

Colorado Women's Lacrosse Officials' Association By-Laws

Article I - Name

The organization's name shall be the Colorado Women's Lacrosse Officials Association, hereafter referred to as CWLOA. CWLOA shall retain the jurisdiction of the state of Colorado.

Article II - Purpose

The purpose of the CWLOA shall be to provide rated lacrosse officials for women's and girls' college, college club, high school, high school club, and youth competitions by:

- Scheduling qualified officials at all levels of play governed by the US Lacrosse Inc.'s rules
- Providing training for those who wish to become rated officials
- Providing rated officials the opportunity to improve their skills
- Provide officials the opportunity to discuss rule interpretations and game situations. May use an electronic format.
- Providing a procedure for handling problems concerning rules interpretations during the season.
- Promoting the game of lacrosse, its players, and its officials
- Modeling and promoting the spirit of fair play and sportsmanship
- Maintaining a high professional standard of lacrosse officials in Colorado.
- Fiscal year is July 1- June 30

Article III - Relationship to US Lacrosse

The association shall be bound by the constitution and by-laws of US Lacrosse by following endorsed rules and directives from the US Lacrosse Officials council.

Article IV - Membership

Section 1: Membership requirements

Each member must:

1. Read and be familiar with the US Lacrosse rules and Manual
2. Annually pass the US Lacrosse rules exam
3. Annually attend two meetings and one play day
4. Annually renew membership and pay dues to CWLOA, US Lacrosse and Colorado High School Activities Association (CHSAA if necessary)
5. Be rated according to the guidelines specified by US Lacrosse and maintain an on field rating
6. Accept and abide by the professional guidelines and consequences as outlined in Performance Guidelines detailed in the CWLOA Policies and Procedures.
7. Provide service to the board as outlined in the CWLOA Policies and Procedures.

Section 2: Member Classification

1. *Active:* these individuals have met the requirements in *Section 1*. Active members will have one of the following ratings, in order from most to least experienced (see Article VIII): International, National, District, Local, Apprentice, Unrated.
2. *Inactive:* these individuals do not pay dues and may not officiate, but may act in an advisory role.

Article V - Dues and Game Fees

Dues are determined by the Board of Directors and notice will be sent to the membership well in advance of their due date and posted on the CWLOA website and Facebook page.

Game Fees

A recommended schedule of fees for officiating games, under the jurisdiction of CHSAA, shall be developed through cooperative action of the CWLOA and CHSAA. The CWLOA will evaluate all fees for games outside of CHSAA jurisdiction and the BoD will review and determine on an annual basis. The approved annual game fees will be posted on the CWLOA website in advance of the assigning process.

Article VI - Officers and Duties

Section 1: Board of Directors

The following board of directors governs the CWLOA:

- President
 - Vice-president
 - Immediate past-President
 - Secretary
 - Treasurer
 - Rules interpreter
 - Rating & Training Coordinator
 - Youth Representative

All board members must have a current local rating unless approved by the President.

Section 2: Election of officers

The officers shall be elected at the end-of-season general meeting. Terms will be staggered so as not to have multiple turn-over in the same year. One year terms are renewable. Positions and terms are as follows:

- President: 2 years
- Vice-president: 2 years
- Immediate past-President: 1 year
- Secretary: 2 years
- Treasurer: 2 years
- Rating & Training Coordinator: 2 years
- Rules interpreter: 2 years (must be District rated or higher) appointed by the President in conjunction with the CWLOA Board of Directors
- Assignors: 2 years appointed by the President in conjunction with the CWLOA Board of Directors
- Youth Representative: 1 year, appointed by the President

Section 3: Officer Responsibilities

A. President:

- Communicate with team coaches, lacrosse organizations within Colorado on issues surrounding CWLOA.
- Keep informed of all Colorado women's lacrosse activities, reports and ratings, as well as communications for state and national affiliated groups
- Preside over all CWLOA meetings
- Represent or assign representation of the CWLOA at the Colorado Lacrosse Foundation (CLF), Colorado Schoolgirls' Lacrosse Association (CSLA), CHSAA and CGLA meetings
- Coordinate meeting dates
- Vote on ties and count ballots
- Supervise Treasurer to create annual budget
- Work with CHSAA, CGLA, and CWLA to make recommendations on game fees
- Supervise the assignors

- Organize officials training clinics and rating opportunities with the Rating & Training Coordinator
- Recommend individuals for vacant positions on the board and delegate as needed
- Attend or assign representation to annual US Lacrosse Convention
- Assist CHSAA in selection process for officials for the state high school championship game
- Results of elections of Local Board Chair shall be furnished to US Lacrosse, CLF and CHSAA.

