

# Louisiana Lacrosse Officials Association



## Policy Manual

# **Table of Contents**

1	INTRODUCTION
2	APPLICABILITY
3	MEMBERSHIP CRITERIA
4	NON-DISCRIMINATION POLICY
5	SEXUAL HARASSMENT POLICY
6	ALCOHOL/DRUG POLICY
7	HEALTH AND FITNESS
8	APPEARANCE AND DRESS CODE
9	ARBITER GAME MANAGEMENT PLATFORM
10	GAME TIME ARRIVAL/DELAYS/TRAVEL
11	DISAGREEMENTS
12	SOCIAL MEDIA
13	CODES OF ETHICS
14	DISCIPLINARY PROCEDURES
APPENDICES	

# **1 INTRODUCTION**

Welcome to Louisiana Lacrosse Officials Association (LLOA).

On behalf of our members and Executive Board, we welcome you to our organization. We believe that your rules knowledge and officiating abilities will be put to the test and that experience with our organization will be a mutually beneficial experience.

As a new member of the LLOA team, you are expected to become familiar with the policies and procedures of LLOA. Start by reading this policy manual. You should also review the LLOA Constitution and any leagues that we contract with, which are posted on Arbiter.

This manual enumerates the policies of LLOA, which may be changed, modified, or added to at any time. You are responsible for staying current with the policies by frequenting this handbook, reading all emails from LLOA, attending LLOA meetings, area meetings and clinics, and attending/viewing all LLOA webinars.

# **2 APPLICABILITY**

These policies do not form a contract, but are designed to develop positive working relationships within LLOA so that LLOA can achieve our goal of providing the highest quality of service to the teams in which LLOA services. LLOA retains the right to change, delete, add to, and interpret all statements made in these policies. As policies change, you may be notified verbally, or via email. Please note that you are responsible to stay current with all policy and procedure changes and that you are expected to abide by all LLOA policies and procedures.

These policies apply to all LLOA officials, without exception. The Executive Board is responsible for administering these policies in a fair and equitable manner.

It is the intent of LLOA to support the needs of the membership. Any official may propose revisions or additions to these policies by submitting a recommendation to a Board member. It is the responsibility of the Executive Board to periodically review and revise these policies. Please note that, due to our contract with various leagues, not all policies can be changed, deleted, or added unilaterally.

Also note that this manual is a guide for the policies of our organization and that procedural changes may also be directed by USA Lacrosse, the National Federation of High Schools (NFHS), the National Collegiate Athletic Association (NCAA), or the leagues in which we service. Whichever the case may be, you are expected to follow policies and procedures of LLOA, as well as those forwarded from the governing boards of the leagues that LLOA contracts with, and lacrosse governing bodies always.

If you have a question regarding a policy or procedure, please contact a member of the Executive Board.

### **3 MEMBERSHIP CRITERIA**

The four main Membership Criteria are:

1. Payment of \$45.00 annual LLOA dues by January 31<sup>st</sup>; non-1<sup>st</sup> year officials. Payment of \$20 annual LLOA dues for brand new, 1<sup>st</sup> year officials
2. Current membership in USA Lacrosse.
3. Attendance of LLOA's Annual Rules Clinic, usually held in January.

#### 4. Pass the Annual Rules Exams. (NCAA; NFHS; Youth)

Returning members must update their contact information and USA Lacrosse member number with the Treasurer of LLOA as it changes and confirm the information annually via the ArbiterSports website (*arbitersports.com*). It is critical that your contact information in Arbiter is kept current.

Visiting officials from other states wishing to officiate any games must demonstrate current membership in good standing in a Lacrosse Officials Association as well as liability insurance.

### **4 NON-DISCRIMINATION POLICY**

LLOA is committed to a non-discrimination policy. All decisions involving all officials will be based on merit and qualifications, without regard to race, color, creed, gender, gender orientation, economic factors, physical or mental handicap, religion, ancestry, sexual preference, national origin, or age.

### **5 SEXUAL HARRASSMENT POLICY**

Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct. Some examples of sexual harassment include, but are not limited to, unwelcome jokes or degrading comments of a sexual nature, unwanted touching, hugging, kissing, or other unwelcome physical contact, suggestive or lewd remarks or emails, offensive flirtation, staring, requests for sexual favors, displays of sexually suggestive photographs, cartoons, writings, or objects.”

All complaints of sexual harassment will be investigated promptly and thoroughly via the Disciplinary Procedures outlined below. Confidentiality will be maintained to the extent possible.

Sexual harassment is illegal and is strictly prohibited within LLOA. Members of LLOA who engage in sexual harassment are subject to discipline, up to and including dismissal from LLOA.

## **6 ALCOHOL / DRUG / TOBACCO POLICY**

LLOA has a zero-tolerance policy regarding the use of alcohol, tobacco products, and illicit drugs on game site premises. Officials will abstain from using substances which could adversely affect their physical or mental performance for any games assigned.

