Central New York – Rochester Board of Women’s Lacrosse Officials (RBWLO)

Board Policies and Guidelines

(Original March 2, 2009)
Last Amended and Approved 02/25/2019

Includes:
Main Document
Appendix A, B, C and D

This document to be maintained by CNY-Rochester Board Chair-Elect
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 – Rochester Board of Women’s Lacrosse Officials, 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.

This document has four Appendices attached.
Appendix A – RBWLO Ethical Grievance form
Appendix B – RBWLO Umpire Acknowledgement Policies and Guidelines
Appendix C – RBWLO Rating Procedures/Protocol
Appendix D – Non-Scholastic Events Policy

1. PURPOSE OF ORGANIZATION

Section 1.01 Purpose

1. The purpose of this organization shall be to provide USL-Certified Girls Lacrosse Officials for high school / junior high school within Section V by:

   A. Providing training for those who wish to become rated officials;
   B. Providing rated officials the opportunity to improve skills;
   C. Providing opportunities for coaches and officials to discuss new rules and interpretations annually;
   D. Providing a procedure for handling problems concerning rules interpretations during the season;
   E. Encouraging all those involved to participate within the spirit of the rules and the game in all events, competitive and non-competitive;
   F. Following the Five-Point plan of the New York State Public High School Athletic Association (NYSPHAA).

2. UMPIRE RESPONSIBILITIES

Section 2.01 Umpires’ Membership and Rating Conduct

1. Each umpire must be a member in good standing with US Lacrosse as per the US Lacrosse Umpire’s Manual. Non-compliance will terminate an umpire’s rating.

2. Each umpire will fulfill the requirements within her/his earned rating as per the US Lacrosse Umpire’s Manual. Non-compliance will terminate an umpire’s rating.
Section 2.01  Continued

3. Each umpire will fulfill the following Board requirements to be considered a member in good standing:
   (Non-compliance will terminate an umpire’s rating.)
   A. Have a current rating as per the US Lacrosse rating system;
   B. Pay US Lacrosse dues by first Board meeting;
   C. Pay Board dues on or before first Board meeting. Note: full time high school and college
      students are required to pay ½ of current local Board dues.
   D. Have previous year’s assigning fees paid in full;
   E. Attend a pre-season Rules Interpretation meeting;
   F. Wear the proper uniform as outlined in the Umpire’s Manual;
   G. Pass the current written exam as per her/his rating;
   H. Follow Board’s Policies and Guidelines and Board Bylaws;
   I. Fulfill Board service as defined by the Board.
      - Require minimum of 3 service credits annually
      - Service credits are defined on the RBWLO website
   J. Transfer Members (officials who have moved from another board to this Board) must:
      - Be in good standing with your previous board.
      - Comply with Board Policies and Guidelines
      - Confirm USL Official membership, Rule Interpretation meeting attendance, current Rating, and
        successful completion of written exam
      - Pay Board dues prior to receiving assignments
      - Pay Assigning Fees by Post-Season meeting
   L. Associate Members (officials working in our area from another board) must:
      - Belong to another board and be in good standing with that Board
      - Comply with Board Policies and Guidelines
      - Confirm USL Official membership, Rule Interpretation meeting attendance, current Rating, and
        successful completion of written exam
      - Pay Assigning Fees by Post-Season meeting
      - Work less than four games for the Board in one season. Working additional games will
        necessitate fulfilling all requirements of Board members, including dues payment.

Section 2.02  Umpires’ Assignments and Game Conduct
No Umpires should officiate until all Board requirements are met.
1. In order to officiate games, all umpires shall:
   A. Pay dues and Assignor fees on time, as per the timeline given by the Assignor.
   B. Be on the field, dressed and prepared, at least 20 minutes prior to the scheduled start time.
      NOTE: Umpires must notify the host school and their partner of extenuating circumstances that
      will prevent them from adhering to the policy.
   C. Accept and keep games as assigned by the Assignor. Changing game assignments may only be
      done with Assignor’s approval as outlined in Section 5 - Assigning Guidelines and Policies.
   D. Provide current contact information to the Chair and/or Assignor.
   E. Honor her/his commitments, be on time for games, and keep current with assignments. Umpires
      will follow established “turn back” procedures as established by the Assignor and approved 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 annually published by the Board.
   H. Act in a way that is established to be in the best interest of the Board.
Section 2.03  Umpires’ Professional Conduct

