

POLICIES AND PROCEDURES

Policy for Absentee Officials

An absentee official is an official who has been assigned a lacrosse game but has failed to attend the said contest. The official, the partner, or the school must notify the assignor that the official was absent from the scheduled contest. The assignor will contact the absent official for discussion surrounding the absence.

Failure to provide satisfactory reasons for the absence will result in the official being placed on probation for the duration of that season. In the event of a second offense, the official will be removed from remaining highest level games (i.e. pulled from Varsity and put on a Junior Varsity schedule). On the third offense, the official will not be eligible for any post season games and a fine equal to that of a one (1) game fee will be assessed (fees relative to current CHSAA set amount for game fees).

The assignor will keep a record of chronic absent officials. If the situation warrants, this official will be removed from our association. CWLOA has a low tolerance for the absent official. Our organization is still small enough that we have a lot of contact between the officials and the assignors, the schools, and the coaches. We strive to work together as a team for the betterment of women's lacrosse in Colorado.

CWLOA is also understanding of the problems inherent in an outside spring sport season. We try to have schools and coaches provide contact phone numbers and call officials in a timely manner about cancellations. We also encourage officials to contact schools if there are inclement weather concerns.

We encourage schools and coaches to provide clear directions to off campus playing fields, information about changes in game time and location

Recruitment and Retention Policy

CWLOA falls under the umbrella of US Lacrosse. The Rating & Training Coordinator and Vice President are integral to the recruitment and retention of officials. The Rating & Training Coordinator and VP will work closely with the CLF whose mission is to promote the growth of lacrosse, and CHSAA along with the connections of officials to the Colorado women's lacrosse to seek individuals interested in officiating.

CWLOA is addressing the retention of our officials by improving training programs for new and veteran officials. Our premise is that better trained officials will feel more comfortable with how to call the game in a safe and accurate fashion. In addition, we have developed a mentoring program that is improving each year as we refine our approach to training. We offer a rules explanation session to school programs to present the rules and points of emphasis to coaches, players and parents. We will work with the High School, Collegiate Club and NCAA programs to have a pre-season scrimmage day. These scrimmages provide us a venue to teach game situations to our new officials and offer a hands-on refresher course for returning officials and also provide developing officials opportunities to work higher level scrimmages.

PERFORMANCE GUIDELINES POLICY

Officials are representatives of the CWLOA, CHSAA, and US Lacrosse. It is essential that officials' behavior and appearance be professional at all times.

Appearance is an important part of the public's perception of professionalism. Officials should wear the uniform that is appropriate to their gender; either shorts or kilt, and black and white striped officials' shirt. The uniform must meet any applicable local, state, and national requirements as related to patches, pins, and identification. Uniforms should be kept in good repair, and should always be clean and free of wrinkles, stains, tears, etc. Officials should be clean and well groomed. Jewelry should be kept to a minimum; earrings should be of a post, or very small hoop, style.

Behavior is another important aspect of professionalism. Officials should always maintain a polite, respectful, and calm demeanor. Players, spectators, and other officials should be addressed in the most respectful nature and under no circumstance should phrases such as "honey", "sweetie", "buddy", etc. be used; phrases such as "Sir", "Ma'am", "Coach", etc. should be used to address adults. The most appropriate way to address players is by their jersey color and number, such as "Blue 15".

The following activities are specifically prohibited and will subject the individual involved with corrective action, up to, and including, suspension and revocation of certifications/rankings.

1. Reporting to a game site under the influence of alcohol and/or illegal drugs and narcotics.
2. Using, selling, dispensing, or possessing alcoholic beverages and/or illegal drugs and narcotics on game sites or while serving as a lacrosse official.
3. Possessing firearms or other weapons on game sites.
4. Fighting, assault, or discourteous treatment of a fellow official, coach, player, or spectator.
5. Theft, destruction, defacement, or misuse or abuse of any property belonging to US Lacrosse, CWLOA, CHSAA, players, officials, teams, or spectators.
6. Gambling, wagering, or other forms of betting on any teams involved in CHSAA sanctioned activities.
7. Falsifying or altering any record or report, such as official scorebooks, penalty card infraction reporting, or payment submission forms.
8. Engaging in any form of racial or sexual harassment.
9. Repeated tardiness or absenteeism, or failure to report to duty as scheduled and/or failure to notify appropriate personnel of inability to work.
10. Seeking to obtain business or relationships for CWLOA or personal use by means of bribes, illegal gifts, or other unethical means.
11. Using tobacco products (cigarettes, cigars, pipes, chewing tobacco) on game sites either prior to, during, or upon immediate completion of a game (while still on the game site).