## **7 HEALTH AND FITNESS**

LLOA officials are expected to be in game shape during the lacrosse season. Specific fitness routines are not prescribed, but please realize that you must always keep up with play. Your inability to properly cover the field may negatively affect your game assignments.

## **8 APPEARANCE AND DRESS CODE**

As a member of LLOA, you are expected to maintain a professional appearance. We are constantly in view of players, parents, coaches, and other school officials. Careful grooming and appropriate attire create a strong positive business image and encourage co-workers to develop a shared feeling of professionalism.

When you walk onto the field, you and your partner must be in the same uniform, including sleeve length, shorts or long pants, jackets, etc. Your uniform must be neat and your shoes cleaned. You should be clean shaven unless you wear a well-groomed beard.

If you are in violation of this policy, or if the Executive Board determines that your attire is improper, you will be asked to correct your appearance. Continued violation of this policy may lead to disciplinary action.

## **9 ARBITER GAME MANAGEMENT PLATFORM**

The ArbiterSports online game management software platform is utilized by LLOA to facilitate distribution of the season's schedule, officials' roster, contact information, game assignments, game reports, official's availability, LLOA communications and other important items. All members are expected to become familiar with its use. Members are expected to:

- Accept game assignments from the LLOA Assignor as soon as possible. In order of priority, College Games > High School Games > Youth Games. Officials should ensure that their availability is blocked when assigned to other levels or leagues.
- Accept game assignments only from the designated LLOA Assignor.
- Frequently update the "Blocks" section of your calendar to keep the days you are unavailable current.
- File Game Reports in a timely manner, normally within 24 hours unless extenuating circumstances. (Referee).
- Report ejections to the Assignor immediately after the game (Referee).

## **10 GAME TIME ARRIVAL/DELAYS/TRAVEL REIMBURSEMENT**

Referees are responsible for contacting upcoming game home personnel 48 hours prior to check for possible changes to time or place of the contest and notify the crew of his expectations regarding arrival time at the site and attire. All officials are expected to arrive at the game site, and be on the field 30 minutes before game time; sooner to participate in a pregame discussion and mentally prepare to officiate.

All officials who have been assigned to games are expected to complete their game assignments. If events occur which will cause you to be delayed, please notify your Assignor/referee/partner(s) immediately, preferably via cell phone.

If for some reason you are not able to make a game, please notify the referee and Assignor immediately.

If you fail to appear for an assignment that you have accepted, or are late without attempting to notify your partner(s), you may be subject to disciplinary action.

## **11 DISAGREEMENTS**

LLOA realizes that problems or misunderstandings can arise and recognizes that it is important to address them promptly. If you have a problem with another official, your first course of action is to discuss the issue with that official in a civil manner. If you are uncomfortable addressing the problem directly, please contact a Board Member for assistance.



## 12 SOCIAL MEDIA

As lacrosse officials, we must always recognize that we represent not only ourselves, but also all our fellow officials, assigners, all institutions with or for whom we work (LLOA, LHSLL, GSSL, USA Lacrosse, NFHS school districts and communities), the entire officiating community and the sport of lacrosse. We must also recognize that, as officials, anything that we may say about a game, rule, player, parent, coach, or administrator may carry a certain weight and/or credibility by virtue of our position as officials who are presumed not only to be an authority on the rules and mechanics of the game, but is also presumed to be unbiased.

In order to protect the integrity and the reputation of all officials, and of the game itself, we must refrain from any potentially perceived negative or biased comment or communication which can be recorded, transmitted, or published, either by word, recoding, film, internet or in any form of social media, including Facebook, Twitter, Instagram, etc.

As a guideline, it is strongly recommended that before anyone sends any electronic message to first stop, think, and ask yourself whether the message is appropriate in all respects, mindful that once a message is sent it cannot be retrieved.

Of particular concern are:

- Comments which are, or can be deemed to be, in any way critical or derogatory of a player, team, coach, parent, administrator, school, conference, league, assigner, fellow official or any institution that you represent.
- Comments that may in any way be construed to be racist, sexist, or otherwise prejudiced.

- Actions or words which could be construed as bullying, intimidating, or threatening to any player, coach, official, LLOA, any league that LLOA services, or any other individual.

## **13 CODES OF ETHICS**

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of these Codes is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.

Officials shall work with each other and the leagues that LLOA services in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, other LLOA officials and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.

Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments, or association membership.

Officials shall maintain a high level of personal conduct, not only at game sites, but in their personal lives, and accordingly must not engage in any criminal, dishonest, disgraceful, or immoral conduct, or any other conduct which might adversely affect the association, our relations with the schools, teams, players, the leagues LLOA services, other officials, or the public.”

