Central NY Board of Women’s Lacrosse Officials

**Binghamton**

Board Policies and Guidelines
Amended 6.13.13
Mission Statement

The purpose of this document is to define guidelines and establish optimum standards of business practices, assigning procedures, and conduct of umpires within the Central New York Board of Women’s Lacrosse Officials-Binghamton. (Hereafter referred to as the Board) By addressing the issues of procedures and grievances, it is hoped to facilitate a more consistent process and better understanding between the officers, umpires, and schools involved in this process.

Article I. Umpire Responsibilities

Section 1.00 Umpires Membership

1) Each umpire will be a member in good standing with USLacrosse, as per the USLacrosse Umpire’s Manual. (Non-compliance will terminate an umpire’s rating.)

2) Each umpire will fulfill the requirements within his/her earned rating as per the USLacrosse Umpire’s Manual. (Non-compliance will terminate an umpire’s rating.)

3) Each umpire will also fulfill the following Board requirements to be considered a member in “good standing” (Non-compliance will terminate an umpire’s Board membership.)
An “Umpire Acknowledgement of CNYBWLO-Binghamton Policies and Procedures” form (Appendix B) must be signed annually.

   a. Have a current rating as per the USLacrosse rating system.
   b. Pay the Board dues
   c. Pay the NYSPHSAA dues if he/she wishes to umpire high school games
   d. Have past-year assignor’s fees paid in full
   e. Wear the proper uniform as outlined in the Umpire’s Manual
   f. Pass the current written exam as per his/her rating
   g. Be aware of and follow the Assigning Policies of the Board
   h. Attend all required Board meetings
i. In addition to these Board policies, fulfill board service as defined by the local Board.

j. Note: Emeritus rated officials are considered to be “in good standing” at all times (as per WGOSC). 6.13

Section 1.01 Required Meetings (June 2013)

An official who misses a mandatory meeting for reasons other than those listed below will pay a fine of one modified game fee to the board treasurer.

The following situations may excuse an official from a meeting. (You must inform the chair prior to the meeting-ASAP)

a) Officiating a board assigned lacrosse event (College or HS)

b) Work

c) Family Emergency

d) Sickness/Injury

e) Other- reviewed by the Board

An official who misses the USL rules interpretation (in part or whole) presented at the preseason meeting must find another opportunity to fulfill this requirement. An official who is late for a meeting will pay $1 per minute late after 5 minutes have elapsed from the start time as stated in the meeting announcement. An official who has missed 15 minutes of a meeting will be considered not present and will pay the above modified fee.

Section 1.02 Umpire Ratings Practices (June 2011)

1) Umpires who renew their rating in- season will be expected to compensate their raters for this service: Apprentice and Local umpires will be rated on either JV or Varsity games and will compensate raters based on the fee for that contest. These officials will be evaluated on the highest level of game that have on their schedule. Exceptions would be made for those umpires who have only 1-3 varsity games. In this case they may be evaluated on a JV game. Rating procedures will follow the guidelines set up by US Lacrosse.

2) Renewal clinics run by the board and required by US Lacrosse for renewing umpires will be provided free of charge.

3) A charge will be accessed to those umpires who are non-members and attend a renewal clinic.
Section 1.03

Section 1.04  Umpires Assignments and Game Conduct

No game should be officiated until all Board requirements are met.

1) Umpires (in order to officiate games) shall:
   a. Pay dues and assignor fees on time as per time line given by the Assignor*
   b. Be on field dressed and prepared at least 20 minutes prior to a high school game and at least 30 minutes prior to a college game. Note: umpires must notify the host schools and partners of extenuating circumstances that will prevent them from adhering to this policy.
   c. Keep games as assigned by the assignor. Changing game assignments may only be done with the assignor’s approval.
   d. Provide current information to the assignor and schools.
   e. Honor his/her commitments, be on time for games, and keep current with assignments. Follow established “turn back” procedures as established by the Board.
   f. Not accept more than one assignment per day if the timing will likely delay the start of the second game
   g. Adhere to additional assigning policies as published by the Board and fulfill all requirements of the Board.
   h. Act in a way that is established to be in the best interest of the Board

