



## Western Connecticut Lacrosse Officials Association

### Constitution

**Adopted February 8, 2009**

Amended June 1, 2009

Amended May 24, 2010

Amended June 7, 2011

Amended May 21, 2012

Amended May 20, 2013

Amended May 28, 2014

Amended May 27, 2015

Amended May 23, 2016

Amended May 23, 2017

#### **ARTICLE 1: ASSOCIATION NAME**

The name of the association shall be WCLOA INC.

#### **ARTICLE 2: ASSOCIATION PURPOSE AND OBJECTIVES**

The primary purpose of this association shall be to provide lacrosse officials to schools, private and public, within the states of Connecticut and New York, covered by the Association. A secondary role is to provide officials to youth and adult recreation programs in the general geographic area of Connecticut and New York.

To promote, develop and improve the game, while collaborating with, coaches, officials and organizations in all matters pertaining to the advancement of lacrosse.

To promote and maintain the highest degree of lacrosse officiating by the following: providing detailed training and development sessions, a defined set of mechanics, on-going rules interpretation, and annual testing of the rules of lacrosse as set forth in the NCAA and NFHS lacrosse rules books.

#### **ARTICLE 3: MEMBERSHIP**

Any person having attained 18 years of age who has exhibited an interest in officiating lacrosse and who has not been convicted in a court of law engaging in criminal activity shall be eligible for membership upon passing a written test and discretionary field observations by experienced officials in scrimmages or regularly scheduled games.

Any active lacrosse official certified by another recognized official group may apply for membership. An official transferring from another Association will require a letter of approval from the assigning authority of that association.

The Executive Committee after review will approve or disapprove all applications.

WCLOA Members working as an official (i.e. baseball, softball, volleyball, lacrosse, NCAA, NAIA) in state and out of state must submit in writing where you are working (state, region) and association name you work for to the Commissioner's office no later than March 10 of that season's calendar year.

Honorary membership shall be accorded to individuals who have distinguished themselves in the interest of lacrosse. An honorary member shall have been an active member of the association in good standing for at least fifteen (15) years at the time of his retirement. Honorary members shall be inducted upon a vote of the membership and shall not be eligible to hold office. These members are excluded from paying dues.

Members are subject to fines, suspension or termination for failure to comply with established authority, regulations of this board or for any other conduct established to be contrary to the best interest of lacrosse or the WCLOA. All members shall adhere to a code of Ethics and Conduct (As outlined in Article 8). Active members must pay dues and all fees by the prescribed dates. Any member who fails to pay dues, fees or assessments, fails to attend meetings or fails to fulfill accepted assignments shall be subject to fines, suspension of assignments and/or suspension from the Association. Penalties are to be determined by the Executive Committee.

#### **ARTICLE 4: OFFICERS**

The elected officers of this association shall be a President, Vice President, Assigning Commissioner, Secretary/Treasurer and Trainer. In addition, all officers will be reimbursed for any reasonable and necessary expenses, excluding mileage, incurred in the performance of their responsibilities for the association.

#### **ARTICLE 5: DUTIES OF OFFICERS**

**President:** The President shall set the agenda and preside at all meetings of the Association and the Executive Committee. Under the direction of the Executive Committee and membership, he shall make every effort to establish and support policies and standards formulated by the Association. In his capacity as President he shall appoint various committees and committee heads as required. He shall be an ex-officio member of all committees. In recognition of his service, the President will be exempt from paying dues for the years in which he serves.

**Vice President:** The Vice-President shall assume the duties of the President in his absence. In recognition of his service the Vice President will be exempt from paying dues for the years in which he serves.

**Secretary/Treasurer: The Secretary:** shall maintain all records of the Association, keep an accurate record of attendance, audio record the minutes of all meetings, and maintain a current membership roster. **The Treasurer:** shall receive record and deposit in the name of the Association all monies from dues and all other sources, pay all bills from the activities of the Association, present an annual summary report to the membership, assist in the collection of all fees and fines and report any member delinquencies. The Secretary/Treasurer shall be compensated for executing these responsibilities in the amount of \$2000 per annum. Beginning with the 2015 season the Secretary / Treasurer shall be compensated for executing these responsibilities in the amount of \$2500.

