

Upper Midwest Lacrosse Officials Operating Policies 2019

**Presented at the 2019 UMLOA Annual General Meeting
January 26, 2019 at Breck School - Hopkins**

Executive Committee

1. Executive Committee will meet at least four times per year.
2. Executive Committee meeting information will be posted in advance on the UMLOA website.
3. The Executive Committee may award a travel stipend to officers traveling long distances for official UMLOA meetings.

Dues and Fees

1. 2019 Dues shall be \$60.00 per official for any official who is at least 18 years old and out of high school.
2. Deadline for payment of dues is February 7, 2019. Dues will increase to \$90 if paid between February 7 and March 31. Dues paid April 1 or later will be \$120.
3. Dues for individual members or groups of members may be reduced by majority vote of the Executive Committee.

Membership Requirements

1. 10 hours of classroom and on-field training will be expected for high school only officials. A minimum of three (3) hours of on-field field training is required or a waiver must be given by the Training Coordinator. Every attempt should be made to complete the classroom training prior to their first assignment.
2. 12 hours of classroom and on-field training will be expected of all college level officials.
3. All NILOA officials must pass the UMLOA Rules Differences test or attend a meeting covering NFHS rules.
4. All members who intend to officiate must be US Lacrosse members before their first assignment.
5. All officials must successfully complete a UMLOA-approved written test. For 2019 the approved exams include the NILOA test, the NFHS/ MSHSL test, and the recertification tests. Other tests may be approved by the Training Coordinator.

6. All officials must have a valid email address that they check regularly.
7. All officials must input and update contact information and availability on the assigning website, www.arbitersports.com.
8. All officials must agree to the UMLOA Membership Agreement.
9. All officials agree to only accept assignments from UMLOA approved assigners.
10. Other organizations have additional requirements for officials.
11. Officials are individually responsible for meeting any such requirements. For example to work high school varsity games, you must register with the MSHSL which includes paying dues and passing a background check.
12. All UMLOA assigners must agree to only assign officials who (a) have current insurance for officiating through either US Lacrosse or the MSHSL (b) have paid UMLOA dues for the current calendar year (c) have completed an approved rules test (through the MSHSL or US Lacrosse) and (d) have completed the UMLOA training requirements for the year or have worked out a plan for completing those training requirements with at least one training coordinator or the training manager. Assigners who deliberately ignore these requirements may be terminated.

Recruiting

1. All members are responsible for growing the number of officials.
2. The Membership Committee may ask members to speak to various groups to assist in recruiting.

Assigning Policies

Assigner Principles

- 1) The UMLOA bylaws list one of the purposes of the association is “to identify, select, and approve a person or system for assigning officials to lacrosse games in the UMLOA service area”
- 2) Assigning activity has grown substantially in recent years.
- 3) Quality assigning is important to the UMLOA and the association has a vested interest in how games are assigned.
- 4) Assigning work should be available to all who are interested and qualified similar to how officiating work should be available to all who are interested and qualified.

Assigner Selection

There are a number of options for how an assigner for a league or tournament can be selected.

- 1) Open selection by the organization. In this case, the UMLOA would request to either be involved in the selection by having a voting or non-voting member on the selection committee or by consultation with the person making the appointment.
- 2) Assigner appointed by the UMLOA. To solicit requests for an assigners, the UMLOA will create a form on its website.
- 3) UMLOA assigners generally may not assign games unless the selection process in 1) or 2) above has been followed. The most common exception would be very small assignment requests (say 5 or fewer games) where there was no payment to the assigner.

Assigning Fees

- 1) Base amount should not exceed 10% of officials' fees.
- 2) The assigner may waive assigning fees
- 3) Sub-assigner fees to be negotiated between assigner and sub-assigner.
- 4) Penalties and additional costs may be included based on the organization's behavior (e.g. late fees for late schedules). These fees should be modest and not punitive.
- 5) Any fees charged to the officials rather than the sponsoring organization must be approved by the UMLOA.
- 6) Assigning fees will be a maximum of \$8/day/gamesite (\$3/\$3/\$5) per game fees with caps at \$135 annually
- 7) Payments will be based only upon assigned games during the MSHSL season and at MSHSL levels 9-12 grades (i.e. 9/10 games, JV games, V games)
- 8) Payments will be made electronically to UMLOA.
- 9) Payments will be made prior to the start of MSHSL assigning or by April 15, whichever occurs earlier.
- 10) Initial payments will be based upon the number of games officiated in the prior season. If an official works more or fewer games and either owes additional fees or is due a refund, these are due on June 15th, or refunded by June 15. Payments and refunds will be made electronically.
- 11) If any official owes payment into the next season, that official will be assessed a \$50 fine added to the balance of the assigning fees prior to receiving any additional assignments.