Section 1.05  Umpires Professional Conduct

1) Umpires shall:
   a. Take responsibility for his/her decision-making role, which includes proper application of the rules.
   b. Be neutral, honest, and fair and not demonstrate any bias for or against a team, individual player/s, coach/s, or team personnel.
c. Insist on language and conduct during a game that does not discriminate on the basis of age, gender, race, religion, sexual orientation, and marital status or against a qualified person with a disability.

d. File proper accurate claims according to the umpire’s contract for mileage and/or game fees.

e. Be free of the influence of illegal drugs, tobacco, or alcohol while on assignment.

f. Refrain from making inappropriate physical contact towards players, coaches, or spectators.

g. Refrain from making statements about players, coaches, spectators, or other umpires that detract from the spirit and respectability of the sport.

h. Not have a criminal conviction involving inappropriate behavior with a minor or other criminal conduct deemed by the US Lacrosse or the Board executive committee to represent conduct unbecoming an umpire. No person with such a conviction may hold a US Lacrosse umpire rating.

i. Adhere to the USLacrosse “Officials Code of Conduct” as stated in the Umpire’s Manual as well as the “Board Policies and Guidelines”.

Article II. Assigning Policies

Section 2.00 Qualifications of an Assignor

1) Be a current USLacrosse member.

2) Have a current working knowledge of the game.

3) Have knowledge of the umpires and their skills.

4) Have knowledge of the skill level of teams being assigned.

5) Have the ability to develop and continue a good working relationship with coaching staffs and administrations.

6) Have the ability to facilitate effective lines of communication with schools.

7) Have good organizational skills.
8) Have the ability to administer fairly to both the umpires and the schools.

9) Have the ability to provide necessary written communications and documents for both umpires and schools.

Section 2.01  Job Responsibilities of an Assignor

1) Request school schedules and umpire availability forms in a timely manner

2) Assign qualified umpires to appropriate contests

3) Provide an answering service and/or voice mail service so that messages can be left during non-office hours

4) Conduct all activities related to the office of the assignor in a professional business-like manner; including maintaining accurate financial records

5) Compile and maintain a current Umpire Roster and School Directory

6) Only assign games to umpire members in good standing with USLacrosse and the Board by following the USLacrosse Code of Conduct and policies established by the Women's Division Officials Council written within the Umpire's Manual and these Board Policies

7) Communicate with umpires in a timely manner and provide the following information:
   a. A Fact Sheet regarding game fees and umpire responsibilities.
   b. A Directory of Schools serviced with game-day contact information.
   c. An Umpires Roster with contact information.
   d. A final statement of games worked with game fees assessed each umpire (if applicable).

8) Communicate with schools in a timely manner and provide the following information:
   a. A Fact Sheet regarding game fees and schools responsibilities.
   b. An Umpire Roster with contact information.
   c. Umpire Assignments.
d. A final statement of games assigned and fees assessed (if applicable).

9) Assign Fall Ball contests if asked to do so.

10) Assign Post-Season Tournaments if asked to do so.

11) Attend games throughout the season so as to assess the needs of games as well as to assess the strengths of each umpire

12) Assess each umpire a per-game fee for assignments by the completion of the season (the assigning fee is established by negotiations with the Board Executive committee and with board approval.)

**Section 2.02 Guidelines for Assigning Umpires**

1) Do not give game assignments to an umpire who is not in good standing with U S Lacrosse and/or who has not adhered to the Policies of the Board.

2) Consider the following goals when making assignments:

   a. The umpire’s rating, experience, and availability when making assignments.

   b. The continued growth and development of officiating personnel.

   c. Utilize outside staffing (umpires from outside the geographic area) when needs warrant doing so and where possible. These contacts should be made through the established assignors.

