



Central NY Board of Women's Lacrosse Officials – Syracuse

Board Policies and Guidelines Accepted by vote, on February 3rd, 2008.

Amended by BOD vote, on June 12, 2012

Language Updated Reflecting Restructuring of USL - January 29, 2014

Amended by BOD vote, June 5, 2023

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 Central New York Board of Women's Lacrosse Officials Inc. (CNYBWLO Inc.) 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.

Article I. Officials Responsibilities

Section 1.01 Officials Membership and Rating Conduct

- 1) Each official will be a member in good standing with USA Lacrosse, as per the USA Lacrosse Women's Game Officials Policy & Training Manual. (Non-compliance will terminate an official's rating.)
- 2) Each official will fulfill the requirements within his/her earned rating as per the USA Lacrosse Training Manual. (Non-compliance will terminate an official's rating.)
- 3) Each official will also fulfill the following CNYBWLO Board requirements to be considered a member in good standing:
 - a. Have a current rating as per the USA Lacrosse rating system:
 - i. It is each official's responsibility to monitor their rating renewal date.
 - ii. Officials must contact the Ratings Coordinator to arrange for their rating. Officials must be prepared to provide multiple games dates.

- iii. The fee for ratings is \$75.00 and must be paid in advance of the rating.
 - iv. All ratings are earned through “on field” evaluations and must be varsity level 12 vs. 12 play. Officials will receive feedback and a written evaluation including the rating they have earned.
 - v. Officials who’s rating has expired or has not been paid will be suspended from officiating until they are certified and/or paid in full.
- b. Pay the CNYBWLO Local Officiating Board dues.
 - c. Have past-year assignor’s fees paid in full.
 - d. Wear the proper uniform as outlined in the USA Lacrosse Women’s Game Officials Training Manual.
 - e. Pass the current USA Lacrosse written high school exam as per their rating.
 - f. Pass the Annual Professional Development Course
 - g. Be aware of and follow the Assigning Policies of CNYBWLO Inc.
 - h. Attend all required corporation and Local Board meetings.
 - i. Sign “Officials Acknowledgements of Corporation Policies and Procedures” form (Appendix B) annually.

Section 1.02 Officials Assignments and Game Conduct

No game should be officiated until all Local Board requirements are met.

- 1) Officials to officiate games shall:
 - a. Be on field dressed and prepared at least 30 minutes prior to a game. Note: officials must notify the host school/s and partners of extenuating circumstances that will prevent them from adhering to this policy.
 - b. Keep games as assigned by the assignor. Changing game assignments may only be done with the assignor’s approval.
 - c. Provide current information to the assignor and schools.
 - d. Honor his/her commitments, be on time for games, and keep

current with assignments. Follow established “turn back” procedures as established by the corporation.

- e. Not accept more than one assignment per day if the timing will likely delay the start of the second game.
- f. Adhere to additional assigning policies as published by the corporation and fulfill all requirements of the corporation.
- g. Act in a way that is established to be in the best interest of the CNYBWLO.

Section 1.03 Officials Professional Conduct

1) Officials shall:

- a. Take responsibility for his/her 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/s, or team personnel.
- c. Insist on language and conduct during a game that does not discriminate based on age, gender, race, religion, sexual orientation, and marital status or against a qualified person with a disability.
- d. File proper accurate claims according to the umpire’s contract for mileage and/or game fees.
- e. Be free of the influence of illegal drugs, tobacco, or alcohol while on assignment.
- f. Refrain from making inappropriate physical contact towards players, coaches, or 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 the National Umpiring Committee or the corporation Board of Directors to represent conduct unbecoming an official. No person with such a conviction may hold a USA Lacrosse official’s rating.
- i. Adhere to the USA Lacrosse “Officials Code of Conduct” as stated in the USA Lacrosse Women’s Game Officials Training Manual as well as the “Corporation Policies and Guidelines” of the CNYBWLO Inc.