1. Umpires shall:
   A. Take responsibility for her/his 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/es 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 person with a disability;
   D. File proper, accurate claims according to the United Sports Board Council Section 5 Contract for mileage and/or game fees.
   E. Be free of the influence of illegal drugs, tobacco or alcohol while on assignment or on school grounds.
   F. Refrain from making inappropriate physical contact towards players, coaches and 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 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 US Lacrosse “Officials Code of Conduct” as stated in the Umpire’s Manual as well as this Board’s Policies and Guidelines.

Section 2.04  Fees and Reimbursements

1. Fees
   A. Annual dues for the Board shall be recommended by the Executive Board and voted on by the general membership.
   B. Dues must be received no later than ten (10) days after notification from the Treasurer, on or before first Board Meeting. Dues paid between March 2 and March 15 will be assessed an additional $15 charge. Any official who does not pay dues by March 15 will be unassigned. An official will not be assigned until their Board Dues are paid.
   C. Annual fees for assigning will be recommended by the Assignor and approved by the Board.
   D. Assigning fees are due to the Assignor per the bill on or before the Post-season meeting. An official will not be assigned games if their prior year’s Assigning Fees are not paid.
   E. All fines must be paid within ten (10) days after receipt of notice.
   F. If fines or fees are not paid by September 1st, membership will be forfeited.
   G. Rating Renewal Clinic clinicians will be paid $40 per hour.
      - Clinicians/trainers/raters who assist with pre-season training will receive service credit only.
      - Clinicians/trainers/raters who assist with post-season training will be paid from tournament game fees.

2. Reimbursements
   A. Officers attending meetings where they represent the Board shall be paid the current USBC mileage rate and tolls.
   B. Officers shall be reimbursed for expenses incurred including phone and postage (except for assigning expenses).
   C. Chair or proxy shall receive reasonable reimbursement for travel expenses and hotel accommodations when attending the National US Lacrosse Convention.
3. QUALIFICATIONS FOR EXECUTIVE COMMITTEE AND OTHER BOARD POSITIONS

Section 3.01 Qualifications for all Board Positions
1. Be a current US Lacrosse member.
2. Be in good standing with this Local Board.
3. Have a current, working knowledge of the game of Girl's Lacrosse.
4. Understand the organization of this Local Board.

Section 3.02 Specific Qualifications for the Chairperson
1. Be an active and current Board member for at least five years.
2. Serve one term as Chair-Elect or Board Chair.
3. Understand all other organizations with which this Board must interact.
4. Hold this position for at least two years.
5. Remain in contact with the next president to ensure a smooth transition.

Section 3.03 Specific Qualifications for the Chairperson-Elect
1. Be an active and current Board member for at least five years.
2. Serve in another Board position for at least one year.
3. Learn about other organizations with which this Board must interact.
4. Hold position for at least two years and transition into Chairperson when that position is vacated.
5. Attend meetings with the Chairperson, when possible.

Section 3.04 Specific Qualifications for the Assignor
1. Be an active and current Board member for at least five years.
2. Serve as a co-assignor for at least one year.
3. Have knowledge of all the umpires within the Board and their skills.
4. Have knowledge of the skill level of teams being assigned.
5. Have the ability to develop and maintain effective relationships 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 for both umpires and schools.

Section 3.05 Specific Qualifications for the Rules Interpreter
1. Be an active and current Board member for at least five years.
2. Have a current working knowledge of the game.
3. Have current knowledge of all resources available to obtain correct and current rules interpretations. Resources include the US Lacrosse Rule Book, Umpire’s Manual, and other Interpreters.