3) Direct questions, concerns and/or problems occurring in games to the Board chair so that these situations can be quickly resolved.

4) Not make more than one assignment for an umpire that will put that umpire in a position to be potentially late for the second contest.

5) Consider umpire rating, geographic location, availability, and the level of competition when making assignments.

6) Adhere to Board “blocking” criteria

   a. Blocking a school by an umpire:

      i. An umpire blocking a school due to conflict of interest is expected.
ii. Blocking a school due to unwillingness to travel is not in the spirit of the assigning policies.

iii. In case of personality conflict with a coach, blocking is permitted with the understanding that his/her total # of assignments will be affected.

iv. An umpire may not block a school for consecutive seasons.

b. Blocking an umpire by a school:

i. It is not the policy of the Board to allow a school to change umpire assignments mid-season. It is the judgment of the assignor whether adjustments are warranted for mutual benefit of the school and umpire.

ii. Blocking must be in writing by the coach (not e-mail or fax) with specific concerns stated. A block request made at the high school level must also include the Athletic Director's signature.

iii. A school may not block an umpire for consecutive seasons.

iv. Blocking is not in affect for away games that are not assigned by the Board assignor.

v. The blocking letter and specifics of the concerns will be discussed with the umpire via the assignor.

Section 2.03  Cancellation Policies and Unique Situations

1) Assigning Policies which will include the contracted agreements with Section IV will be written and handed out each pre-season by the Assignor and voted on by the membership and then added as Appendix C Fact Sheet.

Section 2.04  Assignors Code of Conduct

1) Adhere to the guidelines for assigning umpires and job responsibilities of an assignor.

Article III.  Schools Code of Conduct

1) Schools shall:

   a. Supply a game schedule to the assigns by the date supplied by the High School Section or the date supplied by the Board Assignor
b. Supply complete contact information to the assignor, to include date and time of contest, location of contest, game day personnel contact information.

c. If applicable, pertinent parking and locker room information

d. Notify umpires immediately of changes to game times and or cancellations.

e. Keep contact information current with the assignor, including game day phone numbers.

f. Pay assignor fees where applicable.

Article IV. Ethics Committee and Grievance Policies of Central NY Board of Women’s Lacrosse Officials-Binghamton

Section 4.00 The Intent of this grievance policy is:

1) To establish standards of ethical behavior for umpires;

2) To provide an avenue for grievance against umpires and assignors when policies and guidelines have not been followed;

3) To provide due process for umpires and assignors.

Section 4.01 Grievance Procedure

1) Any person interested in the sport of lacrosse may report any umpire who abuses or who is suspected of abusing this Code of Ethical Conduct and/or the policies of the Board. The completed report (“Ethical Behavior Grievance Form” Appendix A) should be given to the Board chair who will call a meeting of the Board Ethics Committee.

2) The Board Ethics Committee (a minimum of three persons) will be composed of the Board chair (acting as the Ethics Committee Chair), the Board interpreter, and the Board assignor. In the event there is a conflict of interest, the executive committee will decide on the replacement or additional person to complete the committee.

3) The Ethics Committee will determine whether the grievance is regarding a misapplication of the rules. A misapplication of the rules is not a grievance. In no event will any grievance under this procedure change the outcome of a contest.
4) Grievances must be submitted in writing on the prescribed grievance form (Appendix A) that is available from the Ethics Committee Chair. No oral grievances will be considered until submitted in writing.

5) Incidents should be reported within 10 calendar days. The Ethics Committee Chair may accept grievances beyond that time if s/he determines that reasonable grounds exist for delay.

6) The Ethics Committee will convene within 7 days of receiving the written form to determine whether action will be taken and will then notify in writing both the grievant and the umpire of acceptance or denial of the grievance.

7) If the grievance is accepted for review, the umpire will be given the opportunity to respond to the grievance in writing within a time set by the Ethics Committee.

