

**Nassau County Women's Lacrosse Officials Association, Inc.**

**The Operating Code of the Nassau County Women's Lacrosse Officials Association**

**Adopted: May 1991**

**Revised: June 1992, March 1994, May 1999, May 2005, April 2008, August 2015, March 2016, Revised April 2016, April 2017, April 2018, April 2019, March 2020, April 2021, March 2022, April 2022, May 2022**

Article 1. Name of the Organization

Nassau County Women's Lacrosse Officials Association (NCWLOA)

Article 2. Philosophy of the Organization

An umpire is an integral part of the freedom, flow and spirit of the game of women's lacrosse. It is necessary that the umpire have thorough knowledge of the game, personal integrity and the ability to sustain physical effort. The Official must also be concerned with encouraging the highest possible level of play and sportsmanship.

Article 3. Purpose of the Organization

- A. To provide standardized officiating techniques through qualified and rated U.S. Lacrosse Women's Division officials for public and private educational institutions, clubs, association teams and community recreational programs by:

1. Training candidates and new officials.

Providing current rated officials with the opportunities to update and improve their knowledge and officiating techniques through clinics and interpretation meetings.

2. Administering the theoretical and practical testing procedures as mandated by U.S. Lacrosse – Women's Division.

- B. To interpret the current U.S. Lacrosse – Women's Division rules and officiating techniques by:

1. Providing the opportunity during the preseason for current officials and coaches to discuss the rules and/or problems concerning the game of lacrosse.
2. Conducting preseason rules interpretation clinics open to the various organizations serviced by the NCWLOA, coaches' association and prospective officials.

- C. To provide a means of handling problems concerning rules interpretations during the season.

- D. To abide by the provisions of the official's contract signed with the New York State Public High School Athletic Association, Inc.

- E. To abide by the provisions of the official's contract with the Nassau County Public High School Athletic Association.

## Article 4. Membership

- A. Active members are those who:
  - 1. Have attended from start to finish, mandatory meetings, clinics and US Lacrosse Women's Division rules interpretation and rating sessions as designated by the Executive Committee.
  - 2. Have passed the yearly exam as administered by US Lacrosse/NFHS at the level of their current rating by the due date as established by the Executive Committee.
  - 3. Have renewed their US Lacrosse membership as required by U.S. Lacrosse Women's Division by the due date as established by the Executive Committee.
  - 4. Have paid membership dues by the deadline date except if exempt.
  - 5. Have made themselves available for and accepted a minimum of eight (8) Nassau BOCES games at their current rating level or above. If unable to fulfill this obligation due to medical or other personal reason an appeal may be filed with the Executive Committee and adjudicated on a case-by-case basis.
  - 6. Have full voting privileges.
- B. Inactive members are those who:
  - 1. Are interested in furthering the philosophy of the NCWLOA without actively officiating. Membership good for one year.
  - 2. Have paid membership dues except if exempt.
  - 3. Cannot hold office.
  - 4. Have full voting privileges.
- C. Associate members are those who:
  - 1. Are interested in furthering the philosophy of the NCWLOA.
  - 2. Have paid NCWLOA dues only except if exempt.
  - 3. Cannot hold office.
  - 4. Have no voting privileges.
- D. All new members joining the association (i.e., graduates of the New Candidates Class, Transfers from other associations) shall be responsible for officiating at least eight BOCES games each year of the first two years of their membership. Failure to officiate at least eight games will result in expulsion from the association. Should the official accept eight games but through no fault of their own (game cancellation, or other extenuating circumstances as considered by the Executive Committee etc.) not officiate eight games they shall not be penalized.
- E. A dual member who is currently on probation or a member not in good standing status with another NYS certified lacrosse association, will be bound by the same status with the NCWLOA until such status is cleared with the other lacrosse association.

- F. All new officials must attend and pass all phases of the NCWLOA New Candidates Course, including but not limited to, the classroom and field sessions, the written test and the field test administered by the association.