Section 3.06 Specific Qualifications for the Training Coordinator
1. Be an active and current Board member for at least five years.
2. Serve as a trainer or assist training coordinator for at least one year.
3. Have knowledge of all locations in which training sessions could be held or know whom to contact if locations for training are required.
4. Have good knowledge of which other officials can help with training. These officials can come from within the Local Board or from other Boards.
5. Have the ability to provide necessary written communication to umpires to set up training sessions.
Section 3.07 Specific Qualifications for the Rating Coordinator
1. Be an active and current Board member for at least five years.
2. Have knowledge of USL rating requirements, forms, procedures, and rating opportunities.
3. Have the ability to provide necessary written communication to umpires and raters regarding rating requirements, procedures, opportunities, and evaluations.

Section 3.08 Specific Qualifications for the Secretary
1. Be an active and current Board member.
2. Be organized, detail-oriented and able to take meeting notes accurately.

Section 3.09 Specific Qualifications for the Service Coordinator
1. Be an active and current board member.
2. Have basic computer skills, including using spreadsheets and sending emails.

Section 3.10 Specific Qualifications for the Treasurer
1. Be an active and current Board member for at least five years.
2. Be organized, detail-oriented and computer-literate.
3. Have some experience with balance sheets, budgeting, and check processing.

Section 3.11 Specific Qualifications for the Sub-Assignor
1. Be an active and current Board member for at least five years.
2. Have knowledge of all umpires within the Board and their skills.
3. Have knowledge of the skill level of teams being assigned.
4. Assist the Assignor in assigning duties, when needed.
5. Have the ability to act as Assignor when the assignor is unavailable/unable to complete assigning duties.
6. Have good organizational skills.

Section 3.12 Specific Qualifications for the Non-Scholastic Events Coordinator
1. Be an active and current Board member.
2. Have experience in assigning games.

Section 3.13 Specific Qualifications for the Member At-Large Position
1. Be an active and current Board member for at least five years.
2. Have knowledge of all umpires within the Board and their skills.
3. Work the majority of their games at the high school (Varsity/JV) level (Member At-Large can work college or youth games as well.)

4. SPECIFIC RESPONSIBILITIES FOR BOARD POSITIONS

Section 4.01 Responsibilities of Board Chairperson
1. Coordinate all Board Meetings. Lead all Board meetings or appoint a substitute, if necessary.
2. Ensure that all members are current with US Lacrosse and immediately inform Assignors of changes in members’ status, when necessary.
3. Verify with Membership Chair and Rating Coordinator that all members are current with US Lacrosse and their rating.
4. Attend National Convention and Rules Interpretation meeting for US Lacrosse each year. If attendance is not possible, assign a proxy to attend.
5. Attend the Super Region II Meeting, which is usually held at the National Convention.
6. Attend other associated meeting (NYSCOGL for NYSphaa, USBC) or send a proxy.
7. Attend or send representation to all other meetings involving the Board and its business.
8. Ensure that all communications from US Lacrosse are sent to appropriate Board members.
9. Serve as Chair of the Executive Committee.
10. Request Executive Board Meetings, as necessary.

Section 4.02 Responsibilities of Chair-Elect
1. Help the Chair with all her/his duties for the term.
3. Develop at least one nomination for each position whose term is expiring or recently vacated on the Executive Committee.
4. Serve as a member of the Executive Committee.

Section 4.03 Responsibilities of Assignor
1. Request school schedules and umpire availability in a timely manner.
2. Provide voice mail and email services for messages.
3. Assign qualified umpires to appropriate contests.
5. Only assign games to umpires who are members in “good standing” with CNY-Rochester.
6. Conduct the activities related to the office of the Assignor in a professional and businesslike manner.
7. Continue to assess the needs of the schools and the strengths of the umpires throughout the season.
8. Communicate with Umpires in a timely manner and provide the following:
   ● Fact Sheet regarding game fees, assigning fees, cancellation procedures and umpire responsibilities.
   ● School Directory providing school contact information for the Athletic Office and Coaches.
   ● Umpire Roster with current contact information.
   ● Bill for assigning services.
9. Communicate with Schools in a timely manner and provide them with the following:
   ● School Cancellation Procedures and school’s responsibilities.
   ● School Directory providing school contact information for the Athletic Office and Coaches.
   ● Umpire Roster with current contact information.
   ● Access to the Master Schedule and Umpire Assignments for individual schools.
   ● Final statement of games assigned and fees assessed (if applicable).
10. Coordinate officials’ schedule for volunteer/paid preseason scrimmages.
11. Serve as a member of the Executive Committee.

