

Rochester Board of Women's Lacrosse Officials Policies and Guidelines

MISSION STATEMENT

The purpose of this document is to define guidelines and establish optimum standards of business practices, assigning procedures, and conduct of officials within the Rochester Board of Women's Lacrosse Officials (RBWLO), 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, officials, and schools involved in this process.

TABLE OF CONTENTS

1. [PURPOSE OF ORGANIZATION](#)
2. [OFFICIAL RESPONSIBILITIES](#)
3. [QUALIFICATIONS FOR POSITIONS](#)
4. [RESPONSIBILITIES FOR POSITIONS](#)
5. [NOMINATION AND ELECTION GUIDELINES AND POLICIES](#)
6. [ASSIGNING GUIDELINES AND POLICIES](#)
7. [YEARLY MEETING SCHEDULE](#)
8. [ETHICS COMMITTEE AND GRIEVANCE POLICY](#)
9. [AMENDMENTS TO POLICIES AND GUIDELINES](#)

[Appendix A](#): RBWLO Rating Procedures/Protocol

[Appendix B](#): RBWLO Terms and Conditions for Non-Scholastic Events

1. PURPOSE OF ORGANIZATION

Section 1.01 Purpose

The purpose of this organization shall be to provide USA Lacrosse Certified Girls Lacrosse Officials for scholastic contests within Section V NYSPHSAA 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.

2. OFFICIAL RESPONSIBILITIES

Section 2.01 Officials' Membership and Rating

1. Each official must be a member in good standing with USA Lacrosse and fulfill the requirements within her/his earned rating as per the USA Lacrosse Official's Manual. Non-compliance will terminate an official's rating.
2. Each official will fulfill the following Board requirements to be considered a member in good standing: (Non-compliance will terminate an official's rating.)
 - a. Follow Board's Policies and Guidelines and Board Bylaws.
 - b. Electronically sign acknowledgement of Board Policies annually. Submit acknowledgement [here](#).
 - c. Have a current rating as per the USA Lacrosse rating system.
 - d. Pay USA Lacrosse dues by first Board meeting.
 - e. Pay Board dues on or before the first Board meeting. Note: full time high school and college students are required to pay ½ of current local Board dues.
 - f. Have previous year's assigning fees paid in full.
 - g. Attend a pre-season Rules Interpretation meeting.
 - h. Wear the proper uniform as outlined in the Official's Manual.
 - i. Pass the current written exam as per her/his rating.
 - j. Transfer Members (from another board) must:
 - i. Be in good standing with their previous board.
 - ii. Comply with Board Policies and Guidelines.
 - iii. Confirm USAL Official membership, Rule Interpretation meeting attendance, current rating, and successful completion of written exam.
 - k. Associate Members (officials working in Rochester from another board) must:
 - i. Belong to another board and be in good standing with that Board.
 - ii. Comply with Board Policies and Guidelines.
 - iii. Confirm USAL Official membership, Rule Interpretation meeting attendance, current rating, and successful completion of written exam.
 - iv. 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 Officials' Assignments and Game Conduct

1. In order to officiate games, all officials shall:
 - a. Act in a way that is established to be in the best interest of the Board.
 - b. Meet all requirements of Board Membership and Rating.
 - c. Adhere to the current USBC Section V contract.
 - d. Provide current phone, email, and address contact information to the Chair, Assignor, and assigning platform.
 - e. Confirm acceptance of assignments in a timely manner. All assignments changes go through Assignor.
 - f. Keep availability current. Excessive turn-back of games or games declined after the first week of the season will be addressed by the Executive Committee and the involved official(s).
 - g. Confirm all assignments with schools, especially in questionable weather.
 - h. 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. (Note: officials must notify the host school if extenuating circumstances prevent them from being at the game site 30 minutes prior to game time.)

Section 2.03 Officials' Professional Conduct

1. Officials 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 USBC Contract for 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 officials 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 USA Lacrosse or the Board executive committee to represent conduct unbecoming an official. No person with such a conviction may hold a USA Lacrosse official rating.
 - i. Adhere to the USA Lacrosse "Officials Code of Conduct" as stated in the Official's Manual and 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 seven (7) days after notification from the Treasurer, on or before the first Board Meeting. Dues paid after the first Board Meeting will be assessed an additional \$15 charge. Any official who does not pay dues within 7 days of notification will be unassigned. An official will not be assigned until their Board Dues are paid.
 - c. All fines must be paid within seven (7) days after receipt of notice.
 - d. If fines or fees are not paid by September 1st, membership will be forfeited.
 - e. Assigning fees will be recommended by the Assignor and approved by the Board.
 - i. Assigning fees are due to the Assignor per the bill on or before the Post-season meeting.
 - ii. Officials will not be assigned games if their prior year's Assigning Fees are not paid.
 - f. Rating Renewal Clinic clinicians will be paid \$40 per hour.
 - i. Clinicians/trainers/raters who assist with new officials training will receive service credit only.
 - ii. Clinicians/trainers/raters who assist with renewal or 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).