- 12) Officials may be assessed fines or forfeit fees up to and equal to the game fee for the level assigned for:
 - a. No shows
 - b. Avoidable late arrivals beyond 15 minutes after the scheduled game start time
- 13) No fees/charges will be assessed for 5 or fewer turnback or declined assignments. However, officials who repeatedly decline games or who ask for their assigned and accepted games to be reassigned may receive fewer assignments as a result. This information will be shared among assignors and the UMLOA board. Financial penalties may be assessed for large numbers of turnbacks/declines, upon approval by the assigner and the UMLOA Executive Board.
- 14) Under no circumstances may an official re-assign their games to another official.

Assigner Responsibilities

- 1) Enter games into Arbiter
- 2) Assign games. The assigner has a great deal of leeway in who to assign but the assigner should understand that the UMLOA expects that all qualified officials should have equal opportunity.
 - a. The assigner's job is not to evaluate an official's on the field work and on field work should not affect the number of games assigned unless the assigner consults with UMLOA leadership.
 - b. The assigner may reduce assignments for officials who create problems for the assigner like declining an excessive number of games, missing games, etc..
- 3) For all major tournament assignments, the assigner should be on-site for a significant part of the tournament or arrange for a sub-assigner to do so. This is part of the assigning fee and is separate from a back-up official. For this purpose, a major tournament is 10 or more games on a single day.
- 4) Follow up on complaints about officials.
- 5) Forward complaints about teams and players, including ejections, to the appropriate organization

Assigner Evaluation

- 1) The assigner should report the leagues, tournaments, and number of games assigned each year.
- 2) In cases where the UMLOA appointed the assigner, the UMLOA may as for feedback on the assigning process.

Assigned Groups Expectations

- 1) Use an assigner approved by the UMLOA
- 2) Use US Lacrosse or other standard rules and have the rules published in advance
- 3) Provide schedules in a timely manner
- 4) Have a process for notifying the assigner and officials of changes in a timely manner
- 5) Agree in advance to a fee schedule
- 6) Establish a payment timeline with payment dates
- 7) May be required to sign a written agreement if past behavior suggests a more formal agreement is required. This may also include a requirement to escrow some or all officiating and assigning fees in advance of the league or tournament.
- 8) May be required to pay additional fees if payments are not made or delayed
- 9) May be required to pay additional fees for late changes to schedules, rules, etc.

UMLOA role as Pertains to Assigners

- 1) The UMLOA will make every effort to find a capable assigner for any group sponsoring boys' or men's lacrosse games in our area if they agree to or have in the past met the expectations listed above. However, the UMLOA does not guarantee it can or will find an assigner for a group.
- 2) The UMLOA may refuse to appoint or approve an assigner for a group that has not followed these expectations in the past.
- 3) The UMLOA reserves the right to notify members of groups and organizations that have not followed these expectations. The UMLOA may recommend to its membership to not agree to work games from such groups and organizations.

Assigner Job Description

A UMLOA High School Assigner is responsible for serving the boys' lacrosse teams of the Minnesota State High School League, by expertly assigning UMLOA officials to its games. The Assigner works as part of an assigning team who will ensure optimal officials' coverage for all MSHSL boys' lacrosse games. The Assigner will obtain the full MSHSL schedule, and assign officials to games based on availability, experience, game level, and travel distance. The Assigner will be responsible for changes to assignments as both game schedules and officials' availability change. The Assigner will need to be available to respond to requests and make changes in a timely manner during the course of the season. Assigners will be compensated for their efforts. Interested candidates will apply for this position, and the Assigners will be selected by the UMLOA Executive Board. The Assigner's term of service will be for 1 year, renewable. Assigning fee schedule shall be set by the UMLOA Executive Board.