## **14 DISCIPLINARY PROCEDURES**

Any member or officer of LLOA may be subject to disciplinary action should the member be found to be in violation of the LLOA Code of Ethics, in violation of LLOA policies, or otherwise act in a manner significantly detrimental to the sport of Lacrosse or LLOA. Such discipline may include, but is not limited to, forfeiture of game fees, mandated observation/additional training, probation, suspension from office and/or membership for a set length of time, suspension from

membership until specific requirements are met, or expulsion from office and/or membership.

In the event of a perceived violation, incident or complaint involving a LLOA member, the following Disciplinary Procedure shall be followed:

1. A written complaint shall be filed with the Executive Committee in a timely manner. The written complaint must specifically request disciplinary action be taken and include the name and contact information of the person(s) making the complaint, a detailed description of the act(s) committed, including date and location, and the names of the LLOA subject member(s) involved, as well as any other LLOA members known to be present. Complaints shall be submitted to any LLOA Board member, and must originate from a LLOA member, a LLOA Board Member or the Commissioner of the LHSLL. Complaints originating from the LHSLL Commissioner shall be submitted directly to the LLOA President. Complaints originating from Coaches or Administrators shall be channeled through the LHSLL Commissioner. Complaints are not accepted from parents, players, or the general public.
2. As soon as a request for disciplinary action is received, the President shall be notified, and the President shall appoint three members of the Board to serve as a three-member Discipline Committee, as well as appoint a Chair of the Committee. For complaints of unethical or unacceptable behavior by a LLOA member brought by the League Commissioner, the Commissioner or his agreed upon designee will be appointed to serve on the Discipline Committee. Board members who are subject of the complaint or who are bringing the complaint shall be recused from the Discipline Committee. If enough Board Members are not available for any reason, the President will appoint a LLOA member(s) in good standing (meet membership criteria, not under disciplinary action) to the Committee. Should a Board member

bring a complaint against another Board member, the Discipline Committee shall be composed of the remaining three Board Members, with the President as chair.

3. The Discipline Committee shall meet promptly to review the merits of the request and will inform the subject official(s) about the request verbally and in writing. Should the seriousness of the accusation(s) warrant, the Committee shall gather additional information and perform interviews as deemed necessary. The Discipline Committee may also choose to summarily suspend the member's officiating activities and/or other LLOA responsibilities until the disciplinary process reaches its conclusion.
4. Should the merits of the request warrant, the Discipline Committee shall schedule a Disciplinary Hearing and determine who will be heard and in what manner. At a minimum, it will consider the written complaint and a written response from the subject member(s).
5. After the Hearing, the Committee shall decide by majority vote whether the complaint is valid. If the complaint is found valid, the committee shall decide by majority vote what actions to take and communicate their findings to the subject member in writing within ten (10) days.
6. The subject of a complaint (other than expulsion) may appeal a Discipline Committee decision within seven (7) calendar days of the decision by notifying the Executive Committee of their intent, in writing; fourteen (14) calendar days for expulsion appeals.

Upon receipt of a request for an appeal, the President shall chair an Appeals Committee consisting of the President, the Chair of the Discipline Committee, and a third LLOA member selected by the

President. If the original request involved two recused Board members, the Appeals Committee shall be composed of the President as chair, and two other LLOA members of his choosing.

An Appeals Committee meeting will be scheduled in consultation with the committee members. At a minimum the Appeals Committee will review collected information to date and any additional information that may have a bearing on the deliberation, and hear, either verbally or in written form, from the person bringing the appeal, and decide the question by majority vote. The Appeals Committee may choose to affirm or reverse the Discipline Committee's decision, alter the actions taken, or send it back to the Committee for review. Other than the latter, the decisions of the Appeals Committee are final.

7. Members desiring reinstatement after serving a suspension imposed by the Discipline Committee shall make their request to the Board in writing or by interview stating their intentions upon returning. Reinstatement is subject to Board review and approval.
8. Confidentiality of Discipline Committee proceedings and actions will be determined on a case-by-case basis, but the default policy of LLOA is that confidentiality will be maintained.

## **APPENDICIES**

### **APPENDIX A: LLOA BOARD MEMBERS**

President	David Ratner	<a href="mailto:dratner@alumni.lsu.edu">dratner@alumni.lsu.edu</a>	225-773-4808
Vice-President	Frank Halish	<a href="mailto:fhalish@gmail.com">fhalish@gmail.com</a>	860-508-7592
Secretary	Austin Melson	<a href="mailto:austin.melson@gmail.com">austin.melson@gmail.com</a>	757-848-3047
Treasurer	Dustin Percle	<a href="mailto:dppercle74@gmail.com">dppercle74@gmail.com</a>	225-315-8965
At-Large	Jay Mayfield	<a href="mailto:bluejay9@bellsouth.net">bluejay9@bellsouth.net</a>	225-614-3095

### **APPENDIX B: LIGHTNING POLICY**

Summary: On hearing thunder or seeing lightning, clear field and suspend play.

Resume play per USA Lacrosse/NFHS/NCAA guidelines

Entire default policy is in NFHS Boy's/NCAA Men's Lacrosse Rulebooks