Section 4.04 Responsibilities of Rules Interpreter
1. Attend the US Lacrosse National Convention and Rules Interpretation meeting to learn about new rules and understand current rules interpretations. If the Interpreter cannot attend, she/he is responsible to obtain the new rules and current rules interpretations from the Chair.
2. If new interpretation situations arise, disseminate the pertinent information to all officials.
3. Conduct the annual Rules Interpretation meeting for the Board, and for the Section V coaches’ meeting.
4. Assist the Board Chair, when necessary.

Section 4.05 Responsibilities of Training Coordinator
1. Coordinate training sessions meeting US Lacrosse Training Requirements. Coordination includes, but is not limited to, location, time, equipment, and qualified instructors from Local Board or other Boards.
2. Collect names of potential new candidates. Contact these candidates with an introduction letter. Inform the candidates of the training session schedule.
3. Coordinate new officials training sessions during January & February meeting US Lacrosse Training Requirements.
4. Coordinate rating sessions for new officials with Rating Coordinator.
5. Communicate successful completion of training sessions to Rating Coordinator.
6. Supply updated roster information to the Chair.
7. Assist the Board Chair, when necessary.
8. Serve as a member of the Executive Committee.

Section 4.06 Responsibilities of Rating Coordinator
1. Maintain record of all Board members’ rating and expiration date and provide to Board Chair by February.
2. Notify Board members of rating expiration date and renewal procedures at pre-season meeting.
3. Notify Board members of local and region rating opportunities at pre- and post-season meetings.
4. If a Rating Event is held locally for Apprentice and Local officials, Rating Coordinator shall:
   A. Keep a record of attendance at all rating clinics.
   B. Confirm clinic attendees have paid clinic fees with the Board Treasurer.
   C. Schedule all rating assignments through the Arbiter.
   D. Notify the rating candidate of their rating earned, via email, within three (3) days following the rating game.
   E. Collect and collate all rating forms and evaluation letters from raters.
   F. Review all rater letters received from raters.
   G. After review and approval, send rating letter(s) to candidate(s) within three (3) weeks following rating game.
   H. Keep all rating forms on file.
   I. Keep all rating letters on file.
   J. Supply updated roster information to the Chair following event.
5. Assist the Board Chair, when necessary.
6. Serve as a member of the Executive Committee.

Section 4.07 Responsibilities of Secretary
1. Keep minutes of all meetings.
2. Provide Executive Board members with a copy of Executive Board minutes.
3. Provide each Board member a copy of general meeting minutes.
4. Maintain current roster on RBWLO website.
5. Develop a ballot one week prior to the Post-season meeting for election of the Executive Committee vacancies.
6. Assist the Board Chair, when necessary.
7. Serve as a member of the Executive Committee.

Section 4.08 Responsibilities of Service Coordinator
1. Maintain a record of each Board member’s service to the Board on the RBWLO website.
2. Inform Board members if their service hours fall short of the required hours.
3. Notify Board members of service opportunities.
4. Assist the Board Chair, when necessary.

Section 4.09 Responsibilities of Treasurer
1. Collect annual dues.
2. Keep financial records for seven (7) years.
3. Present the financial report at the Post Season meeting.
4. Assess if the Board dues are adequate each year. If a change is required, present the change and supporting documentation at the first Pre-Season meeting.
5. Conduct all financial transactions and keep a balanced check register.
6. Submit yearly budget to all Executive Committee for approval by Dec. 31st of each year.
7. Submit yearly budget to all board members for review by February 15th of each year.
8. Assist the Board Chair, when necessary.
9. Administer the online account.
10. Serve as a member of the Executive Committee

Section 4.10 Responsibilities of Sub-Assignor
1. Serve as Assignor when Assignor is unavailable/unable to complete assigning responsibilities.
2. Assist the Assignor with all assigning duties, as needed.
3. Assist the Board Chair, when necessary.