Article 5. Officers and Executive Committee:

A. The officers shall be:

Chairperson(s)	2-year term, takes office odd year
Chairperson(s) Elect	1 year term, elected even year
Secretary	2-year term, elected even year
Treasurer	2-year term, elected odd year
OCC Representative	1 year term, elected annually
2 members at large	1 year term, elected annually
Rules Interpreter	1 year term, appointed annually by the Chairperson(s)
Past Chairperson	

B. Election of Officers

1. The NCWLOA chairperson(s) shall appoint two members to serve on a Nominating Committee whose duties shall be to prepare a slate of one or more candidates for the elected office of chairperson(s)-elect, Secretary, Treasurer, OCC Representative and two members at large.
2. At the first meeting of the year the Nominating Committee shall begin accepting nominations from the floor. Nominations will continue at successive meetings and by electronic mailing. Those candidates nominated by others must be contacted to verify their willingness to serve.
3. At the end of the year meeting the Nominating Committee will conduct a voting session of the voting membership.
4. A simple majority of those attending is needed for elections.

Article 6. Board Duties

A. The duties of the Chairperson(s) of the NCWLOA are:

1. To be responsible for carrying out the purpose of the organization as stated in Article 3, sections A through E.
2. To have authority to call special meetings.
3. To hold an annual meeting of the officials to clarify and interpret rules and umpire techniques.
4. To administer the theoretical examination annually to new candidates and rated officials.
5. To schedule practice opportunities and practical examinations for officials and candidates.
6. To submit names of all candidates wishing to upgrade to District or National levels plus to the District and National Tournaments.

7. To attend all required US Lacrosse – Women’s Division meetings.
  8. To strive to improve the standards of officiating.
- B. The duties of the Past Chairperson(s) of the NCWLOA are:
1. To serve in an advisory capacity.
  2. To attend all Executive Committee meetings.
  3. To serve as the Chairperson of the Ethics Committee.
- C. The duties of the Secretary are:
1. To record the minutes of the Executive Committee and General Membership.
  2. To maintain correspondence.
  3. To obtain from the Chairperson(s) the names of all officials in good standing to submit to BOCES at the end of the season.
  4. To keep records of all officials having ratings.
  5. To submit a record of all officials to the US Lacrosse – Women’s Division.
- D. The duties of the Treasurer are:
1. To keep accurate financial records and submit a yearly financial report reviewed by an appointed committee consisting of at least three members in good standing.
  2. To collect annual dues from all members.
  3. To keep records of all active, inactive and associate members.
4. To require that all NCWLOA checks be signed by two members of the Executive Committee holding signature power (currently the Treasurer, Chairperson and Secretary). To require that all other types of expenditures receive approval of at least two Executive Committee members including the Chairperson, Treasurer and/or the Secretary.
- E. The duties of the members at large are:
1. To serve on the Executive Board.
  2. To serve on the Ethics Committee.
- F. The duties of the Chairperson(s) Elect are:
1. To serve on the Executive Board.
  2. To serve on the Ethics Committee.
  3. To assist the Chairperson(s) in the discharge of her/his/their duties.
- G. The duties of the Rules Interpreter are:
1. To serve on the Executive Committee.
  2. To attend all mandatory US Lacrosse Women’s Division Rules Interpretation meetings.
  3. To conduct a rules interpretation session with the general membership, passing on pertinent information concerning rules and/or techniques of officiating.
  4. To attend coaches’ meetings as needed.
- H. The duties of the OCC Representative are:

1. To serve on the executive committee
2. To serve as the official representative of the NCWLOA to the Officials Coordinating Council (OCC).

#### I. Article 6. Board Duties

In the event of an Executive Committee Member not completing their term of office, the remaining Executive Members shall appoint an NCWLOA member in good standing to assume their duties until the next closest election regardless of whether or not that particular position is up for election.

#### J. Stipends

Annual Stipends for the following members shall be established by the Executive Committee and voted on by the membership at the first meeting of the year. All Executive Committee Members do not pay annual membership dues.

Treasurer  
Secretary  
Webmaster  
Chairperson

#### Article 7. Procedures

##### A. Meetings

1. All members must attend the annual preseason Rules Interpretation Meeting. To be excused from this meeting, a member must notify the Chairperson in writing, indicating which certified rules interpretation meeting of an approved U.S. Lacrosse Board they will be attending in order to satisfy this mandatory requirement. The Chairperson will contact that Board to confirm their attendance.
2. All members must attend two of the three general meetings (preseason, midseason, and end of the season) in addition to the mandatory Rules Interpretation Meeting. Any official who is working a BOCES Girl's Lacrosse game scheduled to start within one hour of a general meeting shall be excused from the meeting and receive credit as if attended.
3. A preseason and midseason meeting will be held to conduct business of the organization, to appoint committee members and to present awards.

