION**

## ASPAC CHAMPIONSHIP GUIDELINES FOR HOSTING & PARTICIPATION

The following Guidelines are to assist and direct member countries for hosting and participating in ASPAC Championship and tournaments.

### BACKGROUND

These guidelines have been amended from the previous ASPAC guidelines to incorporate the sixes discipline. ASPAC Championships can now encompass any discipline, and this will be decided for any championship by the APLU Executive board with input from members and World Lacrosse.

Additional information if required can be taken from the WL Event-Hosting-Competition-Manual.

### APLU OBJECTIVES:

- To oversee and deliver the ASPAC Championship in a way that fully realises the aspirations of the host country and the obligations of the host:
- To provide a competition opportunity for participants throughout the Asia Pacific region.

### APLU VISION IN CONDUCTING THE ASPAC CHAMPIONSHIP:

- To stage an outstanding player-centred and sport-focused lacrosse event with a high level of competition that will be celebrated across the Asia Pacific region:
- To provide an interchange of culture which will generate enormous pride and leave a lasting legacy.

### APLU GOALS:

- To use this event as a medium to contribute to Asia Pacific unity:
- To improve understanding between the various cultures:
- To develop the sport of lacrosse:
- To encourage and support the host organisation:
- To promote a positive legacy from the ASPAC Championship to the host city and host country:
- To encourage and support initiatives blending the sport with culture and education (coaching/officiating):
- To encourage and support the activities of World Lacrosse (WL) and other organizations which dedicate themselves to developing lacrosse.

### SUMMARY OF ASPAC CHAMPIONSHIP:

- The Asia Pacific Lacrosse Championship (ASPAC) is an APLU sanctioned event:
- The event is for both men and women teams, primarily from countries in the Asia Pacific region, with opportunities for other countries to be invited to participate by the APLU:

- Only Full and Associate APLU Members can compete in the finals for the chance to win the Championship Trophies:
- Invited teams from other regions are able to compete in the event but are ineligible to play in the finals for the Championship Trophies.

**SUMMARY OF ASPAC TOURNAMENT:**

- The ASPAC Tournament runs in conjunction with the ASPAC Championship:
- The ASPAC 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 ASPAC Tournament Trophy.

**CHANGES TO THE APLU ASPAC CHAMPIONSHIP GUIDELINES:**

- The APLU, including the host country of an ASPAC Championship in conjunction with the APLU, retains the right to make changes to the running of its operations, and Guidelines, and the conduct of the ASPAC Championship event to accommodate any special circumstances that may occur at any time:
- Amendments to the Guidelines shall be included as an agenda item at all APLU General Meetings.
- The timeline for submission of amendments shall be 30 June the year prior to the event:
- The timeline for publication of Guidelines shall be 31 October the year prior to the event.

**NOTES:**

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

## INDEX

<b>1. EVENT ORGANIZATION</b>		
1.1	Event Name	1.10 Invitation to Attend
1.2	Naming Rights	1.11 APLU United Team
1.3	Member Country Eligibility	1.12 Withdrawal/Cancellation/Delay
1.4	Invitational Country Eligibility	1.13 Schedule of Events
<b>2. PLAYING VENUE</b>		
2.1	Playing Venue	2.4 Practice Fields
2.2	Field Measurements	2.5 Facilities
2.3	Playing Fields Surface	2.6 Lighting
		2.7 Coaching Box
2.8	Player's Bench	
2.9	Flags	
2.10	National Anthems	
<b>3. ACCOMMODATION &amp; HOSPITALITY</b>		
3.1	Team Accommodation	3.4 Meeting Rooms
3.2	Meals	3.5 Team Party
3.3	Hotel Facilities	3.6 Official's Party
		3.7 APLU Executive Board
3.8	VIP Party	
3.9	Supporter's Party	
3.10	Host Organizing Committee	
3.11	Liaison Officers	
<b>4. TRANSPORT</b>		
4.1	International Travel	
4.2	Airport Transport	
4.3	Local Transport	
<b>5. TEAMS, OFFICIALS &amp; SUPPORT STAFF</b>		
5.1	Chief Officiating Officer	5.4 Official's Party
5.2	Head Official's Party	5.5 Playing Team Party
5.3	Referee In Chief & Head Technical Delegate	5.6 Support Team Party
		5.7 Table Officials
5.8	Ball Boys & Girls	
<b>6. PLAYING RULES, EQUIPMENT &amp; UNIFORM</b>		
6.1	Playing Rules	6.5 Goals
6.2	Alterations to Playing Rules	6.6 Bench Equipment
6.3	Match Teams	6.7 Scoreboard & Clock
6.4	Playing Ball	6.8 Score Sheets/Statistics
		6.9 Game Appointment of Officials
6.10	Playing Venue Conditions	
6.11	Team's Uniforms	
6.12	Event Disciplinary Committee	
<b>7. COMMUNICATIONS &amp; PROMOTIONS</b>		
7.1	APLU Website & Facebook	7.4 Event Program
7.2	Host Website & Facebook	7.5 Team Liaison
7.3	Communications Media	7.6 Event Report
		7.7 Merchandise