3. QUALIFICATIONS FOR POSITIONS

A. Qualifications for Executive Committee Positions

Section 3.01 Qualifications for All Executive Committee Positions

1. Be a current USA Lacrosse member.
2. Be an active and current Board member in good standing for at least five years.
3. Have a current, working knowledge of the game of girl's lacrosse.
4. Understand the organization of the Board.

Section 3.02 Qualifications for the Chair

1. Serve one term as Chair-Elect or Board Chair.
2. Understand all other organizations with which the Board must interact.
3. Hold this position for at least two years.
4. Remain in contact with the next president to ensure a smooth transition.

Section 3.03 Qualifications for the Chair-Elect

1. Serve in another Board position for at least one year.
2. Hold position for at least two years and transition into Chairperson when that position is vacated.

Section 3.04 Qualifications for the Assignor

1. Serve as a co-assignor for at least one year.

2. Have knowledge of all the officials within the Board and their skills.
3. Have knowledge of the skill level of teams being assigned.
4. Develop and maintain effective relationships with coaching staffs and administrations.
5. Facilitate effective lines of communication with schools.
6. Have good organizational skills.
7. Administer assignments fairly to both the officials and the schools.
8. Provide necessary written communications for both officials and schools.

Section 3.05 Qualifications for the Rating Coordinator

1. Have knowledge of USAL rating requirements, forms, procedures, and rating opportunities.
2. Have the ability to provide necessary written communication to officials and raters regarding rating requirements, procedures, opportunities, and evaluations.

Section 3.06 Qualifications for the Treasurer

1. Be organized, detail-oriented and computer-literate.
2. Have some experience with balance sheets, budgeting, and check processing.

B. Qualification for Board Positions

Section 3.07 Qualifications for all Board Positions

1. Be a current USA Lacrosse member.
2. Be an active and current Board member in good standing for at least three years.
3. Understand the organization of this Local Board.

Section 3.08 Qualifications for the Rules Interpreter

1. Have a current working knowledge of the game.
2. Have current knowledge of all resources available to obtain correct and current rules interpretations. Resources include the USA Lacrosse Rule Book, Official's Manual, and other Interpreters.

Section 3.09 Qualifications for the Training Coordinator

1. Serve as a trainer or assist training coordinator for at least one year.
2. Have knowledge of all locations in which training sessions could be held or know whom to contact if locations for training are required.
3. Have knowledge of which other officials can help with training. These officials can come from within the Local Board or from other Boards.
4. Provide necessary written communication to officials to set up training sessions.

Section 3.10 Qualifications for the Sub-Assignor

1. Have knowledge of all officials within the Board and their skills.
2. Have knowledge of the skill level of teams being assigned.
3. Assist the Assignor in assigning duties, when needed.
4. Act as Assignor when the assignor is unavailable/unable to complete assigning duties.

Section 3.11 Qualifications for the Non-Scholastic Events Coordinator

1. Have experience in assigning games.

2. Have knowledge of all officials within the Board and their skills.
3. Have knowledge of the skill level of teams being assigned.

4. RESPONSIBILITIES FOR POSITIONS

A. Responsibilities for Executive Committee Positions

Section 4.01 Responsibilities of The Executive Committee

1. The Executive Committee (EC) will consist of the Chair, Chair-Elect, Assignor, Rating Coordinator, and Treasurer.
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.
3. All EC meeting minutes will be kept confidential.

Section 4.02 Responsibilities of Chair

1. Coordinate all Board Meetings. Lead all Board meetings or appoint a substitute, if necessary.
2. Ensure that all members are current with USA Lacrosse and immediately inform Assignors of changes in members' status, when necessary.
3. Verify with the Rating Coordinator that all members have a current rating.
4. Attend other associated meetings (NYSCOGL, NYSPHSAA, USBC) or send a proxy.
5. Attend or send representation to all meetings involving the Board and its business.
6. Ensure communications from USA Lacrosse are sent to appropriate Board members.
7. Serve as Chair of the Executive Committee and Ethics Committee.
8. Request Executive Board Meetings, as necessary.

Section 4.03 Responsibilities of Chair-Elect

1. Assist the Chair with all their duties for the term.
2. Learn about other organizations with which this Board must interact.
3. Develop at least one nomination for each position whose term is expiring or recently vacated on the Executive Committee.
4. Attend meetings with other organizations with the Chair, when possible.
5. Serve as a member of the Executive Committee.