Article II. Assigning Policies

Section 2.01 Qualifications of an Assignor

- 1) Be a current USA Lacrosse member.
- 2) Have a current working knowledge of the game.
- 3) Have knowledge of the officials and their skills.
- 4) Have knowledge of the skill level of teams being assigned.
- 5) Have the ability to develop and continue a good working relationship 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 officials and the schools.
- 9) Have the ability to provide necessary written communications and documents for both officials and schools.

Section 2.02 Job Responsibilities of an Assignor

- 1) Request school schedules and umpire availability forms in a timely manner.
- 2) Assign qualified officials to appropriate contests.
- 3) Provide email, text and/or voice mail service so that messages can be left during non-office hours.
- 4) Conduct all activities related to the office of the assignor in a professional business-like manner, including maintaining accurate financial records.
- 5) Compile and maintain a current Official's Roster and School Directory.
- 6) Only assign games to official's who are in good standing with USA Lacrosse and the CNYBWLO Inc. by following the USA Lacrosse Code of Conduct and policies established by the Women's Games Official's Sub-committee and written within the USA Lacrosse Women's Game Officials Training Manual and "CNYBWLO Corporation Policies and Guidelines". The Assigners will be subject to supervisory/oversight by the Executive Chairman who will have visual access to assignments.
- 7) Communicate with officials in a timely manner and provide the following

information:

- a. A Fact Sheet regarding game fees and official responsibilities.
 - b. A Directory of Schools serviced with game-day contact information.
 - c. An Officials Roster with contact information.
 - d. A final statement of games worked with game fees assessed each official (if applicable).
- 8) Communicate with schools in a timely manner and provide the following information:
- a. A Fact Sheet regarding game fees and schools' responsibilities.
 - b. An official's roster with contact information.
 - c. Official's assignments.
 - d. A final statement of games assigned, and fees assessed (if applicable).
- 9) Assign Post-Season Tournaments.
- 10) Attend games throughout the season to assess the needs of games as well as to assess the strengths of each official.
- 11) Assess each official a per-game fee for assignments by the completion of the season (the assigning fee is established by the Board of Directors of the Corporation).

Section 2.03 Guidelines for Assigning Officials

- 1) Do not give game assignments to an official who is not in good standing with USA Lacrosse and/or CNYBWLO Corporation Policies and Guidelines.
 - a. Annually, names of Local rated umpires will be collected by the CNYBWLO Inc Board of Directors for consideration as probationary college officials. A probationary member is not eligible to vote on corporation business or hold office within the corporation. The Corporation Board of Directors will ensure all prospective members are in good standing with their Local Officiating Board.
- 2) Consider the following goals when making assignments:
 - a. The official's rating, experience, and availability when making

assignments.

- b. The continued growth and development of officiating personnel.
 - c. Utilize outside staffing (officials from outside the geographic area) when needs warrant doing so and where possible. These contacts should be made through the established assignors. Assigning games to outside officials should only be considered if there are no qualified CNYBWLO officials available.
- 3) The Assignor shall direct questions, concerns and/or problems occurring in games, to the Board Chair, so that these situations can be quickly resolved.
 - 4) Do not make more than one assignment for an official that will put that official in a position to be potentially late for the second contest.
 - 5) Consider the official's rating, geographic location, availability, and the level of competition when making assignments.
 - 6) Adhere to Corporation "blocking" criteria.
 - a. Blocking a school by an official:
 - i. An official blocking a school due to conflict of interest is expected.
 - ii. Blocking a school due to unwillingness to travel is not in the spirit of the assigning policies.
 - iii. In case of personality conflict with a coach, blocking is permitted with the understanding that his/her total # of assignments will be affected.
 - iv. An official may not block a school for consecutive seasons.
 - b. Blocking an official by a school:
 - i. It is not the policy of the CNYBWLO to allow a school to change official's assignments mid-season. It is the judgment of the assignor whether adjustments are warranted for mutual benefit of the school and official.
 - ii. Blocking must be in writing by the coach with specific concerns stated.
 - iii. A school may not block an official for consecutive seasons.
 - iv. Blocking is not in affect for away games that are not assigned by the CNYBWLO assignor.
 - v. The blocking letter and specifics of the concerns will be discussed with the official via the assignor.

