**Oregon Women’s Lacrosse Umpires Association**

**2014 Assigning Policies, Procedures & Guidelines**

 The following policies, procedures and guidelines relate to the assignment of OWLUA officials for the 2014 OGLA and OGYLA seasons. “Best Practices for Assigners”, an official publication of US Lacrosse’s Education and Training Department, has been incorporated in the draft of this document.

The Role of the Assigner

 The Assigner is responsible for the coordination of assigning USL certified Women’s Game officials within the jurisdiction of the Oregon Women’s Lacrosse Umpires Association (OWLUA), as a non-board paid position. The Assigner has a duty to assign qualified, available officials who can adequately control those games and who can maintain a safe playing environment for the players involved. The Assigner will communicate regularly and work closely with the OWLUA Board and designated OGLA and OGYLA representatives to ensure that information needed to complete assignments is shared in a timely manner. The Assigner, or a back-up, is to be available from 9 am until thirty minutes following the start of the last scheduled game of the day, Monday through Friday, and on the weekends as applicable. Coaches are NOT to self-assign their games.

The Basis for Assignments

OWLUA Officials will be scheduled by the Assigner for games based on their OWLUA “In Good Standing” status, USL certification status (including rating), level of training, experience, ability/competency, professionalism/attitude, disclosed conflicts of interest, and availability. The Assigner also may make game assignments for the purposes of rating and other development programs, such as mentoring. Officials are required to submit their availability using the assigning software available on-line. The official is expected to arrive at the school 30 minute prior to game time and be on the field no later than 15 minutes prior to scheduled start. In addition, the official shall keep their availability status updated throughout the season.

The official’s USL rating serves to guide the level and age group he or she may officiate. An official’s rating may change during the course of the season. [Note: Junior officials must be at least 14 years old and are only allowed to officiate games in which the age of the players is two years younger.]

* National May officiate all games
* District May officiate all games
* Local May officiate all games
* Apprentice
	+ May officiate JV and Youth games
	+ May officiate to select Varsity games with an experienced multi-year Local or higher.
* Junior
	+ 11th/ 12th grade May officiate all Youth games
	+ 9th/ 10th grade May officiate only Youth games designated U-12 and below.

Procedure for Accepting or Declining Assignments & Turn Back Policy
Official assignments will be made using an online program ArbiterOne, a feature of ArbiterSports (www.arbitersports.com). Each Official will be sent a registration link to this site and will need to set up an account. This program allows the official to block out dates on a calendar, identifying their daily availability. The official will need to edit their availability within the system using the “Blocks” tab. It is the Official’s responsibility to keep current the dates and times he/she is available to work using the block out dates feature.

When a game is assigned, an email notification will be sent to the Official. The official will then need to go to [www.arbitersports.com](http://www.arbitersports.com/) to accept or decline the assignment. Assignments which are not accepted within 72 hours may be reassigned to another official. In general, game assignments will be assigned two (2) to four (4) weeks in advance. It is imperative that officials keep their availability calendar up to date throughout the season, and at least for four (4) weeks at a time.

The basic expectation is that officials accept games to which they are assigned. While schedules do change, turning back an accepted assignment with less than 72-hours’ notice without a significant reason may be penalized. Personal communication with the assigner is required for late “turn backs”.

Deadline for Receipt of Games Schedules and Re-Schedules from OGLA and OGYLA

OGLA and OGYLA will submit their finalized 2014 games schedules to OWLUA and to the Assigner. The deadlines for submission by the teams are posted on their respective websites. Each organization has a manual which addresses scheduling issues, which has been referenced in this document. Changes to the game schedule made after the deadline must be approved by the respective league and are only done so in extraordinary cases. In order for the Assigner to function efficiently in these cases, it is required that the information regarding any change in game schedule, such as time and location, must be communicated with as much notice as possible. This information must be conveyed by phone and also via by e-mail.

Lead Time for Assigning Finalized Game Schedules

 The Assigner is expected to assign games well in advance of their start dates:

* Eighty percent (80%) more than fourteen (14) calendar days in advance
* Ninety-five percent (95%) more than forty-eight (48) hours in advance
* One hundred percent (100%) assigned or cancelled twelve (12) hours in advance. Exception: The designated League has been notified and elects to extend the time to secure officials for a contest.

Number of Officials Assigned to Games

The Assigner will be assigning two officials per game for Varsity, JV, and Youth games, with exceptions at the lower Youth level. Specifically, one official may be assigned to U10 Youth games. However, the Assigner may assign three officials to Varsity games that are deemed to be highly contested and/or for training purposes, only when resources are available. The criteria in determining these types of games include strength of programs, known rivalry schools, and recent history. If a school requests a 3-person crew, the Assigner will check if other games that day have been assigned two officials, and then check the pool of available, qualified officials. The host school will be billed accordingly.

*“US Lacrosse feels strongly that one official is never acceptable in scholastic play and youth contests (except shortened fields in 7v7 games using US Lacrosse youth rules at the U11 age group and below) and should not be allowed under any circumstances.”*

Unassigned Games

 When the number of games and assignments exceed the number of available, qualified officials on a given day, the Assigner shall inform the league and the OWLUA Chair of the lack of human resources at the **earliest opportunity** via phone and e-mail. The Assigner and the league representative shall discuss options include prioritizing the game schedules. For example, OGLA Varsity contests shall take precedence over sub-Varsity contests. League or conference match-ups may be prioritized over non-league games. For OGYLA games, options shall include factoring in the age groups. **Game(s) may have to be rescheduled, moved, or cancelled if there are no available officials to cover the game.**

*“US Lacrosse does not support ANY scholastic contest being played with only one assigned official.”*

Deadline for Assignor Notification of Game Cancellations and Inclement Weather Interruptions

The Assignor shall be notified of a game cancellation no fewer than 24-hours’ notice for any reason *other than inclement weather or a state of emergency*. If this time frame is not met and the originally assign official do not officiate a substitute game, the fees due to the assigned officials will still be collected. Communicating game cancellations must be made via phone to the Assigner, as well as through e-mail.