<b>8. EVENT FORMAT</b>	8.2 Tournament Format	8.4 Drawn Matches
8.1 Championship Format	8.3 Draw Format	
<b>9. CEREMONIES &amp; FUNCTIONS</b>	9.4 APLU Auction	
9.1 Opening Ceremony		
9.2 Closing Ceremony		
9.3 Awards Presentations/Social Events		
<b>10.0 AWARDS &amp; PRESENTATIONS</b>	10.4 APLU Men's Tournament Trophy	10.8 Participation Certificates
10.1 APLU Men's Championship Trophy	10.5 APLU Women's Tournament Trophy	10.9 Player of the Match Awards
10.2 APLU Women's Championship Trophy	10.6 Player Medals	10.10 Most Valuable Player Awards
10.3 APLU Championship Trophies	10.7 Official's Medals	
<b>11.0 MEDICAL FACILITIES</b>		
11.1 Medical Provision		
11.2 Ice Baths		
11.3 Anti-Doping Policy		
<b>12.0 FINANCIALS</b>	12.3 Hospitality Package	12.6 Grants
12.1 Registration Fee	12.4 Non-provision of an Official	
12.2 Participation Fee	12.5 Ticket Sales	
<b>APPENDICES</b>		
1.8 (A) Expression of Interest to Host	8.3 (E) Examples of Draw Formats	
1.8 (B) Agreement to accept Rules & Regulations in submitting a Bid to Host	9.1 (F) Player, Coach & Official's Oaths for Opening Ceremony	
1.10 (C) Form to accept Rules & Regulations for participation in ASPACS by Members	11.3 (G) Anti-Doping APLU Official Statement	
6.3 & 6.8 (D) Official Team Score Sheets		

## 1. EVENT ORGANISATION

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>1.1 Event Name</b>	X		Shall be known as “The (year) ASPAC Championship” in the absence of a major Sponsor.	To promote this event under the banner of the APLU.	To promote this event under the banner of the APLU.
<b>1.2 Naming Rights</b>	X	X	Should “Naming Rights” be included as part of a major sponsorship the event shall be known as “The (year) (Sponsor’s name) ASPAC Championship” subject to approval by the APLU EB. If granted APLU to advise countries of name of Event.	To seek major sponsorship. To request to the APLU approval of “Naming Rights.”	To use the correct title of event in any correspondence
<b>1.3 Member Country Eligibility</b>	X		Must be a Full or Associate member of the APLU for at least one year prior to the ASPAC event.		To meet eligibility requirements.
<b>1.4 Invitational Country Eligibility</b>	X		The APLU may invite other teams to participate in the Tournament who have a recognised affiliation with their countries National Governing Body. The APLU and the host country have the right to limit the number of competing teams at an Event.	To advise the APLU of maximum number of teams.	
<b>1.5 Age Eligibility</b>	X		Age criteria may be set by the APLU for individual members and those members shall be required to provide evidence of age compliance to the host country. To check proof of age prior to commencement of Event.	To abide by any age criteria limitations.	To abide by any age criteria limitations.
<b>1.6 Late Entries</b>	X		Late entries from new member countries may be accepted by the APLU in consultation with the Host Country up to 6 months prior to the event on a negotiated cost basis.	If any late entry is received host country to confer with APLU re participation	To abide by APLU and Host Country requirements
<b>1.7 Rotation of Championship and Timing of Event</b>			An event will be conducted every 2 years. Dates must be set to enable maximising participation of all members. Dates coinciding with WL men’s and women’s World events are to be avoided. The ideal time to hold the Event is in the June-July-August period. Alternative times will be at the discretion of the APLU & the Host country.	To set the dates.	
<b>1.8 Expression of Interest to Host</b>	X		Bids must be received by the APLU Board at least 9 months before the event. Final selection of the successful host country will be approved by the APLU within 6 months of receipt. <b>Appendix A</b>		To prepare Host submission and present to members. To sign Declaration to accept ASPAC Rules and Regulations when submitting bid. <b>Appendix B</b>

