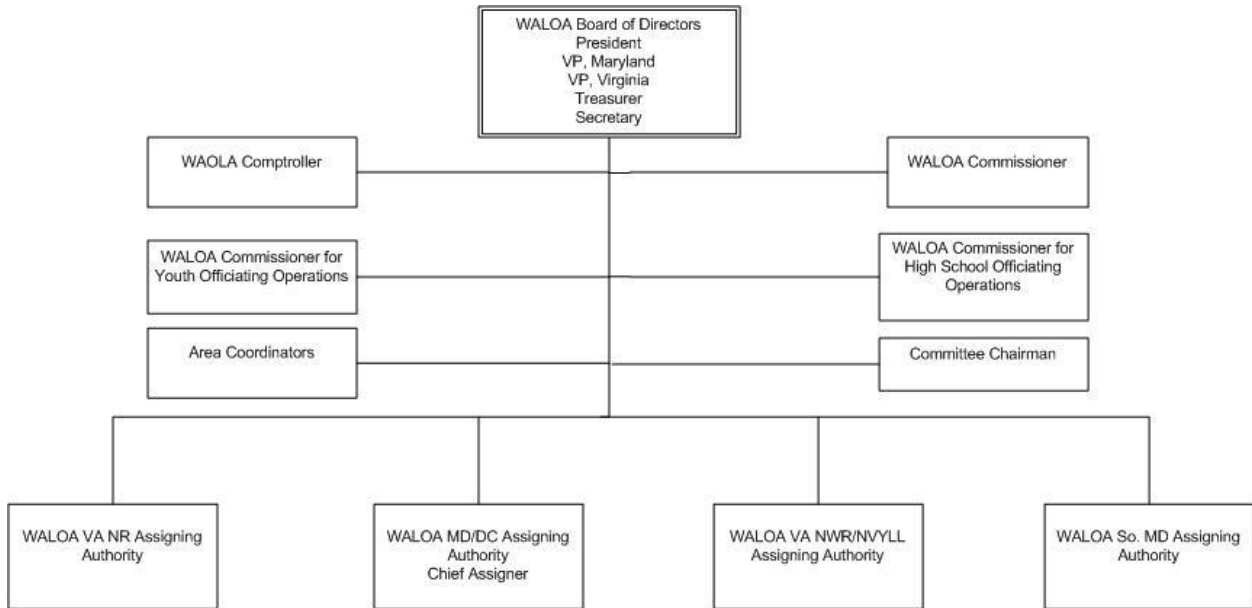


**WASHINGTON AREA LACROSSE OFFICIALS' ASSOCIATION**

**CONSTITUTION**

**Article I Name and Organization**

The organization shall be known as the Washington Area Officials' Association (WALOA). WALOA is incorporated under the *Laws of the Commonwealth of Virginia*, and is an IRS Code Section 501(c)(3) tax-exempt organization. The WALOA area of operations includes southern Maryland, the District of Columbia and northern/central Virginia. WALOA holds contracts for youth, high school and recreation districts and leagues throughout its area of operation, including the several districts of the Virginia High School League (VHSL) and the Maryland Public Secondary Schools Athletic Association (MPSSAA). WALOA has over 450 members, all of which are US Lacrosse Men's Division Officiating Committee (MDOC) certified, with many also certified by the VHSL and/or MPSSAA. The organizational structure of WALOA is as follows:



**Article II Purpose**

The purpose of this association shall be the promotion of the game of lacrosse by:

a. Recruiting, training, classifying and maintaining an adequate membership of qualified and competent officials whose integrity is above reproach in collegiate, club, scholastic, and recreation lacrosse contests.

b. Fostering a high standard of ethics, encouraging fair play, sportsmanship, close cooperation, and better understanding among officials, athletic directors, coaches, players, media and spectators.