This list is not all-inclusive. Public perception of professionalism is based on visual appearances and behavior. Common sense must always be employed to ensure that an official's actions are consistent with the public's expectations of sporting officials.

CWLOA has a zero tolerance policy for violation of the drug and alcohol policy. Any official found to be violating the alcohol or substance abuse policy as outlined above and on the US Lacrosse, Inc. Code of Conduct contract will face immediate suspension from CWLOA, forfeiture of all future contractual obligations, and discharge from any elected or volunteer positions on administrative boards.

CWLOA CODE OF ETHICAL CONDUCT & GRIEVANCE PROCEDURES

The intent of this guideline is:

- To establish standards of ethical behavior for officials
- To provide an avenue for grievance against officials
- To provide officials with due process when a grievance is brought against them

Officials shall:

Not use language or conduct themselves in a manner, or, during a contest, permit players, coaches or spectators to conduct themselves in a manner that discriminates on the basis of age, gender, race, religion, sexual orientation and marital status or against a qualified person with a disability.

Be neutral, honest and fair and not demonstrate any bias for or against a team, individual player, coaches or team personnel

Not be under the influence of illegal drugs or alcohol while on assignment

Not use inappropriate physical contact towards players, coaches or spectators

Take responsibility for their decision making role which includes proper application of the rules

Not make statements about players, coaches, spectators or other officials that detract from the spirit and respectability of the sport

Not have a criminal conviction involving inappropriate behavior with a minor or other criminal conduct deemed by the WGOSC to represent conduct unbecoming an official. No person with such a conviction may hold a USL rating

Grievance Procedure

General

Any person may report any official who violates or who is suspected of violating this Code of Ethical Conduct to the Chair of the official's Local Board of Officials. If the violation involves an official known to have a rating of district or higher, or any official involved in the incident is the Local Board Chair, such violations may be reported directly to the Ethics Chair of the WGOSC

Absent allegations of bias or dishonesty, complaints of misapplication of the rules will not be accepted. In no event will any grievance under this procedure change the outcome of a contest

The Chair of a Local Board shall determine the rating of the official accused of the violation

Accusations regarding officials with a rating of Local, Apprentice or Youth shall be handled at the Local Board Level

Accusations involving officials with ratings of District or higher shall be referred by the Local Board Chair to the Chair of the Ethics Committee for the Women's Game Officials Sub-Committee (WGOSC) within five (5) days of receipt

All grievances must be submitted in writing on the prescribed grievance form which is available on the USL website at www.uslacrosse.org/WGOSC/Forms/forms.phtml. No oral grievances will be considered until submitted in writing

Incidents should be reported within 10 calendar days of the incident generating the grievance. Grievances first reported beyond that time may be accepted if it is determined that reasonable grounds exist for delay

Local Board Procedure for Officials with Ratings Local and Below

The Local Board Chair will convene a three person Ethics Committee within seven (7) days of the date of the grievance and will serve as head of the Ethics Committee

The Ethics Committee shall comprise the Local Board Chair and two individuals appointed by the Local Board Chair

The purpose of the initial meeting is to determine whether there exists reasonable basis to conduct an inquiry into the grievance. After the Ethics Committee has made a determination, both the grievant and the accused official will be notified in writing whether the grievance has been accepted or denied

If the grievance is denied, the person may appeal in writing to the Ethics Chair of WGOSC, who shall conduct an inquiry into whether the denial was warranted

If the grievance is accepted, the official will be given the opportunity to respond to the grievance in writing within a time set by the Ethics Committee

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

If the Ethics Committee determines that a violation of the Code of Ethical Conduct occurred, the

Ethics Committee shall determine the appropriate penalty which may include suspension, reduction or termination of the official's rating

The Ethics Committee shall notify both the grievant and the involved official the outcome of the grievance in writing within thirty (30) days of the date of the grievance. The Ethics Committee shall also provide a copy of the written notification to the Ethics Chair of the WGOSC and the Chair of the official's Super Region

Any official found to be in violation of the Code of Ethical Conduct by an Ethics Committee of a Local Board may appeal the outcome by sending written notification of intent to appeal to the Chair of the WGOSC within ten days of the written notice of the outcome by the Local Board

To the extent possible, grievances will remain confidential. However, the Ethics Committee may contact individuals with knowledge relevant to a grievance. In addition, the outcome of a grievance may become public or may be shared with others if the Ethics Committee determines disclosure would be appropriate. If the decision involves suspension or termination of an official's rating, the Ethics Committee may also notify other Local Board Chairs or Super Region representatives in areas where the official has been known to officiate or belong to Boards.