**Assigning Commissioner:** The Assigner shall be responsible for all lacrosse contest assignments, pre-season, regular, all post season and out of season tournament games in the WCLOA territory as described in Article 2. The assigner and/or any assistant or member shall exhaust the roster of members in this Association for all tournaments prior to assigning nonpaying members. He shall be responsible for equitably assigning games to all approved Association members in good standing. The Assigner shall be responsible for schedule changes due to inclement weather, referee changes, and game cancellations, etc. He shall maintain an accurate record of official's games worked, games unaccepted games turned back and missed games. The Assigner may appoint, with the approval of the Executive Committee, an assistant or assistants. The Assigner and the Assistant Assigner shall be compensated for executing these responsibilities in the amount of \$7500 per annum. Beginning with the 2015 season the Assigner and Assistant Assigner shall be compensated for executing these responsibilities in the amount of \$8000. Beginning with the 2016 season the Assigner and Assistant Assigner shall be compensated for executing these responsibilities in the amount of \$8500.

**Trainer:** The Trainer shall be the official spokesperson for the Association on all matters involving classroom training, on-field training. He shall be responsible for scheduling and conducting the pre-season training program for new officials, administering and scoring the annual NCAA and NFHS lacrosse exams, preparing and presenting training curriculum and materials for current officials, maintaining a relationship with United States Lacrosse and working in conjunction with the Rules Interpreter. The Trainer may appoint qualified members to assist in the execution of his duties with the approval of the Executive Committee. The Trainer shall be compensated for executing these responsibilities in the amount of \$1250 per annum.

**Rules Interpreter:** The Interpreter shall be the official spoke person for the Association on all matters involving rule interpretations and mechanics. He shall maintain availability to answer rules questions and make presentations using media to the membership during scheduled meetings regarding rules interpretations. The Rules Interpreter shall be compensated for executing these responsibilities in the amount of \$500 per annum.

#### **ARTICLE 6: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President, Past President, Secretary/Treasurer, Commissioner, Trainer. Only elected officers and the past President will have one vote each on policy. The sitting President's vote will break all ties. The Executive Committee shall have the power to fill in any office, except President, between annual meetings. When the Executive Committee makes an appointment to fill a vacancy such appointment will be only for the period until the next annual meeting following

the appointment. In case of a vacancy in the Office of President, the Vice-President shall become President. Members who are not current in payment of dues and assignment fees are not eligible to serve on the Executive Committee.

#### **ARTICLE 7: APPOINTED COMMITTEES AND DUTIES**

Both permanent and temporary committees shall be appointed by the President and Executive Committee as determined to be in the best interest of the Association. All committee appointments are for one year and may be renewed.

The Rules Interpreter shall be appointed by the Executive Committee through an interview process from applicants within the Association. The Rules Interpreter will have a two-year term which coincides with elected officers.

#### **ARTICLE 8: CODE OF ETHICS and CONDUCT**

Officials are key participants in the educational development of scholastic and youth students as such they should maintain professionalism and the highest ethical standards. It is the responsibility of all officials to observe and adhere to the following:

1. Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues and the public.
2. Officials shall master both the rules of the game and mechanics necessary to enforce the rules, and exercise authority in an impartial, firm and controlled manner.
3. Officials shall cooperate with fellow officials and others to promote and advance the game of lacrosse.
4. Officials shall prepare themselves mentally and physically, conform to the WCLOA dress code (no jewelry except medical alert medals and bracelets) and comport themselves consistent with the highest standards of officiating.
5. Officials shall be punctual and professional in the fulfillment of assignments.
6. Officials shall refrain from critiquing fellow officials in public or private. The proper forum for a critique of an official is in writing or email to the President, assignor, and better officiating committee chairman. Officials who attend lacrosse games as fans, parents or coaches of teams that are playing shall refrain from criticizing your fellow officials that are assigned to that game. Criticizing officials shall include but are not limited to, on the field, from the stands, and through social media. In the event that a violation of this stipulation occurs the process of penalties will be swift and without due process. First offense is a suspension from the organization for up to 10 assignments. Subsequent violation is suspension for up to 30 assignments. 3rd offense shall result in your removal from the WCLOA without the possibility of reinstatement.
7. Officials shall not contact association executives, athletic directors, coaches or other persons to influence contest assignments or make statements critical of the Association or of another official.
8. Officials shall not solicit any league affiliated with this association or games; officiate for more or less than the prescribed game fees, or officiate in the state of Connecticut with non WCLOA officials, (CLOA officials excepted).
9. An official shall report to the Executive Committee any recent arrest for a criminal offense (not infractions) that may have occurred since June 1, 2011 and could result in jail time.
10. Officials shall refrain from alcohol and illegal drug use prior to game assignments.

Any violation of this Code of Conduct may result in loss of assignments, suspension or termination from the Association. In the event that a member has violated the constitution and has been \*disciplined for such conduct, the member can file a grievance in writing to the President. Grievances must be received within 10 days of being notified of the discipline. Only suspension or termination can be subject to grievance procedure. Any violation of the Article 8, sub 6 is not subject to due process nor grievance procedure.

