Appendix C

Section 4.6(of the Board By-Laws) The Assignor shall establish written assigning policies and guidelines for the Board and bring them to the members for review and approval. These guidelines will be voted on by a majority of the members present at the Pre-Season Meeting provided a quorum exists.

CNYBWLO-Binghamton
ASSIGNING POLICIES

Job Responsibilities of an Assignor

Assignor shall:
- request school schedules and umpire availability in a timely manner
- assign qualified officials to appropriate contests
- provide both voice mail and email services so that messages can be left
- compile and maintain, [via the Arbiter] a current Umpire Roster and School Directory
- conduct the activities related to the office of the assignor in a professional and businesslike manner.
- communicate with officials in a timely manner and provide the following:
  o a Fact Sheet regarding game fees and umpire responsibilities
  o a Directory of Schools serviced with game-day contact information [Arbiter]
  o an Officials Roster with contact information [Arbiter]
  o a bill for assigning services
- communicate with schools in a timely manner and provide the following:
  o a Fact Sheet regarding game fees and school responsibilities
  o an Umpire Roster with contact information [Arbiter]
  o Umpire Assignments, both initial assignments and weekly updates via Arbiter

Officials Responsibilities

Officials shall:
- Be members in good standing with USLacrosse and CNYBWLO-Binghamton
- Attend a preseason rules interpretation meeting and annually pass the written exam
- Attend required training and maintain an appropriate rating
- Confirm acceptance of initial season assignments and weekly assignments by the established deadlines.
- Maintain an up-to-date record of “BLOCKED” calendar dates in the Arbiter.
- After initial assignments are accepted, pay a $10 fee for all assignments “turned back”, for reasons other than work, injury, illness or family emergency.
- On days when no “BLOCK” is recorded in an official’s Arbiter account, there will be a $10 fee for any “declined” assignments or assignments not responded to within the 2 day acceptance period. This procedure will become effective 10 days after the initial publishing of the assignments and 7 days for any subsequent rounds of assignments.
- Arrive at the game site dressed and prepared to be on the field 30 minutes before game time.
- Honor their commitments and be on time for games. (Note: officials must notify the host schools if extenuating circumstances prevent them from being on the field 30 minutes prior to game time.)
- It is suggested that officials confirm all assignments with schools, especially in questionable weather.
- Not swap games without assignor approval.
- Keep their Arbiter account current with contact information.
- Follow procedures established in the “CNYBWLO-Binghamton Assigning Policies”.
- Pay assigning fees (5%) to the assignor as per the bill and due date.
- Pay late fee of $10.00 for any assigning fees not paid @ end of season meeting date.
- Pay a $20.00 late fee of any assigning fees not paid by Aug. 1.
- Officials who have not paid previous years assigning fees will not be considered “in good standing” with the Board.

**Schools Responsibilities**

Schools Shall:
- Provide the schedule to the assignor by Feb. 1 (“The League/School shall provide the sports schedule to the appropriate assignors within the following schedule: Spring Sports: February 1”… as per OCC of Section IV Contract IV.A, pg 36)
- Provide school contact information including Athletic Director, school address, office phone number, game day phone number if different from office number, email address, games site, and field location with directions.
- Provide a school email contact address to receive and confirm weekly schedule/assignment updates.
- Follow procedures with Cancellation Policies and Unique Situations of this document.

**Guidelines for Assigning Officials**

Assignor shall:
- Consider the umpire’s rating and availability when making assignments. (“WE BELIEVE THAT… Officiating is worthy of recompense commensurate with the experience and training of the official and with the responsibilities assumed.” – A Statement of Principles for Officiating Interscholastic Games, NYSPHSAA Handbook pg 120.) For example, an Apprentice level umpire shall not be assigned to a Varsity level game.

As per “OCC of Section IV Contract”……
- 1. Assign the correct number and duly certified officials to athletic contests as determined by this Agreement.
- 2. Notify Athletic directors that the scheduled sports contest has been accepted either by confirmation of the contest or supplying names of the officials that are assigned to the contest.
- 3. Strive to assign officials to no more than one (1) contest per day.
- 4. Strive to assign no official to a contest in which his/her school or school district is playing or where a conflict of interest may exist.
- 5. Strive to assign officials who live or work within close proximity of each other to the same contest, so travel may be made in one vehicle, thus making it more economical for all parties involved.
- 6. In the event that duly assigned officials fail to report to the assignment or the assignor fails to assign the duly number of officials, that a letter of explanation be presented to the Athletic
Directors of the offending schools and the Chairman of the OCC within seven (7) days of the incident. The one-half fee to the home school and mileage to the visiting school provisions will be in effect.”