WGOSC Procedures for Officials with Ratings District or Higher

The Chair of the WGOSC Ethics Committee shall be appointed by the WGOSC for a term on two years. The WGOSC Ethics Committee shall be comprised of three individuals: the WGOSC Ethics Chair, the official's Super Region Chair and a WGOSC representative not from the official's District who is appointed by the WGOSC Chair

The WGOSC Ethics Committee will convene within seven (7) days of the date of receipt of a grievance involving an official with a District rating or higher for the purpose of determining whether there exists reasonable basis to conduct an inquiry into the grievance. After the WGOSC Ethics Committee has made a determination, both the grievant and the accused official will be notified in writing whether the grievance has been accepted or denied

If the grievance is accepted, the official will be given the opportunity to respond to the grievance in writing within a time set by the WGOSC Ethics Committee

When it deems it appropriate or necessary, the WGOSC Ethics Committee may take written or oral statements from any witness, including the official, the grievant, other officials, coaches, players or spectators; may procure game tapes or other evidence; or may take other actions to obtain information relevant to the grievance

If the WGOSC Ethics Committee determines that a violation of the Code of Ethical Conduct occurred, the WGOSC Ethics Committee shall determine the appropriate penalty which may include suspension, reduction or termination of the official's rating

The WGOSC Ethics Committee shall notify both the grievant and the involved official the outcome of the grievance in writing within thirty (30) days of the grievance

Any official found to be in violation of the Code of Ethical Conduct by a WGOSC Ethics Committee may appeal the outcome by sending written notification of intent to appeal to the Chair of the WGOSC within ten days of the written notice of the outcome by the WGOSC Ethics Committee

To the extent possible, grievances will remain confidential. However, the WGOSC Ethics Committee may contact individuals with knowledge relevant to a grievance. In addition, the outcome of a grievance may become public or may be shared with others if the WGOSC Ethics Committee determines disclosure would be appropriate

Appeals Procedure

The Chair of the WGOSC shall receive all appeals from decisions by a Local Board Ethics Committee or the WGOSC Ethics Committee

The Chair of the WGOSC may also receive appeals from any person whose grievance was denied at the Local Board level

In the written notification of intent to appeal (Appeal), the official shall indicate if she/he requests an oral hearing

Upon receipt of a timely request for appeal, the Chair of the WGOSC will appoint an Appeals Committee, consisting of three National officials appointed by the WGOSC Chair, within five days of receipt of the Appeal. The Appeals Committee shall comprise the WGOSC Ethics Chair and two National Officials who did not take part in the inquiry into the initial grievance

The Appeals Committee will attempt to conduct a hearing within ten (10) days of appointment, subject to the availability of the Appeals Committee members and the official. At the hearing, the Ethics Chair will present the evidence and findings of the Ethics Committee but is not required to present witnesses in person. If the official requested an oral hearing, the official may attend and present testimony, other evidence or argument of his or her behalf. At the hearing, the official may be represented by legal counsel or another advisor. The Appeals Committee may be assisted by legal counsel who may attend but need not be a voting member of 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.

Within ten (10) days after the hearing, the Appeals Committee will issue a written decision that will be final and not further appealable

Financial Policies

1. There shall be two officers signing on all accounts for CWLOA. One shall be the Treasurer.
2. New signature card(s) shall be obtained whenever there are changes in officers.
3. In the event the Treasurer is unable to fulfill the assigned duties, the other signer on accounts shall fulfill those duties or another board member designated by the President.
4. CWLOA dues shall be evaluated annually by the board and set prior to the upcoming season.
5. Annual dues shall be accompanied by registration forms and submitted to the Treasurer for processing as they are received.
6. New umpires shall incorporate all fees into one check accompanied by registration forms.
7. The board shall review the budget annually and make changes when necessary.
8. A stipend for those individuals traveling to training clinics, national tournaments and USL convention shall be set by the board and reviewed annually.
9. Each clinician providing rules interpretation and training shall be paid an amount to be determined annually by the BoD.
10. Insurance policies shall be evaluated periodically by the BoD to insure adequate coverage and cost savings.
11. Cost for meeting and clinic venues shall be paid by CWLOA. Public or donated areas that can be obtained without cost should be sought whenever possible.
12. CWLOA will not receive "lump sum" payments to be distributed to officials.