Section 4.11 Responsibilities of Member At-Large
1. Maintain open lines of communication with all board members.
2. Maintain a record of officials concerns and notify Executive Committee when appropriate.
3. Assist members through the Grievance Process.

Section 4.12 Responsibilities of Non-Scholastic Events Coordinator
1. Serve as contact person for all “off-season” events.
2. Inform board of upcoming events and have posted on RBWLO website.
3. Keep records/rosters of all events for insurance purposes if required.
4. Take part in game fee/contract negotiations for “off-season” events, where needed.

Section 4.13 Responsibilities of The Executive Committee
1. The Executive Committee (EC) will consist of the Chair, Chair Elect, Secretary, Treasurer, Training Coordinator, Ratings Coordinator and Assignor.
2. The EC will meet at least once a year, or as often as deemed necessary by the Chair, to discuss proposing amendments to board policies, rating/training/assigning issues, etc.
3. All EC meeting minutes will be kept confidential.

5. NOMINATION AND ELECTION GUIDELINES AND POLICIES

Section 5.01 Nomination Policies
1. Chair-Elect (or Chair) will inform all Board members of open Executive Committee positions, via email, two (2) weeks prior to mid-season meeting.
2. Chair-Elect (or Chair) will open floor for nominations at mid-season meeting. Members not present at meeting can submit nominations, via email, to the Secretary.
3. Nominations will be closed two (2) weeks prior to post-season meeting. Secretary will contact all members nominated to confirm acceptance of the nomination.
4. Secretary will present slate of nominees, via email, to all Board members within one week of nomination closing.

Section 5.02 Voting and Election Policies
1. Elections will be held via ballot vote at the post-season meeting, provided that 51 percent (quorum) of the members in good standing are in attendance OR have previously voted in abstention (see Section 5.02.2.)
2. Members not attending the post-season meeting may cast a vote, via email to the Secretary, any time prior to the start of the post-season meeting.
3. Majority vote of quorum will decide elections for each position.
4. In the event there is only one nominee for an Executive Committee position, the Secretary will cast a single vote to confirm the nomination.
5. If a board member does not submit a vote by the start of the post-season meeting or be in attendance to vote, the member will be fined $20.

6. **ASSIGNING GUIDELINES AND POLICIES**

**Section 6.01 Umpire Responsibilities**

Umpires shall:

1. Be members in good standing with CNY-Rochester.
2. Have daily Internet access to Arbiter Sports to receive assignments and update availability
3. Confirm acceptance of initial season assignments.
5. Not have excessive turn-back of games or games declined after the first week of the season is complete. If this occurs, it will be addressed by the Executive Board and the involved official(s).
6. Officials who decline or turn back an assigned game will be charged the assigning fee for that game. New officials will not be charged the first year.
7. Arrive at the game site professionally dressed 30 minutes prior to game time and prepared to be on the game field 20 minutes before game time.
8. Honor commitments and arrive on time for games. (Note: umpires must notify the host school if extenuating circumstances prevent them from being at the game site 30 minutes prior to game time.)
9. It is suggested that umpires confirm all assignments with schools, especially in questionable weather.
10. Not exchange games without assigner approval
11. Keep Assignor and schools current with contact information.
12. Pay assigning fees to the Assignor as per the bill on or before the post-season meeting.

**Section 6.02 Schools and/or League Responsibilities**

Schools shall:

1. Provide schedules to the Assignor by February 1st.
2. Provide school contact information for Athletic Office and coaches.
3. Provide school contact email addresses.
4. Email schedule changes to the Assignor.
5. Follow procedures outlined in School Cancellation Procedures.
6. Pay the fee for the appropriate number of officials for that contest. If less than the appropriate number report, those officials shall designate how the fee shall be divided. (If one official does the contest, that official shall be paid 1½ times the game fee.) If the official(s) decline to officiate an “understaffed” contest they shall be entitled to a $10 stipend only as per 2016-2019 USBC Section V Contract. Due to liability concerns a single official is not required to cover the contest alone.
Section 6.03  Guidelines for Assigning Umpires

Assignor shall:

1. Assign only umpires who are in good standing with the board.
2. Consider the umpire’s rating, availability, experience and continued growth and development when making assignments.
3. Consider the travel distance and level of competition when making assignments.
4. Assign the correct number of duly certified umpires to athletic contests.
5. Not assign an umpire more than one (1) contest if it will put that umpire in a position to be potentially late for the second contest.
6. Strive to assign no umpire to a contest in which her/his school or school district is playing or where a conflict of interest may exist.