B. Vice President:

- Work closely with the President on all matters of CWLOA
- Communicate with team coaches and lacrosse organizations within Colorado regarding CWLOA issues
- Keep informed of all Colorado women's lacrosse activities, reports and ratings, as well as communications for state and national affiliated groups
- Serve as President in the event of the President's absence
- Conduct fund raising activities
- Organize the mentoring program for new officials
 - Maintain and update CWLOA By-Laws
 - Track service by members as outlined in the CWLOA Policies & Procedures

C. Immediate Past President: Voting member at large (may be an active or inactive member):

- Act as an advisor to the board

D. Secretary:

- Document meeting minutes and distribute to the membership
- Maintain a file of the meeting minutes
- Coordinate membership and distribute necessary information to interested officials
- Maintain and distribute an accurate list of participating schools including the Athletic Director, coach, phone numbers, and E mail address
- Maintain CWLOA website and CWLOA Facebook page or provide information to those responsible for updating these sites
- Keep an accurate attendance of membership at all meetings

E. Treasurer:

- Maintain and report on the finances to the Board and membership, including:
 1. Assets / liabilities sheet
 2. Balance sheet
 3. Current statement of accounts
 4. Bank statements
 5. Budget review
- Receive and control the dues
- Issue checks upon request by the board, or by invoice received.
- Provide frequent budget reports the CWLOA board members
- Shall obtain new signature card(s) on all accounts when signers change
- Furnish registration information and forms to the Secretary
- Coordinate dues and registrations for CWLOA, CHSAA and US Lacrosse

- Maintain and distribute an accurate and up-to-date list of the name, address, phone number, e-mail address, and current rating of each active member. Provide this roster and all updates to those responsible for updating the CWLOA website. This list may also be distributed to each school, coach, and participating schools' Athletic Director.

Other Elected and/or Appointed Positions:

F. Rules Interpreter:

- Interpret the rules for all levels
- Be easily accessible for all officials to contact in regards to rules interpretations
- Be visible in the community to provide necessary rules interpretations to officials as well as coordinate necessary rules interpretations for coaches and parents
- Confer with National Rules Interpreter for clarification of rules
- Communicate rule interpretations to individuals responsible for updating the CWLOA website and Facebook page

G. Rating & Training Coordinator:

- Determine and coordinate required training clinics for officials
- Set dates for clinics in conjunction with CWLOA BoD
- Create curriculum and organize and delegate necessary responsibilities to the membership for clinics.
- Maintain annual ratings roster
- Coordinate rating opportunities
- Coordinate and assign qualified 'raters' when officials shall be rated
- Act as a rating liaison by ensuring the membership understands the importance of their rating, the status of their current rating and upcoming rating opportunities

H. Assignor(s) and Liaison(s):

There are assignors for four levels of play until otherwise contracted:

1. NCAA D2 & D3
2. College Club
3. Post Collegiate Club
4. CGLA in conjunction with CGLA Executive Director
 - Utilize the Arbiter system for managing game assignments.
 - Coordinate with schools, clubs, and universities to schedule officials for all levels
- Confer with schools, clubs, and universities in event of cancellations to schedule officials
- Attempt to distribute a master schedule to officials at least two weeks prior to the beginning of the season
- Assist the Rating and Training Coordinator and President with organizing officials' clinics, and rating reviews of new and less-experienced officials
- Persons named to these positions shall be district or above rated

Section 4: Resignation/Vacancy

Officers may resign their position by giving written notice to the Board of Directors. If deemed necessary, an officer may be removed by a majority vote of the membership. Any mid-term vacancies in the Board shall be filled by appointment by the President. In the event of a vacancy of the Presidency, the Vice-President shall complete the President's term of office.

Article VII - Meetings

The CWLOA shall conduct all meetings according to the Robert's Rule of Order. There are currently three (3) meetings per calendar season: the training and rules interpretation meeting, the mid-season meeting, and the end of season general meeting. There are numerous clinics for on field training purposes: play days and tournaments throughout the year. Each official is required to attend a minimum of one rules interpretation meeting, one general meeting, and one clinic. Additional meetings may be added by the BoD and communicated to the membership.

If a member fails to attend the above three requirements, they will lose their eligibility to officiate post-season games and will not be allowed to stand for their rating.

Article VIII - Rating

Ratings are conducted in accordance with US Lacrosse guidelines. Apprentice and Local ratings may be conducted at play days, in season games and approved post season and off season events. District ratings are conducted at the collegiate club or post collegiate club games and approved post season and off season events. If an official needs a rating review and cannot attend one of these events, special arrangements must be made with the Rating & Training Coordinator and approved by the President.

Article IX - Voting

All active members are entitled to one vote. Members may submit their vote to the President or Secretary prior to the actual vote through electronic or written means. Members may not vote by proxy. In the event of a tie, only the President shall vote.

ARTICLE X - AMENDMENT OF BY-LAWS

The By-laws may be adopted, amended, or repealed in part or in whole by a majority vote of the membership of the association at any regular or special meeting at which a quorum shall be present. These bylaws and any amendments to them must be submitted to the Women's Division Officials Council for approval and acceptance.

Article XI – Transaction by Other Means

Whenever any action by the CWLOA membership or its Board of Directors is required, that action may be conducted by mail, E mail or other means. Any action by US mail or E mail must be received at least 24 hours before a response is due.