Section 4.04 Responsibilities of Assignor

1. Perform responsibilities defined in Section 6 Assigning Guidelines of Board Policies and Procedures.
2. Serve as a member of the Executive Committee.

Section 4.05 Responsibilities of Rating Coordinator

1. Maintain record of all Board members' rating and expiration date and provide it to the 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 assigning platform.
 - 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 the 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 the event.
5. Assist the Board Chair, when necessary.
 6. Serve as a member of the Executive Committee.

Section 4.06 Responsibilities of Treasurer

1. Conduct all financial transactions and keep a balanced check register.
2. Collect annual dues.
3. Keep financial records for seven (7) years.
4. Administer the online account.
5. Present the financial report at the Post Season meeting.
6. 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.
7. Submit yearly budget to all Executive Committee for approval by Dec. 31st of each year.
8. Submit a yearly budget to all board members for review by February 15th of each year.
9. Assist the Board Chair, when necessary.
10. Serve as a member of the Executive Committee.

B. Responsibilities for Board Positions

Section 4.07 Responsibilities of Rules Interpreter

1. Conduct the annual Rules Interpretation meeting for the Board, and for the Section V coaches' meeting.
2. Disseminate rule interpretations to all officials throughout the season.

Section 4.08 Responsibilities of Training Coordinator

1. Coordinate training sessions meeting USA 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 USA Lacrosse Training Requirements.
4. Coordinate rating sessions for new officials with the Rating Coordinator.
5. Communicate successful completion of training sessions to the Rating Coordinator.
6. Supply updated roster information to the Chair and Assignor.
7. Assist the Board Chair, when necessary.

Section 4.09 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.

Section 4.10 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 Board 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.
5. Assign certified officials to level consistent with their rating and experience.

5. NOMINATION AND ELECTION GUIDELINES AND POLICIES

Section 5.01 Terms of Executive Committee and Appointed Board positions

1. The Chair and Chair-Elect shall serve a two (2) year term commencing August 1st of ODD years.
2. All other Executive Committee positions shall serve a two (2) year term commencing August 1st of EVEN years.
3. All Board positions shall serve a two (2) year term commencing August 1st of EVEN years.

Section 5.02 Nomination Policies

4. Chair-Elect (or Chair) will inform all Board members of open Executive Committee positions, via email, seven (7) days prior to mid-season meeting.
5. Chair-Elect (or Chair) will open the floor for nominations at the mid-season meeting. Members not present at the meeting can submit nominations, via email, to the Chair-Elect.
6. Nominations will be closed seven (7) days prior to the post-season meeting. The Chair-Elect will contact all members nominated to confirm acceptance of the nomination.
7. The Chair-Elect will present a slate of nominees, via email, to all Board members within one week of nomination closing.

Section 5.03 Voting and Election Policies

1. Elections will be held via electronic ballot vote seven (7) days prior to the post-season meeting.
2. Majority vote will decide elections for each position.
3. In the event there is only one nominee for an Executive Committee position, the Chair-Elect will cast a single vote to confirm the nomination.
4. If a board member does not submit a vote, they will be out of compliance with Board Policies and Procedures.

6. ASSIGNING POLICIES

Section 6.01 Assigning Policy

Assignor shall:

1. Assign officials who are in good standing with the board.
2. Consider the official'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 officials to athletic contests.
5. Not assign an official more than one (1) contest if it will put that official in a position to be potentially late for the second contest.
6. Do not assign an official to a contest in which her/his school or school district is playing or where a conflict of interest may exist.
7. Assign originally assigned officials to rescheduled contests when available.
8. Follow up with school administration on officials behalf regarding payment for canceled contests following the current USBC Section V contract.

Sectional Selection Committee shall:

1. Consist of three Executive Committee Members: Assignor, Chair and Rating 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 Board chair will appoint a member to serve on the committee.
2. The Committee will determine eligible officials for all post-season play, including NY State Regionals, and Semifinals.
3. Varsity Coaches will provide their preferences electronically to the Committee and Section V Chair.
4. The Committee will make every attempt to honor Coach all non-preferred requests and at least one preferred request based on official availability. Assignments will be decided by a majority vote of the Committee.
5. The Assignor shall have the ability to make last-minute changes to assignments without the formal approval of the Committee.
6. The Committee will provide assignments to the Section V Chair before each round.

Section 6.02 Cancellation, Postponement or Premature Termination of Contests

The Board will adhere to procedures in accordance with the current USBC Section V Contract for Cancellations due to weather, field conditions or extenuating circumstances.