Sectional Selection Committee shall:

1. Consist of three Executive Committee Members: Board Assignor, Board Chair and Ratings Coordinator. The Chair-Elect shall participate in all discussions regarding sectional assignments but will be a non-voting member. If one of the three Sectional Selection Committee members is unavailable, the Member At-Large will serve on the committee.
2. The Sectional Selection Committee will determine eligible officials for all post-season play, including NY State Regionals, and semifinals. Assignments will be decided by a majority vote of the Committee.
3. The assignor shall have the ability to make last-minute changes to assignments without the formal approval of the Sectional Committee.

Section 6.04  Cancellation, Postponement or Premature Termination of Contests

Procedures for School Cancellation due to Weather, Field Conditions or Extenuating Circumstances in accordance with 2016-2019 USBC Section V Contract.

1. Games may be cancelled or postponed due to weather conditions, temporary closing of school, unplayable site conditions, or other emergencies as judged by the school’s administration.

2. Schools or Assignors should notify officials when a contest has been cancelled or postponed by 1:30 (for afternoon contests) or 3:30 (for evening contests) by telephone.
   ● Schools should notify the Assignor if unable to contact the official.
   ● For Saturday contests, officials should be notified at least 3 hours prior to starting time.
   ● Officials who were not notified shall be paid the regular fee and mileage upon reporting for the contest.

3. When official(s) and participating teams arrive at the contest site and inclement weather and/or other unforeseen circumstances do not allow the contest to start, officials will be paid ¼ game fee ONLY.

4. The full game rate shall be paid to each official for any contest not completed, BUT declared official.
   ● The minimum game fee for a contest started but not completed will be ½ of regular game fee. Any contest longer than ½ the scheduled time be paid a prorated fee for any contest started but not completed.
● Any official completing a previously uncompleted contest shall be paid the percentage of the contest officiated. The full fee is paid if the entire contest is replayed.

5. **GAME DAY Cancellation Procedures:**
   - Home school must notify both umpires if the game is cancelled **ON the day of the game.**
   - Home school must notify the Assignor of the cancellation and the rescheduled date.
   - Umpires originally assigned will be offered the rescheduled game first, if available.

6. **PRIOR to GAME DAY Cancellation Procedures:**
   - Home school must notify the Assignor if a game is cancelled **PRIOR to the day of the game.**
   - Home school will notify the Assignor of the rescheduled date.
   - Schools should not offer a rescheduled game directly to any umpire.
   - Assignor will post the cancellation on the Arbiter.
   - Assignor will reassign umpires for the rescheduled game.
   - All rescheduled games and assignments **must** go through Assignor and be posted on the Arbiter.
   - Umpires originally assigned will be offered the rescheduled game first, if available.

**Procedures for Non-Weather Changes**

1. For a time or location change to be made on the date of an existing contest, the school should contact the assigned umpires directly for their potential availability to make this change. If the umpires are available, the school should notify the Assignor of the change and confirm that the original umpires assigned can accept the change. If the umpires are not available, this change cannot be made. The game can be cancelled and rescheduled.

**Additional and Rescheduled Game Procedures**

*(Games not on the original schedule submitted or supplied to the assigner after February 1st)*

1. Home School should contact the Assignor with suggested dates and/or reschedule dates.

2. If there are no umpires available on the school’s requested date, the assigner 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 umpires available. This is provided the umpires have a rating level sufficient for the upper level contest. This lower level contest could then be rescheduled.