**Cancellation Policies and Unique Situation**

**Cancellation Policy due to Weather, Field Conditions or Extenuating Circumstances**

- In the event a game is cancelled, the host school should notify the officials directly.
- “The home school shall be responsible to notify the assigners that a contest has been postponed due to weather conditions, temporary closing of school, unplayable site conditions, or other emergencies as judged by the school’s administration. If this notification is made two hours prior to scheduled starting time of contest, the school will not be responsible for any fee or mileage charges. Failure to meet this procedure will result in the school paying the one-half fee provision.” … as per OCC of Section IV Contract… IV.C pg. 36
- In the event a team has not arrived within a time period of 30 minutes after the scheduled start time, the officials shall be paid a half-game fee, and will not be expected to stay to service the game.
- “Official(s) will be paid a one-half fee plus mileage whenever the officials arrive but the game cannot start due to weather conditions, site conditions, or due to an error on the part of the school. … as per OCC of Section IV Contract … II.D.1
- For a notification or assigning error on the part of the assignor, the assigner will pay ½ fee and full mileage on the third and subsequent occurrences of the assigning year. On the first and second occurrences, the board will pay ½ fee and the assigner will pay mileage (as passed - May 31, 2007)
- In the event a game is cancelled at a point after it has started the officials shall be paid the full game fee, and mileage. “Full fee will be paid whenever the game officially starts, even though it may end short of a legal game for any reason.” … as per OCC Section IV Contract … II.B.1
- In the event a game is interrupted for thunder and/or lightening "wait approximately 30 minutes after the last boom is heard or strike is seen" as per the NYSPHSAA policy to restart play. The officials are not obligated to wait longer than one hour to restart the game. Policies for a completed game will be determined as per Section IV guideline. During regular season play, a Varsity game is considered complete once 80% of the game is played. Both Junior Varsity and Modified games are considered complete after 50% is played.
- “On contests assigned to two or more officials, a one and one-half fee plus mileage will be paid to the individual who is forced to work alone due to the absence of the other official(s).” … as per OCC Section IV Contract … II.C.1. Due to liability concerns a single official is not required to cover the contest alone.
- If an official fails to report to an assignment, that official will owe the CNYBWLO-Binghamton one-half game fee.
- “The Officials Chapter will pay the school a one-half fee per official whenever a duly assigned official fails to report for a contest. A duly assigned official is to be considered as an official
assigned by his chapter or assigner. The chapter or assigner must have been advised by the school as to the contest (site and time) 48 hours prior to contest.” … as per OCC Section IV Contract … II.D.2
- If a contest is unable to be played due to assigned officials failing to report to the assignment, both officials will owe the CNYBWLO-Binghamton the one half game fee and ½ of the visiting mileage fee.
- In the event that teams have different start times for the game, the home team’s start time is considered the “official game time”.

Changes for Non-Weather Situations
- For a time or location change to be made on the date of an existing contest, the school should contact the assigned officials directly for their potential availability to make this change possible. If the officials are not available, this change cannot be made. The game can be cancelled and rescheduled following the “Additions to the Schedule Procedures”

Additions to the Schedule Procedures
(Games not on the original League Schedule or supplied to the assignor by Feb.1)
- “The League/School shall provide the sport schedule to the appropriate assignor within the following schedule: Spring Sports Feb. 1.” As per OCC Section IV Contract … IV.A
- The School shall contact the assignor for available dates, to determine officials available for additional contests.
- If there are no officials available on the school’s requested date, the assignor shall provide a potential date or consideration can be given by the school to cancel the school’s already scheduled lower level contest on that date to make officials available. This is provided the umpires have a rating level sufficient for the upper level contest. This lower level contest will be rescheduled according to the “Additions to the Schedules” Policy.

First accepted by vote on February 11, 2013