



Orange County Umpire Board

Board Policies and Guidelines

Includes: Main Document
Appendix A – Grievance Form
Appendix B - Acknowledgement of Policies and Guidelines

Original: December 26, 2014

This document to be maintained by the Orange County Board Chair

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 Orange County Umpire Board, hereafter referred to as OCUB. 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.

1. Purpose of Organization

The purpose of this organization shall be to provide rated girls' lacrosse officials for high school play within Orange and Riverside Counties 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. Officials Certification Process

a. Fees for Officials:

- a. There is an annual fee required of all lacrosse officials (\$50 for 2014) for US Lacrosse Membership. The US Lacrosse fee includes insurance coverage for officials. (For more information go to www.uslacrosse.org .) Payment must be paid prior to taking part in any on-field training session or umpiring of any scrimmages or games.
- b. There is an annual OCUB Membership Fee required of all OCUB officials (\$50 for 2014). Payment must be paid prior to taking part in any on-field training session or umpiring of any scrimmages or games.
- c. There is a clinic fee (\$25 for 2014) for new officials. This fee covers the cost of paying the official trainer for the clinic, materials and for the clinic site.

b. All official candidates must attend a classroom clinic (6 hours) and an on field clinic (2 hours) before beginning the rating process.

c. Rating Process: US Lacrosse and the Women's Division Official's Council do not approve or encourage the use of unrated officials on any game. As an affiliate of US Lacrosse, the OCUB requires all officials to become US Lacrosse rated officials. Along with US Lacrosse, the OCUB is committed to ensuring that all officials have proper training and the skills necessary to keep the game safe. The rating process is an integral part of the improvement and training of officials. The levels of officials (Youth, Apprentice, Local, District and National, International) and the requirements are described in detail in the US Lacrosse Women's Division Policy Manual.

1. US Lacrosse officials are required to take a written rules exam annually to maintain their rating. The test is to be completed by the start of the High School season.
2. One of the requirements for officials is to be rated on the field by an experienced official (as designated in the Policy Manual). If the on-the-field rating session takes place during a game, officials will forfeit their game fee to the rater(s) for the game in which they are being rated. (Officials are not paid for any game in which they are rated.) If schedules allow, Youth officials and new apprentices may have their on-the- field rating sessions during designated training scrimmages in which there is no pay involved.
3. Officials failing to complete the field rating session and/or the written exam, regardless of years of experience or previous rating, will be considered probationary/un-rated. Officials with a probationary/un-rated status will not be assigned games of any level.
The OCUB wants the rating process to be positive one for everyone. OCUB will set up rating/training days for youth and apprentice officials and will communicate with returning officials on rating opportunities. **It is, however, the responsibility of each individual official to ensure completion of the process.**
4. It is the responsibility of each official to keep their rating current and in good standing with the board. It is the officials responsibility to bring to the attention of the OCUB the need to be rated. It is recommended to let the

board know at the beginning of the quarter in which the rating expires so there is ample opportunity to coordinate the rating.

Recommendation: NOTE: It is important for rated officials to understand the following: Ample notification is needed to plan for a rerating. If an official does not notify the Board of their need to be rated AT LEAST 3 months prior to the expiration of their rating, there may not be an opportunity available for a renewal of said rating. If there is no opportunity for a renewal rating, an official's rating will expire, regardless of that official's previous rating or number of years' experience. Please see the Policy Manual for rating procedures for expired ratings.

Recommended Rating Progression: It is the intent and expectation of the USL official rating process that officials progress in their skills and rating to facilitate professional growth and raised levels of play. Each rating has a time frame for promotion to the next. The following are guidelines (addressed on an individual basis):

- **Apprentice** – this is a beginning training rating. An adult official who is qualified to officiate at all youth, middle school, high school junior varsity and some high school varsity games. It is expected that officials satisfy the qualifications of Local within 12-24 months (one renewal at apprentice).
- **Local 1 Yr** - this is an intermediate/beginner rating. Adult official who is qualified to officiate at all youth, middle school, high school junior varsity and high school varsity games (at the discretion of the OCUB Chair and assignor). It is expected that officials satisfy the qualifications of Local 2-yr within 12-24 months (one renewal at Local 1 Yr.).
- **Local 2 Yr and 3 Yr** – these are intermediate ratings. An official who is qualified to officiate at all youth, middle school, high school junior varsity and high school varsity games and some college club (at the discretion of the OCUB Chair and assignor). There is no capitation on time at this rating.

Failure to make timely progress may result in games no longer being assigned or loss of rating entirely.