4. A post season meeting will be held for the purpose of evaluations, to elect officers, to appoint committee members and to present awards.
  5. A review of the attendance records will be made by the Executive Committee. Failure to attend a mandatory interpretation will result in the immediate removal of the member's name from the roster of "Official's in Good Standing," and, additionally, the loss of his/her schedule for the current season. Failure to attend two of the three general meetings will result in probation for the following season. If the same occurrence happens in the following season, the result will be expulsion from the organization. (A written excuse may be submitted prior to or immediately after the missed meeting and its merits will be judged by the Executive Committee.) In addition, any member failing to attend the required number of meetings will not be eligible for any playoff assignments for that season.
- B. Clinics and Ratings Sessions
1. Pre-season Rules Clinic
    - a. A pre-season clinic will be held for the purpose of training new officials and reviewing rules and techniques for returning officials.
  2. Rating sessions will be conducted by a rating Committee headed by the Chairperson(s). This committee shall consist of at least one Executive Committee member, the Chairperson(s) Elect, and two Local, or higher level, varsity officials.
  3. Additional clinics for the purpose of improving the standards of officiating will be held as needed during the season.
- C. Problems and Rules Interpretation
1. Questions occurring during the season on officiating procedures or rules interpretations shall be referred to the Rules Interpreter.
  2. Problems concerning the competence of an official shall be referred to the Executive Committee.
  3. Problems concerning the ethical behavior of an official shall be referred to the Ethics committee.
- D. Movement of Officials
1. All members must be available for, be assigned and have accepted at least 10 BOCES games at the Middle School level for two seasons prior to being considered for movement up to the JV level. All members moved up to the JV level must be available for, be assigned and have accepted at least 10 BOCES games for two consecutive seasons at the JV or higher level prior to being considered for movement up to the Varsity level. Movement up will be based on a combination of the official's ratings/rankings as provided by Section VIII BOCES Athletics. Transfers into the association will be accepted at their current level of

officiating provided they are a member in good standing as certified by their past association.

#### Article 8. Annual Dues

1. Annual dues for all members shall be determined by the Executive Committee.
2. Annual Dues as set by the Executive Committee shall be due (postmarked) no later than July 1st of that calendar year. Dues payments postmarked after July 1st but by July 31<sup>st</sup> shall incur a \$35.00 fine and loss of 5 association points. Dues postmarked after July 31<sup>st</sup> but by August 31<sup>st</sup> shall incur an additional \$25.00 fine. Dues postmarked after August 31<sup>st</sup> shall not be accepted and result in expulsion from the NCWLOA. The Executive Committee will give consideration for extenuating circumstances (financial hardship, etc.)
3. Annual Dues for an inactive member shall be one half of the active member dues. The same fine assessment as stated in 2. above shall be in effect for inactive members.
4. Any active member with 30 or more years of service to our association shall be exempt from paying the annual NCWLOA dues with proof from Nassau BOCES. (They will still have to pay US Lacrosse dues.)

#### Article 9. Uniform

- A.
  1. All rated officials are required to wear the U.S. Lacrosse -Women's Division approved Umpiring uniform which consists of:
  2. Vertically striped black and white collared shirt or jacket.
  3. Black slacks or black skirt/skorts/shorts for women and black shorts for men.
  4. Black socks with shorts, skorts or kilts and black socks with black pants or slacks and black shoes.
  5. Solid black hat/visor.
  6. Current Rule Book, Coin, Whistle, Red, Yellow & Green Cards, Yellow Flag, Stopwatch, Tape Measure, Pencil/Pen and Paper.
- B. Any additional clothing for warmth or otherwise must be black.

#### Article 10. Standing Committees

- A. There shall be an Ethics Committee consisting of the Past Chairperson(s), two Members at Large and one additional Member appointed by the Chairperson(s). The purpose of this committee shall be to act upon acts of unethical behavior by officials.
- B. There shall be a Ratings Committee consisting of at least one Executive Committee Member and two local varsity level officials or higher and the Chairperson(s) Elect.