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>1.9 Host Organizer &amp; Organising Committee</b>		X	The host country 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.
<b>1.10 Invitation to Attend</b>	X		APLU to send out “invitations to attend” no later than 6 months ahead of event in liaison with host country. Invitation to include form to accept Rules and Regulations governing ASPACS. <b>Appendix C</b> To advise host country of eligible nations.	To set exact dates with bid from arrival to departure.	To forward written confirmation and registration fee within 2 months of invitation to the APLU ED. To return signed Regulations form as a required undertaking to participate.
<b>1.11 APLU United Team</b>	X		The APLU retains the option to enter a team under the banner of the APLU, based on an excess of players from regional member/country teams, as well as providing the facility for players from Associate (or Affiliate countries) 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 APLU to facilitate the provision of coaches, support staff, playing uniforms etc.	To include an APLU United Team in the draw and all aspects of the Event.	To advise APLU of any potential players for an APLU United Team if requested.
<b>1.12 Withdrawal/ Cancellation/ Delay</b>	X		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 by the hosting country), then the designated Host Organizer shall seek advice from the APLU EB, and then make a decision which shall be final.	To re-schedule the playing draw as and if necessary.	To abide by any changes.
<b>1.13 Schedule of Events</b>		X	Schedule to be determined by Host country and approved by APLU EB prior to finalisation.	To determine schedule and advise APLU for ratification.	To abide by schedule.

## 2. PLAYING VENUE

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>2.1 Playing Venue</b>		X	The venue will meet the requirements of the APLU.	Organize venue.	
<b>2.2 Field Measurements</b>	X		As per WL rules/unified field specifications.	To ensure fields meet WL specifications.	
<b>2.3 Playing Fields Surface</b>		X	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 Bid document.	To bring appropriate footwear for surface.
<b>2.4 Practice Fields</b>		X	It is preferred that all game and 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 practice fields, a roster for competing team access will be prepared by the host country. The roster will provide equal time to each participating team.	To prepare roster for practice fields if necessary.	To request and abide by allocated team practice times.
<b>2.5 Facilities</b>	X		Must have adequate changing room facilities and toilets. Showers are preferable. Must be shelters/provision made for teams, officials and bench staff.	To select venue with appropriate facilities.	
<b>2.6 Lighting</b>		X	If matches are to be played under lights these must meet appropriate standards for the conduct of a safe game. Whilst not mandatory the host country 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.	To include this in the proposed game schedule.	
<b>2.7 Coaching Box</b>	X		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.
<b>2.8 Players Bench</b>	X		As per WL Rules.	To mark ground as per WL rules.	To ensure coaches, support staff and players are aware of the bench rules as outlined in the FL Rules.
<b>2.9 Flags</b>		X	It is preferred that there be the facility to fly participant's flags at the ground.	To provide this facility if possible.	To bring country flag to the Event.



<b>2.10 National Anthems</b>		X	The facility to play the national anthem of competing teams should be made available at the venue. The host country will determine when national anthems are played. It is not necessary to play national anthems prior to every game.	To advise countries of playing media format required for Event.	Provide a suitable copy of national anthem as per the playing media format advised by the host country.
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### 3. ACCOMMODATION & HOSPITALITY