- Required
 - UMLOA member in good standing
 - Ready access to email, SMS, telephony, and web-based resources
 - Able to respond to requests in a timely manner
 - Able to create and coordinate scheduling with multiple resources
 - Maintain availability prior to and during the MSHSL lacrosse season
 - Able to effectively manage time and productivity
 - Able to coordinate and collaborate effectively with other UMLOA assigners
 - Able to effectively assign officials to games based on experience, game level, teams in question
 - Able to commit 5-10 hours/week on assigning duties during MSHSL season
 - Excellent oral/written communication skills
 - Able to issue assignments with sufficient lead-time for the assigned officials
 - Coordinate payment of officials and follow up with any payment issues
- Preferred
 - 5 years of lacrosse officiating experience
 - Prior assigning experience
 - Administrative experience with ArbiterSports
 - Experience working with or for the Minnesota State High School League
 - Existing knowledge of MSHSL conferences, sections, Athletic Directors
 - Good working relationship with existing officials

The following training will be provided to Assigners:

- Upload of scheduling to ArbiterSports
- Contacts for MSHSL, teams, and offseason leagues and tournaments
- How to handle turnbacks and declines
- Basics of crew assembly
- Management of UMLOA Assigner email account
- Handling complaints about officials
- Handling complaints about teams/coaches
- Selection of playoff assignments

Upon leaving the role of Assigner, the responsibilities of the outgoing Assigner shall be as follows:

- Provide 1 month's notice of intent to vacate the position
- Transfer management of Assigner mailbox
- Transfer ArbiterSports administrative access

- Notify any ongoing leagues/tournaments of turnover day, update any contacts
- Provide any required assistance to incoming Assigner

Training Manager

- The UMLOA will contract with a Training Manager, whose duties will include (but are not necessarily limited to)
 - overseeing the creation of training guides for new and returning officials
 - distributing training guides to potential new officials and returning officials
 - acting as the main contact for questions about registration, in-person training, online training, on-field training, concussion training, US Lacrosse membership, MSHSL membership, and dues/late fees (either answering questions or directing them to a UMLOA Training Coordinator or other party)
 - reserving rooms for classroom sessions
 - setting up registration for classroom sessions
 - working with assigners to set up on-field training for new and returning officials
 - managing the Super Clinic
 - working with the Training Coordinators to set up the training schedules for new and returning officials
 - providing UMLOA assigners with current information about which officials have completed all requirements needed to officiate and at which levels of play.
 - The annual compensation from the UMLOA for the training manager will be **\$2500**. The training manager may contract separately with the assigners to perform additional work in support of the assigners, such as adding officials who have completed training to ArbiterSports.com and ranking those officials.
- Rationale The Training Manager position has existed for a number of years, I believe with no increase in stipend. The work involved has expanded over time, so clearly listing the responsibilities and increasing the stipend at this point are sensible steps.

Game Fees

Prior to the start of each calendar year, the UMLOA Executive Board will publish a listing of approved game and travel fees for each level of play and situation (e.g., single game versus multiple games). Where appropriate, these will reflect negotiations with leagues or organizations that impact fee decisions. Once approved and published, these fees will not be modified except to increase the fees; fees will not be reduced between January 1 and December 31. If there are situations not clearly covered by the game fee document and which cannot be handled by simply pro-rating game fees, the assigner must gain a

majority approval from the UMLOA Executive Board before modifying the fees. Officials who are late to a game or miss a game or games are expected to self-report to the UMLOA assigner who assigned the game within 24 hours. Accepting fees for games not worked or partially worked without giving the assigner notification so an appropriate payment can be worked out is a serious ethical violation and must be reported to the UMLOA Discipline Committee. Similarly, misleading a team, league, or tournament about the approved game and travel fees is a serious ethical violation that must be reported to the UMLOA Discipline Committee.

Evaluation

1. UMLOA representatives shall work with the assigners to evaluate officials for potential playoff/post season games.

Miscellaneous

1. The UMLOA Executive Committee will maintain regular communication with major lacrosse organizations in the Minnesota including Youth Lacrosse Minnesota (YLM), and Homegrown Lacrosse/Great Northern Lacrosse League (GNLL).
2. The official UMLOA website is www.umloa.org.
3. The official UMLOA twitter account is @UMLOA
4. Unless otherwise noted, meetings will generally follow Robert's Rules of Order.
5. The contact information provided by the UMLOA is considered property of the UMLOA. No member shall distribute the list in whole or in part. No member shall use the information in the list for purposes not approved by the UMLOA.