- C. There shall be a 30% Ratings Committee consisting of the Past Chairperson(s), Chairperson(s) and Secretary for the purpose of determination and implementing the criteria and format for the ranking of officials within the organization as required by BOCES.
- D. 30-point association rating
- E. Association 30-points for official's rating are earned as follows:
- F. Attend Rules Interpretation Meeting and 2 out of 3 General Meetings = 10 points – All or Nothing
- G. Score 90% or above on annual written test = 5 points
- H. Pay dues on time = 5 points except if exempt
- I. Submit Sportsmanship Ballot by Due Date = 5 points
- J. Service to the Association (Scrimmage - pre-season or during season, serve on the Executive Committee, serve as a mentor, serve as a rater for New Candidates or on Rating Day, or other service as may be deemed acceptable by the Executive Committee) = 10 points
- K. Total earned = 30 points (maximum)

#### Article 11. Ethics Code and Procedure

- A. To state the philosophy of the NCWLOA in regard to the desired and acceptable behavior of its members and to establish procedures to evaluate and resolve alleged ethical violations by members of the Association.
- B. Conduct
  1. An official is expected to arrive at the field site fifteen to twenty minutes prior to the scheduled start to the game. Each official shall introduce herself/himself to the other official and to both coaches and shall discuss and explain, as necessary field coverage, official duties and other factors which may affect play at the particular field. If an official is unable to arrive at the field within a reasonable amount of time prior to the start of the game, it is the official's obligation to notify the home school.
  2. An official shall not turn back an accepted game in order to accept a more favorable assignment.
  3. An official shall notify the assigning person at least twenty-four (24) hours prior to the scheduled start of a game if the official cannot officiate such assignment. If an emergency arises within twenty-four (24) hours of the scheduled start of a game, the official shall make such notification without unnecessary delay.



Substitutions shall not be provided by the official unless that is accepted procedure in the particular league involved.

4. An official shall adhere to forfeiture time established by the individual league serviced by the organization.
5. An official shall not determine if and when an injured player is to be moved. Such determination shall be left to the player's coach or to medical personnel as it may be.
6. In the event a difference of opinion arises between officials assigned to a game they should discuss the situation and arrive at the appropriate decision. Such a decision should be done quietly away from players, coaches and spectators.
7. The head official shall announce the ruling and the other official shall be supportive of the ruling.
8. An official shall avoid making statements concerning a game to which the official is assigned other than to clarify a question on a rule interpretation.
9. An official shall not make statements concerning post game plans to avoid giving the impression that such plans may affect the officiating of the game.
10. An official shall not allow post game plans to affect the officiating of the game.
11. Under NO circumstances should matters pertaining to the conduct of coaches or spectators be brought to the direct attention of a Board of Education member, an administrator or the athletic director by an official. Any such problem shall be reported to the Chairperson(s) of the NCWLOA who shall report the matter through the appropriate channels.
12. An official shall wear the prescribed uniform and shall not wear jewelry when officiating a game.
13. An official, whether or not officiating at a game, shall avoid conduct which reflects negatively on the Association.
14. An official shall not engage in any unsportsmanlike conduct or any other conduct which is prejudiced to the interests of the association.

#### Official Notice

1. An allegation of unethical conduct may be lodged against any member for engaging in conduct which is in violation of the prohibition or mandates of the Code.
2. An allegation of unethical conduct shall be made in writing to the Executive Committee and shall be postmarked within seven (7) days of the occurrence of the alleged unethical conduct. The allegation shall be specific and shall include the nature of the conduct, date of the occurrence, the location and the names of the persons involved.

3. The Executive Committee shall refer the allegations of unethical conduct to the Chairperson of the Ethics committee who shall determine whether a meeting of the Ethics committee shall be convened.
4. The Ethics Committee shall, upon being convened, evaluate the allegation and determine whether the conduct complained of is prejudicial to the interests of the division or otherwise in violations of the Ethics Code.
5. The Ethics Committee shall make a determination as to whether the allegation, if proven based on substantial evidence, is a violation of the code and shall set a hearing date for not less than ten (10) or not more than thirty (30) days from the date of the determination.
6. The Ethics Committee shall notify the complaining party and the member concerned in writing of the allegation and the hearing date set by the ethics Committee.