Section 2.04 Assignors Code of Conduct

- 1) Adhere to the guidelines for assigning officials and job responsibilities of an assignor.

Article III. Schools Code of Conduct

- 1) Schools shall:
 - a. Supply a game schedule to the assignors by the date requested by the College Assignor.
 - b. Supply complete contact information to the assignor, to include date and time of contest, location of contest, game day personnel contact information.
 - c. If applicable, pertinent parking and locker room information
 - d. Notify officials immediately of changes to game times and or cancellations.
 - e. Keep contact information current with the assignor, including game day phone numbers.
 - f. Pay assignor fees where applicable.

Article IV. Ethics Committee and Grievance Policies

Section 4.01 The Intent of this grievance policy is:

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

Section 4.02 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. The completed report ("Ethical Behavior Grievance Form" Appendix A) should be given to the CNYBWLO Inc Chair who will call a meeting of the Corporation Ethics Committee.
- 2) The Corporation Ethics Committee (a minimum of three persons) will be composed of the corporation Chair (acting as the Ethics Committee

Chair), the Interpreter, and the Assignor. In the event there is a conflict of interest, the corporation Board of Directors will decide on the replacement or additional person to complete the committee.

- 3) The corporation 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. 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 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 4.03 Appeal Procedure

- 1) Any official aggrieved by the findings of the corporation 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 CNYBWLO Chair.
- 3) A Board Appeals Committee, chaired by the CNYBWLO Chair shall decide all appeals.
Outcome of the appeal will be decided on the basis of the information

gathered by the CNYBWLO 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, CNYBWLO Ethics Chair will present the evidence and findings of the Ethics Committee but is not required to present witnesses in person. 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.

Article V. Additional Policies and Procedures

Section 5.01 Annual Sportsmanship Award

Each year the Board will select a school to award The Syracuse Board of Women's Lacrosse Officials Sportsmanship Award to. The winner of the award will be presented with a plaque for their school by the Chairman of the board.

The award will be based on the following criteria:

- Overall sportsmanship exhibited by the administration of the school.
- Overall sportsmanship exhibited by the coaching staff of the school.
- Overall sportsmanship exhibited by the players of the school.
- Overall sportsmanship exhibited by the fans of the school.

Any member of the board may nominate a school to be the recipient of this award. Nominations will be taken from the floor during the Board Post-Season Meeting. If more than one school is nominated, the winner will be decided by a majority of votes of the members present at the meeting.

Article VI. Amendments to Policies and Procedures

- 1) These "Policies and Procedures" may be amended by an affirmative majority vote of the CNYBWLO - Syracuse members at a meeting held for the purpose of revising these policies and procedures. Members not attending the meeting may cast a vote, via email to the Secretary, any time prior to the start of the meeting. The outcome of these votes will be decided by a majority of votes, provided that 51% (quorum) of the members in good standing have voted.

- 2) Any member in good standing may propose changes to these policies during a scheduled corporation meeting.

Appendix B
Official's Acknowledgement of
Central New York Board of Women's Lacrosse Officials-
Syracuse Policies and Procedures

(Date)

I hereby acknowledge that I have read and familiarized myself with the corporation policies, as well as the policies within the USA Lacrosse Women's Training Manual as they pertain to my rating and membership. I understand it is my responsibility to keep myself current with these policies and procedures.

I understand that if I fail to uphold and abide by these policies that action can be taken by the CNYBWLO to terminate my membership and/or my rating as a USA Lacrosse official. All benefits and incurred expenses will be lost.

(Official's signature)

(Official's full name **printed**)

Note: This form must be completed annually to be considered a member in good standing with CNYBWLO - Syracuse. Return the completed form to the CNYBWLO Chair.