If there is inclement weather, or the forecast of inclement weather, it is the responsibility of the home team to decide to postpone the game in a timely manner. For weekday afternoon/evening games, the determination and communication to affected parties shall be made by 12 noon that day. For weekend games, the expectation for communication is at least three (3) hours ahead of game time. The Assigner must be notified via phone and via e-mail. Assigner will then communicate the game status via phone and e-mail to the assigned officials.

If inclement weather forces a game to be delayed or interrupted, officials are not expected to wait for more than one hour. The 2014 USL Rule Book states the guidelines for lightening disturbances. Both organizations, OGLA and OGYLA, have stated policies regarding these circumstances.

Game cancellations for other reasons shall be handled on a case by case basis, and resolution of such cancellations shall be fair and equitable to all parties concerned.

Rescheduling of Postponed Games

 Games that were deemed unplayable due to inclement weather, a state of emergency, or by the “owner” of the field will be considered either postponed or cancelled. The “owner” of the field shall be considered the school district, government agency, or Parks and Recreation District who has jurisdiction over the field. Rescheduling factors will include point in season, availability of officials, availability of fields, and pre-existing game schedules. Re-assigning games will be dealt with on a game-by game basis. The Assigner will work with the respective league representatives to accommodate the requests.

Games that were deemed unplayable due to a lack of assigned officials present at the field within fifteen (15) minutes of game time (e.g., a no-show situation) shall also be considered postponed. The home team shall notify the Assigner of the situation. The Assigner will notify OWLUA and research the problem. Rescheduling and reassigning the game will be done with the resources available, such as field availability and officials’ availability. The teams will not be billed for games not played due to a no-show by an official.

Travel Payments

The Assigner may schedule officials from outside the local area to cover games for which no local officials are qualified or available. This may result in higher mileage fees. Rates will have been negotiated with both OGLA and OGYLA prior to the season.

OGLA Playoff Assignments

 The OWLUA Board shall determine the pool of officials eligible for playoff games, with input from OGLA. As in the regular season, the criteria shall include OWLUA status, USL rating, level of training, and availability. Additional factors shall include the frequency of games officiated per playoff team, conflicts of interest, and performance throughout the season (i.e., game reports, grievances). Two officials will be assigned to the first round of playoffs. Subsequent rounds may be assigned three officials, using the criteria previously stated. Both the Quarter and the Final game will be assigned three field officials.

Reports

 The Assigner shall generate reports and submit to OWLUA on a weekly basis data on the following: unassigned games, the issuance of yellow and red cards, field conditions, information on official’s partners (e.g., late arrivals), and other comments as provided in the game reports. Cancellations, escalations and other incidents will be reported to OWLUA within four (4) working hours of being understood by the Assigner. A working hour is defined as each full hour between 9 AM and 9 PM weekdays, and starting at 8 AM on Saturdays. OWLUA will communicate concerns to the respective leagues and work to remedy problems, concerns, and issues as they arise throughout the season.

Grievances towards Officials

 Constructive criticism directed towards OWLUA officials and received by OGLA and OGYLA through their specified avenues shall be shared with the Assigner as deemed appropriate by OWLUA who intakes the formal grievances. OWLUA’s elected board determines the status of the official as either “In Good Standing or “Not in Good Standing”.

Role of Ratings Chair with Assigner

The Ratings Chair shall communicate with Assigner the USL-designated rating of the pool of officials. The Assigner shall strive to assign new officials to JV games with a partner who has at least a Local rating. Two Apprentices or new officials are *not* to be scheduled to officiate together until the end of a season. The Ratings Chair shall inform the Assigner of newly earned ratings once they are conferred.

Role of Mentoring Program and Assignments

 The Assigner shall strive to assign mentors with their mentee on at least one game. The availability of the mentor and the mentee will need to align in order for a productive program.

Role of the Treasurer with the Assigner

 The Assigner will work with the Treasurer to ensure that the officials receive their game fees and that the teams are billed for the officiating services they receive, in addition to travel payments, as applicable. Furthermore, cost-mitigation strategies shall be incorporated when making assignments.

Expectations of Officials and Their Accepted Assignments

For violations of any of these policies and procedures, discipline may be enforced as a corrective measure to improve behavior and/or performance. The OWLUA official may be put on probation status and considered “Not in Good Standing”. Penalties can range from written warnings to fines to removal of futures assignments. Revocation of assignments shall not be undertaken without just cause, and is subject to the vote of the ethics and grievance committee.

Written warnings shall be issued for any conduct not in keeping with these policies and procedures, the USL Women’s Game Officials’ Code of Ethical Conduct, or USL’s Code of Ethics. Any official who receives three or more written warnings in a season is subject to being classified as “Not in Good Standing”.

Fines shall be assessed as follows, and shall be accompanied by an electronic written warning.

1. Turning back an accepted game within 48 hours of game *The equivalent of that game fee*
2. Failure to appear for a game *The equivalent of that game fee*
3. Appearing 15 minutes after a game time *The equivalent of ½ of that game fee*
4. Arriving less than 15 minutes prior to game time *$10.00*
5. Appearing on the field less than 5 minutes prior to game *$15.00*

Emergency or exigent circumstances will, of course, be taken into account before any fine is levied. Turning back accepted assignments without legitimate reason is unacceptable. All fine money shall go directly toward compensating affected official(s) and/or in aiding the operation of OWLUA.