- **District Rating:** An official qualified to officiate at all youth, middle school, high school junior varsity, high school varsity, and a variety of college level games.
- **National:** An official qualified to officiate at all youth, middle school, high school, and all college level games

3. Officials Responsibilities

Officials' Membership and Rating Conduct

- a. Each official must be a member in good standing with US Lacrosse as per the US Lacrosse Policy Manual. Non-compliance will terminate an officials' rating.
- b. Each official will fulfill the requirements within her/his earned rating as per the US Lacrosse Policy Manual. Non-compliance will terminate an officials' rating.
- c. Each official will fulfill the following Board requirements to be considered a member in good standing:
 1. Have a current rating as per the US Lacrosse rating system;
 2. Pay Board and US Lacrosse dues;
 3. Have previous year's assigning fees paid in full by the start of the High School season;
 4. Attend a pre-season Rules Interpretation meeting;
 5. Pass the current online exam as per her/his rating by the start of the High School season;
 6. Wear the proper uniform as outlined in the Policy Manual;
 7. Be aware of and follow Board's Policies and Guidelines and Board Bylaws;
 8. Attend all required Board meetings;
 9. Fulfill Board service as defined by the Board.
 10. Transfer Members (officials who have moved from another board to this Board) must:
 - Comply with Board Policies and Guidelines
 - Confirm USL Official membership, Rule Interpretation, current Rating, and successful completion of written exam;
 11. Associate Members (officials working in our area from another board) must:
 - Comply with Board Policies and Guidelines

- Confirm USL Official membership, Rule Interpretation, current Rating, and successful completion of written exam;
- Belong to another board and be in good standing with that Board;

Officials' Assignments and Game Conduct

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

In order to officiate games, all officials shall:

- a. Pay dues and assignor fees on time, as per the time-line given by the Assignor;
- b. Be on the field dressed and prepared at least 30 minutes prior to the scheduled start time. NOTE: Officials must notify the host school and their partner of extenuating circumstances that will prevent them from adhering to the policy;
- c. Accept and keep games as assigned by the Assignor. Changing game assignments may only be done with Assignor's approval.
- d. Provide current information to the Chair and/or Assignor;
- e. Honor her/his commitments, be on time for games and keep current with assignments. Officials will follow established "turn back" procedures as established by the Assignor and approved by the Board.
- f. Not accept more than one assignment per day if the timing will likely delay the start of the second game;
- g. Adhere to additional assigning policies as annually published by the Board;
- h. Act in a way that is established to be in the best interest of the Board.
- i. Inform the assigner of any affiliation with a school within the past 5 years.
 - a. There will be a 5 year waiting period from the time the affiliation ends to when an official may accept a game at that school.

Officials' Professional Conduct

Officials shall:

- a. Take responsibility for her/his decision-making role, which include 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. Be free of the influence of illegal drugs, tobacco or alcohol while on assignment;
- e. Refrain from making inappropriate physical contact towards players, coaches and spectators;
- f. Refrain from making statements about players, coaches, spectators or other officials that detract from the spirit and respectability of the sport;
- g. Not have a criminal conviction involving inappropriate behavior with a minor or other criminal conduct deemed by US Lacrosse or the Board executive committee to represent conduct unbecoming an official. No person with such a conviction may hold a US Lacrosse official rating;
- h. Adhere to the US Lacrosse "Officials Code of Conduct" as stated in the Policy Manual as well as this Board's Policies and Guidelines.

In Season Questions

If an official has a question concerning rules interpretations during the season, contact the Training and Ratings Coordinator and the Local Board Chair.

4. Assigner's Appointment Process

The assigner is responsible for the coordination of official's assignments for high-school-level or Middle School-level games, within the jurisdiction of the OCUB. This is an appointed position for a 3 year term, with a review at the end of each season. It is a non-board paid position that reports to the OCUB Vice Chair.

- a. There will be an assigner for High School
- b. There will be an assigner for Middle School

5. Assigning Guidelines And Policies

Official Responsibilities

Officials shall:

- a. Be members in good standing.
- b. Chairperson will supply Assigner with all officials' US Lacrosse membership status
- c. Have daily Internet access to Arbiter Sports to receive assignments and update availability
- d. Confirm acceptance of initial season assignments.
- e. Keep availability current.
- f. Not have excessive turn-back of games or games declined after the first week of the season is complete. If this occurs it will be addressed by the Executive Board and the involved official(s).
- g. 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.
- h. Honor commitments and be on time for games. (Note: officials must notify the host school if extenuating circumstances prevent them from being at the game site 30 minutes prior to game time.)
- i. It is suggested that officials confirm all assignments with schools, especially in questionable weather.
- j. Not exchange games without assigner approval
- k. Keep assigner and schools current with contact information.
- l. Pay assigning fees to the assigner as per the bill within three weeks of receiving the invoice. A late fee may be added if the fee is not received within the time allotted.

Guidelines for Assigning Officials

Assignor shall:

- a. Assign only officials who are in good standing with the board.
- b. Consider the officials' rating, availability, experience and continued growth and development when making assignments. Work with rating/training coordinator when unclear or questions arise.
- c. Consider the travel distance and level of competition when making assignments.
- d. Assign the correct number of duly certified officials to athletic contests.
- e. Do 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.
- f. Strive to assign no official to a contest in which her/his school is playing or where a conflict of interest may exist.