7. **SCHOOLS CODE OF CONDUCT**

**Section 7.01** Schools shall:

1. Supply a game schedule to the Assignor by the date supplied by the High School Section or the date supplied by the Board Assignor.
2. Supply complete contact information to the Assignor, to include date and time of contest, location of contest, game day personnel contact information.
3. If applicable, supply pertinent parking and locker room information.
4. Notify umpires immediately of changes to game times, locations and or cancellations.
5. Keep contact information current with the Assignor, including game day phone numbers.
6. Pay Assignor fees, where applicable.
8. YEARLY MEETING SCHEDULE

Section 8.01 Meeting Schedule

1. Yearly meeting schedule should adhere to the following guideline:

   February/March: Board Pre-Season Meeting (Before Rule Interpretation Meeting)
   A. US Lacrosse Membership Status & Board dues
   B. Training and Rating requirements update
   C. Umpire Acknowledgement of Board Policies & Guidelines
   D. An additional pre-season meeting may be scheduled as necessary
   E. Vote to approve annual budget.
   F. Other business

   March: Board Rule Interpretation Meeting (Before 1st Scheduled Scrimmage)
   A. Current US Lacrosse Rule Interpretation and Points of Emphasis

   April: Board Mid-Season Meeting
   A. Rule and procedural updates
   B. Nominations for Board Executive Committee election to be held at the Post-Season Meeting
   C. Other business

   June: Board Post-Season Meetings (By the 3rd week in June)
   A. Vote on Executive Committee positions in appropriate years.
      Mandatory for all board members to vote (in-person ballot or email) or subject to a $20 fine
   B. Training and Rating Opportunities
   C. Treasurer to provide assessment on Board dues. If Change is required, present the change and
      supporting documentation.
   D. Other business.

   August 1st: Board Executive Committee positions commence their term of office.

9. ETHICS COMMITTEE AND GRIEVANCE POLICY

Section 9.01 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 9.02 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 that 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 Rules 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 (i.e., the Board 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 9.03 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.

10. **AMENDMENTS TO POLICIES AND GUIDELINES**

Section 10.01 Amendment Procedure

1. These “Policies and Guidelines” may be amended by an affirmative majority vote of Board members present at a meeting held for the purpose of revising these Policies and Guidelines. 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 – Rochester Board of Women’s Lacrosse Officials
Ethical Behavior Grievance Form

Date filed: ______________________________

Name of Grievant: _________________________

Address: _________________________________

Phone: _________________________________

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.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Appendix B
Umpire Acknowledgement of Policies and Guidelines
Central New York – Rochester Board of Women’s Lacrosse Officials

I hereby acknowledge that I have read and familiarized myself with the local board policies, and the policies within the US Lacrosse “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 CNY-Rochester to terminate my membership and/or my rating as an US Lacrosse umpire. All benefits and incurred expenses will be lost.

FORM MUST BE SIGNED DURING PRE-SEASON MEETINGS (prior to your first scheduled game). Members must complete annually to be considered a member in good standing with CNY-Rochester.

Print Name: ____________________________
Signature: ____________________________
Date: ________________
Appendix C

RBWLO Rating Procedures/Protocol

These procedures should be followed for any rating that is conducted through the Rochester Board of Women's Lacrosse Officials. This includes all in-season and out of season ratings.

The Rating Coordinator shall:
- Keep a record of attendance at all rating clinics.
- Confirm clinic attendees have paid clinic fees with the Board Treasurer.
- Schedule all rating assignments through the Arbiter.
- Send the Draft Rating Letter to all Raters.
- Notify the rating candidate of the rating they earned within 3 days following the rating game.
- Review all Rating Letters received from Raters.
- After review and approval, send Rating Letter(s) to the candidate(s) within 3 weeks from their rating game.
- Keep all Rating Forms on file.
- Allow attendance at a CWLOA Transitional Clinic to complete a candidate's requirements for classroom training for Level 1 and Level 2 ratings.
- Allow a Level 1 or Level 2 rating to be completed by one rater, if that rater is a USL Certified Observer.
- Authorize payment of $100 to Certified raters who complete a rating alone.
- Authorize payment of $50 each to two non-certified raters who complete a rating together.
- Determine the legitimacy of requests for different raters and grant the requests, if approved.