## Hearing

1. The Chairperson of the Ethics Committee shall preside at the hearing and shall make all determinations as to the proper conduct of the hearing.
2. All parties may present evidence and/or witnesses in support of their position and the Ethics Committee may, on its own motion, seek the attendance of witness or presentation of evidence which the Committee, in its discretion, deems material to the proper determination of any issue.
3. Questions of fact at the hearings shall be determined by substantial evidence.
4. The decision of the Ethics Committee shall be based on a majority vote of the Ethics Committee members present at the hearing.
5. Upon a finding that the member is guilty, The Ethics Committee may assess a reprimand, a fine, probation and or a suspension, depending upon the nature of the conduct.
6. The Ethics Committee shall record its decision and the Executive Committee shall notify the complaining party and the member concerned in writing, of the decision of the Executive Committee.
7. Notwithstanding any other provisions of the Ethics Code and Procedure, the penalty for violating prescribed uniform regulations shall be an immediate fine of ten dollars (\$10.00), to be assessed upon a finding by the Chairperson of the Ethics Committee that a member has violated such uniform regulations. (Such a fine shall be paid to the Treasurer of the association within seven (7) days of the determination.

## Appeal

1. A member found to have violated this Code shall have the right to present newly acquired evidence to the Chairperson of the Ethics Committee within fifteen (15) days of the post date of the notification provided in Article 11, Section D, item 6 above. Such evidence shall be described fully and presented in writing. The Chairperson of the Ethics Committee shall determine whether a meeting of the Committee shall be convened to consider the new evidence.
2. The Ethics Committee shall upon being convened, consider the new evidence and may either affirm or overrule the prior decision and/or penalty previously assessed by majority vote of the Ethics Committee. The Executive Board shall notify the member concerned in writing, and such decision shall be the decision of the association.
3. Upon a failure to present new evidence as provided in Article 11, section E, item 1 above, the decision of the Ethics Committee shall be the decision of the association.

## Records and Fines

1. Complete records shall be maintained of all actions taken and upon disposition of a matter, shall be filed with the Executive Committee Secretary.
2. All fines shall be payable to: NCWLOA within seven (7) business days of the notification and shall be forwarded to the Treasurer for deposit.
3. Failure to pay a fine assessed as provided herein shall result in the member's name being deleted from the listing of "members in good standing" in the organization.
4. Forfeiture of remaining schedule, if applicable.

## Membership Acceptance

1. All persons accepted for membership in the Association shall agree to be subject to the provisions of Article 11 of the Ethics Codes and Procedure. Membership in the Association shall be deemed to be an acceptance of, and an agreement to be subject to the provisions of the Ethics Code and Procedure.

## Article 12. Amendments of the Operating Code

1. Any portion of the Operating Code may be amended by a 2/3 affirmative vote of the Voting Members present. Notice of suggested changes must be given in writing ten (10) days in advance of the meeting.

## Article 13. Voting

1. Any binding decisions shall become effective if agreed upon by a simple majority of members present at a general meeting. It will be left up to the Executive Committee when considering a major or minor issue.
2. Items to be voted upon which have not been previously announced require a quorum. A quorum is the majority of all the voting members.
3. If an item is not a major issue a mailing/electronic mailing will be sent out.
4. Voting by Proxy for proposed bylaw amendments and Executive Committee elections shall be permitted and counted in the vote total. Voting by Proxy may be used for bylaws previously submitted a minimum of ten days prior to the general meeting and for election of Executive Committee members at the general meeting only if the following parameters have been met:
  - a) Proxy vote is signed and tendered in writing by a member in good standing and given to a member in good standing who is present at the general meeting where voting is taking place authorizing them to cast their proxy vote.
  - b) The member wishing to vote by proxy must submit to the Executive Committee their reason for not being able to attend the meeting and vote in person a minimum of five (5) days prior to the membership meeting where voting will take place. The Executive Committee will review each Proxy Vote submission on a case-by-case basis and will issue an approval or denial based on the reason submitted.