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>3.1 Team Accommodation</b>		X	Teams (players & support staff) are responsible for 100% payment for accommodation. Host country to make arrangements as close as practical to the playing venue. (This forms part of the 'EOI To Host' package). To advise teams of address and contact details. Host organisations are to offer all teams the opportunity to be accommodated at a common venue wherever possible and it is preferred for all teams to stay at the host accommodation venue. If any teams choose not to be accommodated at the venue arranged by the host country then the host country will not be required to provide any benefits in relation to transfers, transport, meals etc.,	To make arrangements for team participants.	To respond in a timely manner.
<b>3.2 Meals</b>		X	Breakfast should be included with hotel package. Other meals should be made available at the accommodation, venue or nearby.	To arrange provision of meals. To negotiate the best and most suitable package. To ensure meals are nutritionally balanced and culturally acceptable. To request 'special diet needs' from countries.	To advise hosts of any special diet needs.
<b>3.3 Hotel Facilities</b>		X	There must be: - <ul style="list-style-type: none"> <li>- a bed for each person</li> <li>- adequate bathroom facilities</li> <li>- adequate laundry facilities</li> <li>- security</li> <li>- internet Wi Fi access (preferably free)</li> <li>- central message board</li> </ul>	To meet requirements.	

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
			<p><b>Pandemic Response</b> Secure extra rooms and equipment, as needed, to prevent epidemic infection. After an outbreak of an infectious disease, take responsibility for measures to prevent its spread. Cost to be spread amongst teams</p>	Obtain extra rooms	
<b>3.4 Meeting Room Facilities</b>		X	<p>There must be meeting room facilities available for the APLU General Meeting (if applicable) and any other meetings. These meetings are typically officials training pre tournament plus potential meeting rooms for teams and officials during the event. At the venue there should be a meeting place to debrief the game crew.</p>	To meet requirements and provide rooms.	
<b>3.5 Team Party</b>	X		<p>The Team Party shall include players, coaches and support staff, managers, medical staff as required. The maximum number shall be as per WL rules.</p>		To advise number in Team Party. Not to exceed stipulated numbers.
<b>3.6 Officials Party</b>	X		<p>The Officials Party shall include the APLU Chief Officiating Officer (COO), the Officiating Chair, Deputy Officiating Chair, Officials Coaches and Officials. The number of Officials and Officials coaches is dependent upon the number of participating teams. Each competing <u>team</u> should ideally provide at least one Official, and all APLU members should aim to provide at least one Official whether their country takes part in the event or not. (For developmental purposes). The COO can ask non-member countries of APLU to provide Officials to ensure sufficient numbers, keep balance, neutrality, for educational reasons and any other reason which is positive for APLU countries.</p>	<p>Accommodation and breakfast costs will be funded.</p> <p>To liaise with APLU COO to ensure sufficient number of Officials.</p>	
<b>3.7 APLU (EB) Executive Board</b>	X	X	<p>To provide and pay for accommodation/hospitality for APLU EB and Executive Officer.</p>	To meet the accommodation/hospitality costs for APLU EB	
<b>3.8 VIP Party</b>	X	X	<p>The VIP Party shall include VIP guests invited by the host country and the APLU.</p>	To liaise with the APLU re APLU VIP guests	

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>3.9 Supporters Party</b>		X	Supporters are encouraged to attend ASPACS.	To make competing countries aware of accommodation available either at the official accommodation venue or in the vicinity of the playing venue.	Shall be required to arrange accommodation at their own cost.
<b>3.10 Host Organisation Party</b>	X	X	Shall comprise of members of the Host organizing committee	To advise names of Host organizing committee and specific roles if applicable.	
<b>3.11 Liaison Officers (LO)</b>		X	May be appointed by the Host Country.	If desired a LO may be appointed to each country/team. To brief LO's on role requirements. To make as early an introduction as possible.	To ensure each country understands the role of a LO.

#### 4. TRANSPORT

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>4.1 International Travel</b>		X	International travel is the responsibility of each competing team, officials, EB or individual.	To advise nearest international arrival points.	To make own travel arrangements in accordance with the event schedule.
<b>4.2 Airport Transport</b>		X	To organise transport for all Teams, Officials, EB & any VIP's from international arrival point to host accommodation venue and return. (Not for extended arrivals and departures).	To advise details and costs.	To communicate numbers and arrival details with Hosts in a timely manner.
<b>4.3 Local Transport</b>		X	To ensure there is any necessary transport from accommodation venue to playing venue.	To make arrangements or provide options for internal transport and costs from accommodation to playing venue.	To communicate with Host in a timely manner.