1. Schools or assigners should notify officials when a contest has been canceled or postponed two (2) hours prior to the scheduled start of the contest. Schools should notify the assigner if unable to contact the official.
2. Officials who were not notified shall be paid (100%) of the regular fee upon reporting for the contest.
3. The full game rate shall be paid to each official for any contest not completed but

declared official.

4. The minimum game fee for a contest started but not declared official will be (100%) of regular game fee. Any contest longer than (50%) the scheduled time will be paid (100%) of the regular game fee.
5. Any newly assigned official completing a previously uncompleted contest (e.g. remaining 5 innings of a game), shall be paid (100%) of the regular game fee. The full fee (100%) is paid if the entire contest is replayed.
6. Events that are delayed from the scheduled start time past one hour and do not take place per the decision of a school representative, officials will be paid (100%) of the normal fee

8. YEARLY MEETING SCHEDULE

Section 8.01 Meeting Schedule

1. Yearly meeting schedule should adhere to the following guideline:
 - a. February/March: Board Pre-Season Meeting (Before Rule Interpretation Meeting)
 - i. USA Lacrosse Membership Status & Board dues
 - ii. Training and Rating requirements update
 - iii. Official Acknowledgement of Policies & Guidelines
 - iv. Vote to approve the annual budget.
 - v. An additional pre-season meeting may be scheduled as necessary
 - vi. Other business
 - b. March: Board Rule Interpretation Meeting (Before 1st Scheduled Scrimmage)
 - i. Current USA Lacrosse Rule Interpretation and Points of Emphasis
 - c. April: Board Mid-Season Meeting
 - i. Rule and procedural updates
 - ii. Nominations for Executive Committee election to be voted on prior to the Post-Season Meeting
 - iii. Other business
 - d. June: Board Post-Season Meetings (By the 3rd week in June)
 - i. Announce election results of Executive Committee positions in appropriate years. It is mandatory for all board members to vote
 - ii. Training and Rating Opportunities
 - iii. Treasurer to provide assessment on Board finances. If Change is required, present the change and supporting documentation.
 - iv. Other business.
 - e. August 1st: Executive Committee positions commence their term of office.
2. The Board chair may call any additional meetings deemed necessary to conduct the business of the membership.

9. ETHICS COMMITTEE AND GRIEVANCE POLICY

Section 9.01 Intent of Grievance Policy

1. To establish standards of ethical behavior for officials.
2. To provide an avenue for grievance against officials and Assignors when policies and guidelines have not been followed.
3. To provide due process for officials and Assignors.

Section 9.02 Grievance Procedure

1. Any person interested in the sport of lacrosse may report any official who abuses or who is suspected of abusing this Code of Ethical Conduct and/or the policies of the Board. An electronically submitted Grievance Form will be reviewed by the Ethics Committee. Submit form [here](#) or on the RBWLO website.
2. The Ethics Committee will be composed of (a minimum of three persons) the Chair (acting as the Ethics Committee Chair), the Rating Coordinator, and the 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 seven (7) 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 seven (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 official of acceptance or denial of the grievance.
7. If the grievance is accepted for review, the official 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 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.
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 official aggrieved by the findings of the Board Ethics Committee may appeal any penalty assessed to them within seven (7) 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 official'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 official.
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 official 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 (10) 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.
2. Any member in good standing may propose changes to these policies during a scheduled Board meeting.

Original: 02-March-2009

Revised: 08-February-2023

Approved by Vote: 07-March-2023

Appendix A

RBWLO Rating Procedures/Protocol

These procedures should be followed for any rating that is conducted through the Rochester Board of Women's Lacrosse Officials (RBWLO). 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 assigning platform.
- 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 **21 days** from their rating game.
- Keep all Rating Forms on file.
- Keep all Rating Letters 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 USAL 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 send it to the Rating Coordinator within **14 days** of the rating game. The Draft Rating Letter has all the comments listed that have been used in the past.
- The Draft Rating Letter will be forwarded to Raters from the Rating Coordinator. Electronically submit **all rating forms** to the Rating Coordinator within **14 days** of the rating game.

Appendix B

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 USA 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 the first game.
- Non-scholastic events must provide adequate security for officials. Officials should be able to contact the 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. The Assignor determines what constitutes a special event.
- The 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 canceled prior to the event, the 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 an official is not notified, then the official is entitled to their scheduled game fees for that day.
- If games are canceled once an event has begun, then officials are paid their scheduled game fees for that day.
- If games are canceled due to team cancellations or tournament director's scheduling error, then officials are paid the scheduled game fees for that contest.
- If the 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 USA Lacrosse rules for all levels of play.
- All changes/modifications to USAL 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