

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:

- Supporting the scheduling of qualified officials at all levels of play governed by, but not limited to, USA Lacrosse and other organizations that CWLOA partners with and provides officials for.
- Providing training for those who wish to become rated officials.
- Providing rated officials the opportunity to improve skills.
- Providing officials the opportunity to discuss rule interpretations and game situations.
- Providing procedures and guidelines 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 at all levels.
- Maintaining a high professional standard of lacrosse officials in Colorado.
- Fiscal year is July 1- June 30.

Article III - Relationship to USA Lacrosse

The association shall be bound by the constitution and by-laws of USA Lacrosse by following endorsed rules and directives from the USA

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Lacrosse Officials council.

Article IV - Membership

Section 1: Membership requirements

To be a member in good standing, each member must:

1. Read and be familiar with the applicable rule book(s) and manual(s) for the levels in which the official officiates for.
2. Annually pass the USA Lacrosse rules exam.
3. Annually attend six hours of classroom training and one play day, if available.
4. To meet the total hours of classroom training mentioned above, the official must attend a minimum of one rules interpretation meeting, one on field play day (if available) and 4 hours of classroom training prior to the season to be eligible for assignments.
 - a. To be considered for post-season play, throughout the season officials must participate in 2 hours of classroom training in the form of a mid-season meeting or weekly rules session and an on field 3-person positioning class.
5. Annually renew membership with paying dues to CWLOA, USA Lacrosse, and Colorado High School Activities Association (CHSAA if necessary).
6. Be rated according to the guidelines specified by USA Lacrosse and/or the Collegiate Women's Lacrosse Officials Association and maintain an on field rating.
7. Accept and abide by the professional guidelines and consequences as outlined in *Performance Guidelines* detailed in the *CWLOA Policies and Procedures*.
8. Provide service to the chapter as outlined in the *CWLOA Policies and Procedures*.

If a member fails to meet the above requirements, they will no longer be a

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member of the CWLOA in good standing, will not be eligible for officiating duties and not able to stand for a rating.

Section 2: Member Classification

Membership will be classified by the following categories:

1. **Active:** these individuals have met the requirements in *Section 1*. Active members will have one of the following ratings, in order from least to most experienced (see Article VIII): USA Lacrosse rated Level 1, Level 2, Level 3 or Collegiate Women's Lacrosse Officials Association rated Transitional, Collegiate, Collegiate Select and National Elite.
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

Section 1: Dues

Dues are determined by the CWLOA Board and notice will be sent to the membership well in advance of their due date and posted on the CWLOA social media communication outlets and website.

Section 2: 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 CWLOA Board will review and determine game fees 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

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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 USA Lacrosse or Collegiate rating unless approved by the President. All Board members nominated must have been a member of the CWLOA for a minimum of one season prior to being nominated for election.

Section 2: Election of officers

The positions, except Rules Interpreter, shall be elected through an election held virtually or in person, at the end of the regular high school season, prior to June 30th. A quorum will be needed for a vote to occur. A quorum as defined in this document is the vote of at least 51% CWLOA members.

Terms will be staggered so as not to have multiple turn-over in the same year. One year terms are renewable. All Board positions are to be filled by membership vote unless otherwise stated below. 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 Collegiate rated or higher) nominated by the President and voted on by the remaining CWLOA Board.

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- Youth Representative: 2 years

Section 3: Officer Responsibilities

A. President:

- Communicate with team coaches and 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 CHSAA meetings and other relevant girl's and women's lacrosse organizations in the state of Colorado that has a relationship with the CWLOA.
- Coordinate meeting dates.
- Vote on ties and count ballots.
- Supervise Treasurer to create annual budget.
- Work with CHSAA and supported youth organizations, to make recommendations on game fees.
- Supervise the assignors, if applicable.
- 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 the annual USA Lacrosse Convention.
- Assist CHSAA in the selection process of officials for the state high school championship game.
- Results of elections of CWLOA Board shall be furnished to USA Lacrosse CHSAA and any other relevant women's/girl's related lacrosse entities.

B. Vice President:

- Work closely with the President on all matters of CWLOA.
- Communicate with team coaches and lacrosse organizations

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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.
- Organize and coordinate with the high school coaches association an on-field training opportunity in conjunction with the high school pre-season play day.

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 them to the membership.
- Maintain a file of the meeting minutes.
- Coordinate membership and distribute necessary information to interested officials.
- Maintain the list of active and inactive CWLOA membership and make it accessible to the Board, as needed. Include updated contact information.
- 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 social media accounts or provide information to those responsible for updating these sites
- Keep an accurate attendance of membership at all meetings.

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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 to CWLOA Board members.
- Shall obtain new signature card(s) on all accounts when signers change.
- Furnish registration information and forms to the Secretary.
- Coordinate registrations for CWLOA, CHSAA and USA Lacrosse.
- Maintain and distribute an accurate and up-to-date list of officials who have paid their membership dues to CWLOA and any other relevant dues (such as dues to CHSAA) and are thus active members. Additionally, track the collection of registration forms and check for changes in information from year to year.

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 the National Rules Interpreter for clarification of rules.
- Communicate rule interpretations to individuals responsible for

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updating the CWLOA website and social media outlets.

G. Rating & Training Coordinator:

- Determine and coordinate required training clinics for officials.
- Set dates for clinics in conjunction with CWLOA Board of Directors.
- 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. Youth Representative:

- Act as liaison between CWLOA and youth organizations in the state of Colorado.
- Share with the CWLOA Board, status of youth organizations in the State of Colorado and any other youth organization each meeting.
- Inform the Board of any requests for assistance from youth officials organizations.
- Assist in the transition of youth officials to the CWLOA as adult officials.
- Provide the CWLOA with league updates and opportunities coming from youth organizations.

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

There may be assignors for the following five levels of play until otherwise contracted:

1. NCAA D2 & D3
2. College Club
3. Post Collegiate Club

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4. Youth Organizations in conjunction with Youth Organization Directors
5. CHSAA
 - Utilize the assignment system for managing game assignments as recommended.
 - 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 schedule of games with open slots 2 weeks before those games are to be played.
 - Assist the Rating and Training Coordinator and President with organizing officials' clinics, and rating reviews of new and less-experienced officials.

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.

A Board member may run for another position on the Board while serving in another role. In the event of that Board member winning election for another position, the Board may then fill the vacant position through a Board vote. If the current Board member loses their election for that other role, they will remain on the Board in their current position until the expiration of their original term.

Article VII - Meetings

The CWLOA shall conduct all meetings according to *Robert's Rule of Order*. Meetings may take place in a virtual format. Additional meetings

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may be added by the CWLOA Board and communicated to the membership.

Article VIII - Rating

USA Lacrosse ratings are conducted in accordance with USA Lacrosse guidelines. Level 1, Level 2, and Level 3 ratings may be conducted at play days, in season games and approved post season and off season events. If an official needs a rating and cannot attend a rating event, special arrangements must be made ahead of time with the Rating & Training Coordinator and approved by the President.

Transitional, Collegiate, Collegiate Select and National Elite ratings must be obtained through the Collegiate Women's Lacrosse Officials Association and not through the Colorado Women's Lacrosse Officials Association.

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. Elections may be held in a virtual format and members may vote electronically. 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.

Article XI – Transaction by Other Means

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