## 5. TEAMS, OFFICIALS & BENCH OFFICIALS

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>5.1 Chief Officiating Officer (COO)</b>	X		Shall be appointed by the APLU EB.	To work in conjunction with the APLU COO.	
<b>5.2 Head Officials Party</b>			To comprise APLU Chief Officiating Officer (COO), the Officiating Chair and deputy Officiating Chair.	To provide for 3 Head Officials.	
<b>5.3 Officiating Chair and deputy Officiating Chair.</b>	X		The Officiating Chair should ideally be provided from the host country. Where sufficient experience does not exist they may be invited from within APLU countries by the APLU COO in liaison with the host country. Once appointments have been made other APLU countries may be requested to provide a deputy for assistance and guidance.	To liaise with the APLU COO re suitably qualified Officials.	To nominate suitable Officials for these positions.
<b>5.4 Officials Party</b>	X		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 APLU COO to ensure sufficient number of Officials.	To ensure at least one Official is named for each participating team.
<b>5.5 Playing Team Party</b>	X		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 names confirmed at Managers' meeting prior to commencement of Event. The APLU 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.
<b>5.6 Team Support Party</b>	X		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
<b>5.7 Table Officials (Scorers &amp; Timers)</b>		X	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.
<b>5.8 Ball Boys &amp; Girls</b>		X	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.

## 6. PLAYING RULES, EQUIPMENT & UNIFORM

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>6.1 Playing Rules</b>	X		As per WL rules.	To be conversant with WL rules.	To be conversant with WL rules.
<b>6.2 Alterations to Playing Rules</b>	X	X	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 APLU 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 APLU EB.	To abide by any alterations.
<b>6.3 Match Teams</b>	X		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. <b>Appendix D</b>	To photocopy the Team Sheets at Host country expense.	To complete the Team Sheets as per match requirements.
<b>6.4 Playing Ball</b>	X		Colour to meet WL rules.	To provide match balls.	To provide own practice balls.
<b>6.5 Goals</b>	X		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.	
<b>6.6 Bench Equipment</b>	X		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.	
<b>6.7 Scoreboard and Clock</b>	X		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	To provide scoreboard and clock.  Countries to be identified on or by scoreboard.	
<b>6.8 Score sheets/statistics</b>	X		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 APLU EB Director responsible for Rules for official records.		

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>6.9 Game Appointment of Officials</b>	X		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.		
<b>6.10 Playing venue conditions</b>	X	X	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.		
<b>6.11 Uniforms</b>	X		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 countries consult the host nation to establish uniform colours of the other teams.
<b>6.12 Event Disciplinary Committee</b>	X		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 & APLU EB 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 & PROMOTIONS