Pre-game Procedure Policy

At the beginning of each CHSAA sanctioned contest, the officials for the game will meet with the captains and coaches of each team. At this pregame meeting, the officials will discuss sporting behavior and present each coach a card stating their names and the women's lacrosse code of conduct.

Clinician Policy

The purpose of this policy is to enable the CWLOA to hire qualified individuals for the training and rating of umpires.

All Clinicians Shall:

1. Be a member in good standing
2. Have held the District or higher rating within the past 2 years or have attained "Emeritus" status by US Lacrosse
3. Attend annual rules interpretation meetings
4. Use US Lacrosse training materials
5. Participate in the rating of officials upon request
6. Be supervised by the CWLOA Training Coordinator
7. Be approved and evaluated by the CWLOA Board annually

Exceptions to the aforementioned official rating requirement will be evaluated by the CWLOA Board on a case-by-case basis.

Clinician Compensation: Compensation for all clinicians will be based on funds budgeted and available as approved by the CWLOA BoD.

CWLOA Board Good Standing Requirements & Expectations

Each of the following are required and must be fulfilled annually

- Maintain up to date membership in US Lacrosse, CWLOA & CHSAA (CHSAA required if working high school games)
- Attend a rules interpretation clinic and an on field training session
- Pass USL rules test - scoring a score congruent with the official's current rating
- Participate on the online rules/ local points of emphasis to stay current with rule interpretations

SERVICE - Be involved with CWLOA and support with necessary service

Suggested areas where an official can receive service credit and amounts required of your rating

Local rated official = 4 service points

- ✱ Present at a rules interpretation
1 per interpretation & 2 max per season
- ✱ Work at a high school scrimmage or play day – 1 per scrimmage & 2 max per season
- ✱ Mentor a junior official – 1 per season
- ✱ Work a youth game with or without a youth partner – 1 per season
- ✱ Rating/ Observation: Complete an evaluation of an umpire on a full H.S. game with a completed rating or observation form – 1 per season
- ✱ Hold a position on the executive board
1 per season
- ✱ Perform committee work for local board
1 per season
- ✱ Act as an event organizer / assignor of officials – 1 per season
- ✱ Bring a new recruit that stays for a full year – 1 per recruit & 2 max per season
- ✱ Attend US Lacrosse Convention
1 per season

District/National rated official = 6 service points

- ✱ Present at a rules interpretation
1 per interpretation & 2 max per season
- ✱ Work at a H.S. scrimmage or play day
1 per scrimmage & 2 max per season
- ✱ Mentor an official: junior or adult
1 per season
- ✱ Work a youth game with or without a youth partner – 1 per season
- ✱ Rating/ Observation: Complete an evaluation of an umpire on a full H.S. or higher game with a completed rating form – 1 per season
- ✱ Hold a position on the executive board
1 per season
- ✱ Perform committee work for local board
1 per season
- ✱ Act as an event organizer / assignor of officials – 1 per season
- ✱ Bring a new recruit that stays for a full year – 1 per recruit & 2 max per season
- ✱ Must go to Western Slope for umpire development once every 3 years
2 per season
- ✱ Attend US Lacrosse Convention
1 per season

CWLOA Vice President will record service given by each umpire

EXPECTATIONS

- New, Apprentice and Local officials
 - Must attend high school play day – Must get excusal from CWLOA President or Training Chair at least 1 week in advance of the date
 - Must engage in learning how to evaluate/watch others officiate
- District & National officials
 - Must attend college play day – Must get excusal from CWLOA President or Training Chair at least 1 week in advance of date

- Must observe and provide feedback to two officials at the college play day
- Must rate a minimum of two officials each year
- Conduct oneself in a professional manner at all times
 - Arrive to games on time
 - 30 minutes prior to start time for high school games
 - 5 minutes prior to start time for college club games
 - 60 minutes prior to start time for NCAA college games
 - Respect your fellow officials on and off the field
 - Adhere to all uniform requirements
 - Interact with team members and coaches appropriately
 - Refrain from accepting games if you have ANY affiliation with either team that is competing
- **KNOW THE RULES**
 - Read the rule book annually in order to stay current with the rules
 - Study Officials' Manual - print or download and use as a ready reference
- Maintain current rating
 - Know when your current rating expires
 - Contact the Colorado Ratings Chair prior to the beginning of the season to confirm re-rate opportunities
 - Take control of the dates you put forward to be rated
- Attend mid-season meeting held in your area
- Attend end of year annual meeting