8) When it deems appropriate, the Ethics Committee may take written or oral statements from any witness, including the umpire, the grievant, other umpires, coaches, players, or spectators; may procure game tapes or other evidence; or may take other actions to obtain information relevant to the grievance.

9) To the extent possible, grievances will remain confidential. However, the Ethics Committee may contact individuals with knowledge relevant to a complaint.

10) The Ethics Committee will complete its findings and determination within 10 days of accepting the grievance for review.

Section 4.02 Appeal Procedure

1) Any umpire aggrieved by the findings of the Board Ethics Committee may appeal any penalty assessed him/her within ten days of the date on the written notice of the outcome from the Ethics Chair. A grievant may not appeal the Ethics Committee’s decision.

2) The appeal must be filed in writing to the Board Chair.

3) A Board Appeals Committee, chaired by the Board Chair and two executive committee members not associated with the appealing umpire’s original grievance shall decide all appeals. Outcome of the appeal will be decided on the basis of the information gathered by the Board Ethics Committee and the written appeal of the umpire.

4) If a hearing is validly requested, the Appeals Committee shall be convened within ten days to conduct the hearing.
5) At the hearing, the Board Ethics Chair will present the evidence and findings of the Ethics Committee but is not required to present witnesses in person. The umpire may be represented by legal counsel or another advisor and may present testimony, other evidence, or argument on his or her behalf. Board legal counsel who may serve as chair, but will not have a vote may assist the Appeals Committee. The Appeals Committee may establish other rules for the conduct of the hearing to ensure that the hearing is fair, timely, and not burdensome to anyone.

6) Within ten days after the hearing the Appeals Committee will issue a written decision. The decision will be final.

Article V. Amendments to Policies and Procedures

1) These “Policies and Procedures” may be amended by an affirmative majority vote of the CNYBWLO-Binghamton Board members present at a meeting held for the purpose of revising these policies and procedures. Board specific policies must be amended by an affirmative majority vote of that Board’s members.

2) Any member in good standing may propose changes to these policies during a scheduled Board meeting.
Appendix A
Central New York Board of Women’s Lacrosse Officials
Ethical Behavior Grievance Form

Date filed: ___________

Name of Grievant: _________________________________
Address: ____________________________________________
Phone: (H)_________________ (W)_____________________
E-Mail: _____________________________________________

Name of Umpire: _________________________________
Board: ___________________________________________
Date & Time of Incident: ______________________________
Event & Location: ___________________________________

In the space provided, or on an attached sheet, please provide a detailed description of the incident. Please be specific, including the names of all parties involved. (Use additional pages if needed.)

________________________________________________________________
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Please give names, addresses and phone numbers of all persons who witnessed the reported incident.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________


Appendix B

Umpire Acknowledgement of
Central New York Board of Women’s Lacrosse Officials-
Binghamton
Policies and Procedures

(Date)

I hereby acknowledge that I have read and familiarized myself with the local board policies, as well as the policies within the USLacrosse “Umpire's Manual” as they pertain to my rating and membership.

I understand that if I fail to uphold and abide by these policies that action can be taken by the CNYBWLO-Binghamton to terminate my membership and/or my rating as a USLacrosse umpire. All benefits and incurred expenses will be lost.

____________________________
(umpire signature)

____________________________
(umpire full name printed)

Note: This form must be completed annually to be considered a member in good standing with the CNYBWLO- Binghamton. Return the completed form to your Board chairperson.
Appendix C: Additional items of Policy

Adopted Feb 12, 2012.

When the Chair/treasurer issues payment the payment will be approved by two other members of the executive Board.

Presented 5/6/12 for vote

The Chair/ Treasurer or his/her proxy will be reimbursed a percentage of the expenses for their required attendance at the National Convention.

The percentage of reimbursement will be determined at the mid-season or post season meeting of the season prior to the Convention date.

Presented and approved 2/8/16

Student officials will pay a reduced membership fee.

i.e. (2016- they paid $20 less than regular membership fee)