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>7.1 APLU Website &amp; Facebook</b>	X		The APLU Website ( <a href="http://www.asiapacificlacrosse.org">www.asiapacificlacrosse.org</a> ) and Facebook shall be the primary means of APLU communications for the Event.	To provide up-dates for the website & Facebook.	
<b>7.2 Host Website &amp; Facebook</b>		X	The Host Website and Facebook shall be the primary means of communication for the Event.	To provide an Event website & Facebook	
<b>7.3 Communication Media</b>		X	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 country shall advise their primary points of contact for the receipt and further distribution of information generated by the host country.
<b>7.4 Event Program</b>		X	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 APLU President, and information re participating teams, Event schedule, any sponsorship acknowledgments, etc.,	To produce the Event program.	To provide content information in a timely manner.
<b>7.5 Team Liaison</b>		X	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.	
<b>7.6 Event Report</b>		X	A detailed report of the event shall be provided to the APLU within 6 months of completion of the Event.	To produce the post Event report to the APLU.	
<b>7.7 Merchandise</b>	X	X	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	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>8.1 Championship Format</b>	X		As per the Tournament Format except for finals in which only APLU member countries can compete in medal rounds and for final placings.	To ensure understanding of this format.	To ensure understanding of this format.
<b>8.2 Tournament Format</b>	X		Includes APLU member countries and other competing teams invited to participate in the Event. The Tournament can be won by any of the participant teams but non APLU members cannot participate in play-offs for final positions in the Championship.	To ensure understanding of this format.	To ensure understanding of this format.
<b>8.3 Draw Format</b>	X		<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 country Organising Committee in association with the APLU and circulated to all participating teams in a timely manner and at least one month prior to the commencement of the event.</p> <p>Other alternatives to the above Championship/Tournament Event format may from time to time be considered acceptable by the APLU. Any such proposed alternative will require the host country to submit a request in writing in a timely manner for the APLU to consider and approve.</p> <p>Examples of draw formats as per <a href="#">Appendix E</a></p>	<p>To include in bid document duration of event.</p> <p>Shall seek approval of the APLU for the qualifying rounds format it is proposing.</p>	To abide by the Event draw format.
<b>8.4 Drawn Matches</b>	X		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	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>9.1 Opening Ceremony</b>		X	<p>An Opening Ceremony will be included in the program of events. It will be the responsibility of the host country to provide details of this ceremony and to communicate with each team the timing and any other specific requirements. Should include:</p> <ul style="list-style-type: none"> <li>• March on by teams and officials in uniform</li> <li>• Official Party Raising of countries' flags and APLU flag</li> <li>• Naming of a player, coach and official to recite the Oaths <b>(Appendix F)</b></li> <li>• Raising of countries' flags and APLU flag</li> <li>• Formal welcome.</li> </ul> <p>There must be at least 45 minutes between the end of the opening ceremony and the line-up of teams for next match.</p>	<p>To organize the ceremonies.</p> <p>To nominate player, coach and official to recite the Oaths and confirm with the APLU.</p> <p>To provide flag poles.</p>	<p>To be present for both ceremonies in designated uniform.</p> <p>To bring country flag.</p>
<b>9.2 Closing Ceremony</b>		X	<p>A Closing Ceremony will be included in the Event program. It will be the responsibility of the host country to provide details of this ceremony and to communicate with each team the timing and any other specific requirements. Should include:</p> <ul style="list-style-type: none"> <li>• March on by teams and officials in uniform</li> <li>• Official Party</li> <li>• Medal presentation (refer 10.3)</li> <li>• APLU Tournament Trophy presentations</li> <li>• APLU Championship Trophy presentations</li> <li>• Lowering of flags/return of APLU flag to APLU</li> <li>• Playing of national anthem of winning country</li> <li>• Return of APLU flag to APLU President</li> <li>• Farewell by host country</li> <li>• Formal Closing</li> </ul>	<p>To organize the ceremonies in liaison with the APLU EB</p>	<p>To be present for both ceremonies in designated uniform.</p>

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>9.3 Awards Presentation/Social Events</b>	X	X	<p>The host country &amp; APLU 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 APLU EB.</p> <p>To advise cost and to organize for payment.</p>	<p>To participate.</p> <p>To meet financial costs by deadline.</p>
<b>9.4 APLU Auction</b>	X		<p>An auction may be held to raise funds for the APLU with items supplied by participating countries.</p>	<p>To determine the most appropriate time in liaison with the APLU and to organize a venue.</p>	<p>To bring items to the auction and to participate in support of the APLU.</p>

## 10. AWARDS & PRESENTATIONS

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>10.1 APLU Men's Championship Perpetual Trophy</b>	X		Shall be presented to the winner of the Men's Championship.	To have trophy ready for presentation after final match.	
<b>10.2 APLU Women's Championship Perpetual Trophy</b>	X		Shall be presented to the winner of the Women's Championship.	To have trophy ready for presentation after final match.	
<b>10.3 APLU Championship Trophies</b>	X		Holder of trophies to bring to ASPAC event.  Trophies to be in boxes at all times during transportation.  Cost of engraving winner's name and year to be paid by APLU once/if account received from winning country.	To provide safe keeping of trophy during event.  To display trophy during event.  To have trophy at all official functions.	Holders to ensure trophies are kept clean and in good condition. To ensure during transportation trophy is carried in box. Winning country to get name and year engraved on plaque, and may send invoice to APLU for reimbursement. Relevant holders of trophies are responsible for their safety, repair and replacement from the end of the presentation ceremony from one ASPAC event to the next. APLU recommends that insurance be taken out by holder to cover these risks. The interest of the APLU as the owner should be noted on such policy. Insurance details to be provided to APLU ED.
<b>10.4 APLU Men's Tournament Trophy</b>	X		Shall be organized by the APLU and awarded to the winner after the qualifying rounds are completed.	To include this presentation in the closing awards ceremony.	

