

## **Washington Lacrosse Umpire Association Policies and Procedures**

**Approved: August 4, 2016**

**Updated August 1, 2017**

**Updated August 21, 2018**

**Updated March 28, 2019**

**Updated September 1, 2019**

**Updated November 18, 2019**

**Updated December 29, 2020**

### Executive Committee Members:

Chair	Jessica Lowrance
Vice Chair	John Hansen
Past Chair	Cathy Russo
Secretary	Erika Burns
Treasurer	Pat Dillon
At Large Member	Vacant
At Large Member	Kat Miller
Ex Officio HS Assignor	Margaret Kondracki
Ex Officio NVYLL Coordinator	Jen Roane
Ex Officio Recruiting Coordinator	Amelia Crabtree

### Sub Committees:

Adult Training	Jessica Lowrance
Youth Training	Katie Manning & Amy Stevens
Rating Coordinator	Mary Ann Wagner
Mentor Coordinator	David Falzarano
Recruiting Coordinator	Vacant
Finance	Pat Dillon, John Hansen
Ethics Committee (3)	Jessica Lowrance, Pat Dillon, John Hansen
Assignors	Margaret Kondracki (HS) Jen Roane (Youth)

### Other Positions:

Rules Interpreter	Jessica Lowrance
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### Membership Requirements:

The requirements for active membership are listed in the Washington Lacrosse Umpire Association (WLUA) By-laws, Chapter 2. These include but are not limited to:

- Pay local dues
  - Renew US Lacrosse membership
  - Attend annual rules interpretation meeting
  - Pass the written test (at least 90%)
- |                               |
|-------------------------------|
| End of season via Arbiter Pay |
| By September 30 of each year  |
| Jan./Feb. of each year        |
| Date to be announced          |

The consequence for failing to renew US Lacrosse or failing to take and pass (90%) the written test is the removal from assigned games until the requirements are met.

All WLUA members are expected to attend the annual rules interpretation meeting.

- A member may miss the annual rule interpretation meeting/classroom training with no consequence if they have communicated with the Chair prior to the

meeting and been excused and if they attend either the US Lacrosse convention or another board's rule interpretation meeting. In addition:

- If the member attends the USL convention as their make-up session, they must also attend at least two other convention sessions in addition to the new rules session. They must provide proof of attendance at all sessions to the Chair prior to the beginning of the season.
- If the member attends another board's annual interpretation meeting as their make-up session, they must provide proof of attendance to the Chair prior to the beginning of the season.
- Any member who misses the annual rule interpretation meeting and is not excused, or who is excused but fails to fulfill the other meeting attendance requirements outlined above, will be suspended from WLUA membership and will not be assigned games. Any member has the right to appeal this suspension to the Executive Committee, if special circumstances have precluded their fulfilling the meeting requirements. This appeal must be made in writing to the Chair and list specific reasons for the appeal.

#### Training:

New adult and youth umpire training sessions will be held each year at a date, time and location determined by the Executive Committee. Each participant in new umpire training will be required to pay a one-time fee of \$30 due at the first training session. This fee does not apply to any official returning from sabbatical or to any transfer official attending new umpire training sessions.

#### Sabbatical from Umpiring:

Any member that takes one (1) season off for personal reasons or due to an injury will be required to attend two (2) hours of the new umpire training classroom sessions. Any member that takes two (2) or more seasons off will be required to attend all the new umpire training classroom sessions and must be reevaluated on field.

#### Membership Transfer Requirements:

- A USL Transfer form must be completed to transfer as a certified/rated umpire. If a form is not completed than they transfer in as a new umpire.
- A transfer with the rating of Apprentice, Level 1, Level 2, and Level 3 will be evaluated on the field by a member of the Training/Rating committee or a member appointed by the Executive Committee and be required to attend the required new umpire training classroom sessions. The classroom requirement would be: L3--1 new umpire classroom training session; L2--2 new umpire classroom training sessions; L1--3 new umpire classroom training sessions; Apprentice--4 new umpire classroom training sessions. District and National rated umpires would not be required to complete any additional training.

### Junior Umpire Transition:

- Must be a member in good standing with WLUA/NVYLL or other local board
- Must be out of high school and at least 18 years of age
- Must be recommended by the NVYLL Program Coordinator or NVYLL Assigner
- Must attend the Transition Umpire Training classroom session
- Must be evaluated on a high school game during in season scrimmages or out of season tournament or leagues
- First year of transition will receive Middle School games ONLY, unless approved by EC and Rating Committee

### Rating:

Effective in 2019, any new member and any rerate member will now be charged a rating fee of \$75 that will be deducted at the end of the season from their game fee check. Raters are required to provide ratings within 24 hours and to complete all required paperwork, within 7 days. If for some reason a current member has not ever been rated, WLUA will grandfather them in and cover the cost of their first rating.

Any member that receives an Apprentice or L1 rating may have a pre-season on field evaluation, as needed, prior to receiving game assignments.

The timing of all ratings will be contingent on rater availability.

### Observations:

Any member may request to be observed by a Board member who has been certified by USL as an observer. The purpose an observation can be to help prepare for an upcoming rating or to request feedback on one's performance. Observers will receive a \$25 stipend for each observation, paid by the Board, not the member being observed.

### Assigning Policies:

Each assignor will post officials schedules on Arbiter. It is the responsibility of each official to ensure that their personal contact information is complete and up to date on Arbiter. In addition, each official must:

- Check email often for board and assignor updates.
- Respond to Arbiter game assignments and accept or decline them by the Arbiter accept by date.
- Notify the assignor immediately about any schedule changes on game day, including such things as issues with weather that cause game cancellation after you have arrived on site, no partner, or any other special situations.
- If possible, notify your partner and/or the assignor immediately if you are going to be late or miss a game due to unforeseen circumstances (unusual traffic issue, issues with your car, sudden illness, etc.). Lateness is defined in the US Lacrosse Women's Rule Book, as arriving within 30 minutes prior to game time (Rule 3-5).

Consequences for failure to appear or **repeated lateness** for a game assignment:

- 1st offense: written warning
- 2nd offense: fined ½ full Varsity game fee
- 3rd offense: fined full Varsity game fee
- Subsequent offense: removal from remaining scheduled games
- If your performance fails to improve to a satisfactory status, your service as an independent contracting umpire for WLUA will be terminated.

Awards and Recognition:

The WLUA will annually name two winners of the Madelaine Kirlin Award. This award will be given to a members of our board who have given service above and beyond the norm and who have shown significant commitment and dedication to the advancement of lacrosse here in our area. One award will be presented to an adult umpire, and one award will be presented to an umpire or individual who has given service at the youth lacrosse level. This criterion may be changed on occasion at the discretion of the Executive Committee. The awards will be presented every other year at the Hall of Fame Ceremony hosted by the Potomac Chapter of US Lacrosse.