6. Financial Policies

- a. Annual dues shall be evaluated annually by the board and set prior to the upcoming season.
- b. Dues must be received no later than March 1st after notification from the Treasurer at Rules Interpretation Meeting.
- c. Fees assessed by the Assignor. Annual fees will be recommended by the Assignor and approved by the Board.
- d. Officers attending meetings where they represent the Board shall be paid the current IRS mileage rate and tolls.
- e. Officers (except for Assignor) shall be reimbursed for expenses incurred including phone and postage.

- f. Chair or proxy shall receive reasonable reimbursement for travel expenses and hotel accommodations when attending the National US Lacrosse Convention. This may include per diem rates based upon the U.S. General Services Administration per diem rates.
- g. There shall be two officers signing on all accounts. One shall be the Treasurer.
- h. New signature card(s) shall be obtained whenever there are changes in officers.
- i. In the event the Treasurer is unable to fulfill the assigned duties, the other signer on accounts shall fulfill those duties or another board member designated by the Board Chair.
- j. The board shall review the budget annually and make changes when necessary.
- k. Insurance policies shall be evaluated periodically by the Board to insure adequate coverage and cost savings.
- l. Cost for meeting and clinic venues shall be paid by the Board. Public or donated areas that can be obtained without cost should be sought whenever possible.
- m. At the discretion of the board, the board may provide new officials with whistles, cards and flags.
- n. At the discretion of the board, the board may provide reimbursement for training clinics, such as LEAD clinics.

7. Ethics Committee And Grievance Policy

The intent of this grievance policy is:

- a. To establish standards of ethical behavior for officials;
- b. To provide an avenue for grievance against officials and assignors when policies and guidelines have not been followed;
- c. To provide due process for officials and assignors.

Grievance Procedure

- a. 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 Board chair who will call a meeting of the Board Ethics Committee.
- b. The Board Ethics Committee (a minimum of three persons) will be composed of the Board chair (acting as the Ethics Committee Chair), the Ratings and Training Coordinator, and the Vice-Chair. In the event there is a conflict of interest, the executive committee will decide on the replacement or additional person to complete the committee.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. To the extent possible, grievances will remain confidential. However, the Ethics Committee may contact individuals with knowledge relevant to a complaint.
- j. The Ethics Committee will complete its findings and determination within 10 days of accepting the grievance for review.

Appeal Procedure

- a. Any official aggrieved by the findings of the Board 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.
- b. The appeal must be filed in writing to the Board Chair.
- c. A Board Appeals Committee, chaired by the Board Chair and two executive committee members not associated with the appealing officials' 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.
- d. If a hearing is validly requested, the Appeals Committee shall be convened within ten days to conduct the hearing.
- e. 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.
- f. Within ten days after the hearing the Appeals Committee will issue a written decision. The decision will be final.

8. Amendments To Policies And Guidelines

- a. These "Policies and Guidelines" may be amended by an affirmative majority vote of Executive Committee members present at a meeting held for the purpose of revising these Policies and Guidelines.
- b. Any member in good standing may propose changes to these policies by submitting in writing the proposed changes with rationale to the Member-At-Large.
- c. The Member-At-Large will present the proposed changes to the executive committee for review.

9. Amendments To Bylaws

- a. Any member in good standing may propose changes to the bylaws by submitting in writing the proposed changes with rationale to the Member-At-Large.
- b. The Member-At-Large will present the proposed changes to the executive committee for review.
- c. If accepted, the bylaws may be amended or repealed by two-thirds (2/3) affirmative vote of the members of the OCUB present at a meeting at which a quorum exists.



Appendix A

Orange County Umpire Board
Ethical Behavior Grievance Form

Date filed: _____

Name of Grievant: _____

Address: _____

Phone: _____

E-Mail: _____

Name of Official _____

Board: _____

Date & Time of Incident _____

Event & Location: _____

**To Be Completed By Ethics
Committee:**

Received: _____

Grievance Accepted: Y / N

Official & Grievant Notified: _____

Official Response Received: _____

Review Completed: _____

Determination Notified: _____

Official Appeal: _____

Appeal Determination: _____

In the space provided, or on an attached sheet, please provide a detailed description of the incident. Please be specific, including the names of all parties involved. (Use additional pages if needed.)

Enter the details here.

Please give names, addresses and phone numbers of all persons who witnessed the reported incident.

Text here:

Appendix B

Orange County Umpire Board

Official Acknowledgement of Policies and Guidelines

I hereby acknowledge that I have read and familiarized myself with the local board policies, and the policies within the US Lacrosse "Policy Manual" as they pertain to my rating and membership.

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

FORM MUST BE SIGNED DURING PRE-SEASON MEETINGS (prior to your first scheduled game). Members must complete annually to be considered a member in good standing with Orange County Umpire Board.

Print Name: _____

Signature: _____

Date: _____