<b>10.5 APLU Women's Tournament Trophy</b>	X		Shall be organized by the APLU and awarded to the winner after the qualifying rounds are completed.	To include this presentation in the closing awards ceremony.	
<b>10.6 Player Medals</b>	X		Medals for all players, coaches and manager of 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> placed teams shall be organized & paid for by APLU.	To include these presentations in the closing awards ceremony.	
<b>10.7 Official's Medals</b>	X		Shall be presented to the Officials in the gold-medal games for men & women. Shall be organized & paid for by the APLU.	To include these presentations in the closing awards ceremony.	
<b>10.8 Participation Certificates</b>	X		Shall be presented to all Players, Support Staff & Officials.	To assist the APLU with the printing of these certificates	To provide the names of all participants.
<b>10.9 Player of the Match (Men &amp; Women)</b>	X		May be presented at the conclusion of each match. To seek sponsorship for these awards.	To seek sponsorship for these awards.	
<b>10.10 Most Valuable Player (Men &amp; Women)</b>	X		May be presented at the closing ceremony. To seek sponsorship for these awards.	To seek sponsorship for these awards.	

## 11. MEDICAL FACILITIES

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	COUNTRIES' RESPONSIBILITIES
<b>11.1 Medical Provision</b>		X	As a minimum, the Host Country 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.,
<b>11.2 Ice Baths</b>		X		To provide ice baths if possible and advise teams of any costs.	To communicate with Hosts should ice baths be made available.
<b>11.3 Anti-Doping</b>	X		Doping is contrary to the spirit of sport. Refer Statement. <b>Appendix G</b>	To educate own players on the banned use of drugs in sport.	To educate own players on the banned use of drugs in sport.

## 12. FINANCIALS

TOPIC	APLU DEC	HOST DEC	APLU DIRECTIVE	HOST COUNTRY RESPONSIBILITIES	MEMBER COUNTRY RESPONSIBILITIES
<b>12.1 Team Registration Fee</b>	X		The amount will be determined by the APLU. 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.
<b>12.2 Participation Fee</b>		X	This will be determined by the Host Country	To set the Participation Fee.	To pay the Participation Fee by the stipulated deadline.
<b>12.3 Hospitality Package</b>		X	This will be determined by the Host Country	To organize and advise the hospitality package costs.	To meet all Host requirements and deadlines for payment.
<b>12.4 Non-provision of an Official</b>	X		The APLU 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.
<b>12.5 Ticket Sales</b>		X	Host country may sell tickets for spectators at the event.	To determine if there will be a cost to spectators.	
<b>12.6 Grants</b>	X	X	No grant of financial assistance or grants of services and equipment is available from the APLU. Similarly, it is not appropriate for the host country to apply for grants from other lacrosse organisations such as WL, without the express permission and consultation with the APLU. The APLU will provide written statements of support to the host country if required to apply for local government agencies for financial grants and other services.	To seek grants from within their own country if desired/available.	



## **APPENDIX A**

### **Expression of Interest to Host the ASPAC Championship 20XX**

The purpose of this paper is to assist any Member making a submission to host the 20XX ASPAC Championship. Mission, Vision, Goals are as per these Guidelines.

Members interested in bidding are required to address the ASPAC Championship Guidelines document.

Information required in EOI will include as a minimum to the best of your ability at this time:

- Proposed timing of event, i.e. dates & weather conditions
- Proposed playing venue, including photos
- Playing field type and location
- Player changing facilities
- Accommodation and meals options
- Transport options when teams arrive
- Competition format proposed
- Any limits on numbers of teams
- Opening and closing ceremony functions
- Facilities for meetings & for Officials
- Any other social or tourist plans
- Finances



## APPENDIX B

### Agreement to accept Rules & Regulations in submitting a Bid to Host

In submitting our bid the

.....  
(Host Country Association)

- (a) Agrees to abide by the APLU Competition Guidelines
- (b) Agrees to abide by any APLU Drug Testing Policy:
- (c) Agrees to abide by any contractual arrangements with the APLU:
- (d) Gives a political guarantee that all APLU Member Nations and accepted participants will be allowed entry into/out of our country and
- (e) Shall promote international sporting relationships in the Asia Pacific region via the game of lacrosse.