The Rater(s) shall:
- Use the approved rating form which can be found on the rbwlo.org website.
- If two raters are used, you must confer with your rating partner to decide what rating is earned and who will write the Rating Letter. The letter writer shall collect all rating forms.
- (The letter writer shall) Notify the Rating Coordinator of the new rating earned and the expiration date, via email, within 2 days of the rating game.
- Write the Rating Letter and sent it to the Rating Coordinator within 2 weeks of the rating game. The Draft Rating Letter has all the comments listed that have been used in the past. Just delete the ones that don't apply and add your own if needed.
- The Draft Rating Letter will be forwarded to Raters from the Rating Coordinator.
- Electronically submit all rating forms to the Rating Coordinator within 2 weeks of the rating game.
Appendix D

ROCHESTER BOARD OF WOMEN’S LACROSSE OFFICIALS (RBWLO)
Terms and Conditions for Non-Scholastic Events
Effective August 1, 2017

Certified Officials’ Policy
- Certified officials must be current members of US Lacrosse.
- Officials are to abide by all board policies regarding conduct, uniform, professionalism, etc. as stated in the RBWLO Board Policies and Guidelines document.
- Officiating a game not assigned or sanctioned through RBWLO is strongly discouraged.
- Officials must register on-site 30 minutes prior to first game.
- Non-scholastic events must provide adequate security for officials. Officials should be able to contact tournament director or staff on-site for all tournaments, leagues and facilities at each contest.
- Officials are not required to manage score or timing of game/penalties.
- Actions may follow if an official is tardy or unprofessional.

Assigning of Games
- Assignors will assign games to certified officials appropriate to the official’s level and experience. All contests must be made available to officials within their certification level.
- Officials will not be assigned contests if a conflict of interest is present.
- Officials must be scheduled one 30-minute break (non-paid) for every four hours of games worked. Officials must not be assigned more than four games consecutively. (Games consist of two halves.)
- Two officials must be assigned to all Modified, JV, and Varsity level games on full fields (110-140 yards long x 60-70 yards wide.) One official may be assigned if field size is reduced by more than 50 percent. One official may be assigned to youth levels Grades 1-6 on reduced fields (60-70 yards x 30-40 yards.)

Fees
- Game fees are $1.00 per minute of playing time for a maximum of two 25-minute halves, per official.
- Game fees are to be paid on-site after officials’ last game each day (or at the end of the season for off-season leagues.)
- The assignor will negotiate rates for “special events”. Assignor determines what constitutes a “special event.”
- Assigning fee is $3.00 per official slot.
- In situations where games are used to train/rate officials, fees may be adjusted (as agreed upon by tournament directors and assignors.)
- If an assignor is required to be on-site, they will be paid a fee negotiated prior to the start of the tournament.

Game Cancellations
- If games are cancelled prior to the event, then tournament director or assignor must notify the officials by phone of the cancellation at least 90-minutes prior to the start of their first game. If official is not notified, then official is entitled to their scheduled game fees for that day.
- If games are cancelled once event has begun, then officials are paid their scheduled game fees for that day.
- If games are cancelled due to team cancellations or tournament director’s scheduling error, then officials are paid the schedule game fees for that contest.
- If tournament is not refunding teams registration fees, officials will be paid for all games scheduled.
Rules
• Tournaments/leagues may set rules for all events. RBWLO recommends following US Lacrosse rules for all levels of play.
• All changes/modifications to USL rules will be communicated to officials (either through the tournament director or the assignor) prior to the start of the contest.

Lightning
• Officials will abide by tournament policies regarding thunder and lightning. If no policy is in place, officials will abide by the NYSPHSAA Thunder & Lightning Policy (if thunder is heard or lightning is seen, play will be suspended, participants will be instructed to leave the field and find shelter, play will be suspended 30 minutes after the last strike/boom is noted, etc.)

Approved by Exec. Board 01/21/2019
Approved by RBWLO Membership 02/25/2019