\*Discipline is defined as the following:

- Verbal Reprimand
- Written Reprimand
- Suspension
- Termination

#### **ARTICLE 9: DUES and FEES**

The dues of this association shall be established annually by the Executive Committee.

The dues for the following season are due prior to August 1.

The dues are to be paid directly to the Secretary/Treasurer by cash or check.

Members shall be assessed an assignment fee for all game assignments. The fee shall be based on the total assigned games per official, including scholastic and youth. Additional fees for declined assignments, game turn backs, missed assignments, and assignments whose "accept by" dates have passed may be established by the Executive Committee. Members shall pay a fee for declines, missed assignments, turn backs and accept by dates expiration. This fee will be added to the assessed assignment fee for the year.

The assigner shall keep a record of members' declines, missed assignments, turn backs, and "accept by" dates expirations. The record of availability for game assignments were declined. The fee for declines and accept by date expiration shall be \$15 per game. The assigner shall keep a record of members' turn backs for games accepted. The fee for turn backs shall be \$50. The assigner shall keep a record of members absent from an accepted game assignment. The fee shall be the same as the game level missed. (Exception to turn back fee, death in family, bodily injury).

Payment of all fees is to be made by August 1 for that season's assignments. Failure to pay all dues and fees by August 1, shall result in a late fee charge of \$25 per month or any part thereof.

After October 1, the Treasurer will no longer attempt to make contact with the members for past due amounts and the penalties for not submitting proper dues will continue. If the official returns for the following season then such action will occur. All past due amounts to include penalties will be paid by March 1 of the upcoming season. Further action will be to use the past year's assessment and dues to come up with a 3-month payoff amount. On the first day of April, May and June that official who under this provision shall pay a third of his average assessment and dues from the prior year. If the WCLOA Treasurer has not received payment then the upcoming game schedule will be held until proper payment is received. This provision will end with proper payments of dues and assessments after the lacrosse season and prior to August 01.

The Assigner, Secretary/Treasurer, and Rules Interpreter's compensation shall be determined by the Executive Committee. Additional compensation may be provided to an individual for extraordinary work on behalf of the Association. All compensation will be reviewed and approved by the Executive Committee on an annual basis and submitted to the membership for approval.

The Executive Committee shall have the power to suspend or expel any member for failure to pay all dues and fees by prescribed dates.

#### **ARTICLE 10: MEETINGS**

The WCLOA shall conduct a minimum of five (5) meetings per year, meetings shall be devoted to rules interpretation, officiating mechanics, procedures and techniques and Association business. Members who fail to attend four (4) meetings during the year shall be subject to suspension or loss of assignments if cause of non-attendance is not reasonable as determined by the Executive Committee.

#### **ARTICLE 11: PARLIMENTARY AUTHORITY and RULES OF ORDER**

This Constitution and any special rules adopted for any meeting or situation shall govern this organization.

The latest edition of Robert's Rules of Order, Revised, shall govern the conduct of all meetings of this organization where applicable when the Constitution, By-Laws or special rules do not apply.

#### **ARTICLE 12: ORDER OF BUSINESS**

The normal order of business should be as stated below unless it is determined by the President that an exception to the normal order should take place.

1. Roll call/sign in
2. Secretary's Report
3. Treasurer's Report
4. Presidents' Report
5. Report of Committees
6. Rules Interpretation
7. Old Business
8. New Business
9. Adjournment

#### **ARTICLE 13: ELECTIONS**

Elections for officers shall be held every two years, at the annual business meeting. Nominations for officers shall be made at the business meeting. All officers shall be elected in a secret ballot by a majority vote of members who are current in all dues and fees and are present at the meeting. Board members will assume their elected positions beginning July 1, of each term. Officers may be returned to office for an indefinite number of terms.

**ARTICLE 14: CONSTITUTION**

Copies shall be available for any member of the association. This Constitution may be amended by submitting to the Secretary/Treasurer written notice of such amendment ten days prior to the annual business meeting. A vote shall be taken at the Annual Business Meeting on such amendment(s) which shall require a two-thirds majority vote of the members, in good standing, present for adoption.

**ARTICLE 15: TRAVEL REIMBURSEMENT**

For all state tournament games, any official who is assigned to work a game in which the total round trip exceeds 75 miles, shall be compensated at the current IRS rate per mile for each mile in excess of 75 miles round trip.

Compensation to officials shall be paid by the Treasurer of the WCLOA within 2 weeks' time, at the conclusion of the current lacrosse season. Officials will need to present written documentation to the Treasurer of the WCLOA within 1 week of the completed assignment, so payments may be made in a timely fashion. Accepted forms of documentation include, but are not limited to, MapQuest, Google Maps, or any other service that calculates round trip mileage from the home address to the game site.