.....  
Name & Signature

.....  
Position

.....  
Date





## APPENDIX C

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

**Name of Addressee and Email contact**

**The** (name of Association)

**Accepts the invitation of the Asia Pacific Lacrosse Union (APLU) and the (Host) Lacrosse Association to attend and participate in the 20XX ASPAC Championship for men's and women's lacrosse, to be held in XX from (dates), and to pay the USD\$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:**





**APPENDIX D  
OFFICIAL TEAM SCORE SHEETS  
Women's Scoresheet (Sample Only)**

<b>APLU - 2015 ASPAC Championship Bangkok, Thailand</b>				<b>Match #</b>	<b>DATE:</b>	<b>TIME:</b>							
<b>HOME TEAM:</b>				<b>AWAY TEAM:</b>									
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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			27							27			
<b>MVP</b>			<b>MVP</b>				<b>MVP</b>			<b>MVP</b>			
<b>Personal Warnings/Suspensions</b>			<b>1st Time Out:</b>				<b>Personal Warnings/Suspensions</b>			<b>1st Time Out:</b>			
#	Card/Time		<b>2nd Time Out:</b>				#	Card/Time		<b>2nd Time Out:</b>			
			<b>Team Warnings/Suspensions</b>							<b>Team Warnings/Suspensions</b>			
			Card	Number	Time				Card	Number	Time		
			Green						Green				
			G/Yellow						G/Yellow				
			G/Red						G/Red				
<b>Half Time Score:</b>			<b>Full Time Score:</b>				<b>Overtime Score:</b>						
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:						



## APPENDIX E

### Examples of Draw Formats

The draw format and game schedule will be developed by the host country Organising Committee in association with the APLU 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.**

<b>4 Teams Schedule</b>	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.

<b>6 Teams Schedule</b>	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

<b>8 Teams Schedule</b>	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



### FIXTURE FOR 7 TEAMS

**Pool Play for 7 or more teams – Teams in ranked order**

1 team plays 2 games per day.

Common Rest Day may be included. No Semi-finals

Day 1	1 v 2	3 v 4	5 v 6	7 v 1	
Day 2	1 v 3	5 v 7	2 v 4	3 v 6	7 v 2
Day 3	6 v 4	2 v 5	3 v 7	1 v 4	
Day 4	Rest day for all teams				
Day 5	4 v 5	2 v 3	7 v 6	1 v 5	
Day 6	1 v 6	3 v 5	4 v 7	2 v 6	
Day 7	5 <sup>th</sup> placed v 6 <sup>th</sup> placed	3 <sup>rd</sup> placed v 4 <sup>th</sup> placed	1 <sup>st</sup> placed v 2 <sup>nd</sup> placed		



### **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**

#### **Men's Competition:**

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.

#### **Women's Competition:**

As per the Women's Rule Book: Appendix B: Tournament Rules:

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

The Goal Differential Formula will be applied: Goals For – Goals Against In the formula, the scores of all the games in the Pool Play of the tied teams are used.



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.





## **APPENDIX F**

### **Player's, Coach's & Official's Oaths for Opening Ceremony**

#### **OPENING CEREMONY**

##### **Players' Oath**

In the name of fellow lacrosse players, I promise that during the Asia Pacific Championship I shall endeavour at all times to play within the spirit and rules of the game, while striving for the highest ideals of sportsmanship, for the honour of our sport and our country.

##### **Officials' Oath**

In the name of all Officials, I promise that during the Asia Pacific Championship I shall uphold the rules of lacrosse with fairness and integrity for the good of the game.

##### **Coaches' Oath**

In the name of all Coaches, I promise that during the Asia Pacific Championship I shall foster co-operation and teamwork in the pursuit of excellence and shall coach within the spirit and rules of the game.



## APPENDIX G

### Anti-Doping – APLU Official Statement

The APLU, 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 (ASPACs). 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](http://www.worldlacrosse.sport)) (Rules, Anti-Doping).

The APLU 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](http://www.wada-ama.org)).

Drug testing at events shall be at the discretion of WL, the APLU and the Host Country.