## Article III Membership

SECTION 1. Membership in the Association is open to anyone who has passed their sixteenth birthday for youth officials and eighteen or older for youth/high school officials; is of good moral character and sound judgment; and who is physically capable to perform the duties of a lacrosse official, without regard to race, color, gender, age or religious beliefs. Membership will require payment of dues to WALOA, unless specifically waived during board actions. Each youth official must successfully complete US Lacrosse MDOC Level 1 training. High School officials must complete MDOC Level 2 training, and must pass the National Federation of State High School Association (NFHS), VHSL and/or MPSSAA Lacrosse Official's written examination prior to assignments being tendered by an assigning authority. In Virginia public high school games, VHSL rules and procedures will take precedence over any other interpretations and shall be faithfully enforced by VHSL-certified officials assigned to those venues. Additionally, individuals desirous of officiating private school contests must complete NFHS/NCAA (National Collegiate Athletic Association) difference training. It is to be noted, in any contest between private schools and Virginia public schools, the NFHS rulebook will be used. The level of participation of each member will be defined by the training levels achieved by each member. Associate membership of activity directors, coaches and players is welcome. Such associate members will enjoy the benefits of official members with regard to voting, but may not hold office. Youth officials, aged 16-17, enjoy all rights to assignment consistent for their age, but do not pay dues and are not eligible for elected office. However, at the discretion of the President, youth officials may be appointed to advise the Board of Directors on matters affecting youth officials,

SECTION 2. WALOA does not require membership in any national officials' association. However, all members of WALOA shall pay dues to, and be members of, US Lacrosse, Inc. Membership in the national governing organization for lacrosse affords liability insurance for all members and in all venues throughout the WALOA area of operations.

SECTION 3. Application for membership will be accepted at any time. Membership will be automatic, contingent on the qualifications stated in Article III, Section 1, above. A probationary period of less than one year may be stipulated by the Board of Directors for any new or transfer member, to be lifted upon the recommendation of the Evaluation Chairman and applicable Area Coordinator. If, after a one year period has passed, and the probationary official has officiated with credibility, the probation will be automatically lifted without action by the Evaluation Committee. Once accepted, members must attend and participate regularly in WALOA meetings, including classroom instruction, field work and clinics as prescribed.

SECTION 4. Requirements for Admission to Membership include:

- a. Pass an annual written examination on the rules consistent with the level of the individual official's participation (youth, high school).
- b. Attend the meetings of the WALOA after the submission of the application form.

c. Receive favorable reports from the observation of officiating in a scrimmage or game by designated members of WALOA.

SECTION 5. Experienced officials from either in-state or out-of-state associations will be immediately admitted to WALOA upon application and may serve a probationary period as described in Section 3, above. Assignment for games will be contingent on meeting the requirements as set forth by the training coordinator consistent with the level of the joining officials' level of participation. VHSL certified officials transferring into WALOA shall not be barred from membership unless proper documentation is filed with the Executive Director, VHSL. Specific requirements for transfer members are:

a. Present credentials or other form of verification from former association to the Board of Directors for approval and verification. The requirement for written credentials may be waived when the performance of the accessing official can be attested to by two or more current members of WALOA.

b. Pay dues for the current year and any other applicable fees, such as state high school league fees and US Lacrosse membership fees, consistent with level of participation.

c. Demonstrate current knowledge of NFHS/NCAA/VHSL rules application through written examination and/or practical field evaluation, as required by level of participation.

SECTION 6. Faithful adherence to conflict of interest is considered a cornerstone of officiating impartiality and business propriety.

a. Accordingly, members may not actively officiate in any District/League in which they otherwise participate as a coach, player or team/League/District board member. Once a member has relinquished such relationships, that official may be tasked without restriction.

b. Elected officers and appointed members of the Board of Directors shall disclose a conflict of interest or appearance of a conflict of interest and abstain from voting on matters where a benefit could accrue. Upon request by the member, and on a case-by-case basis, the Board of Directors may vote that the circumstance should not disqualify the member from voting. The material facts and vote shall be made a matter of record.”

SECTION 7. Any member may resign by filing a written letter of resignation addressed to the President of the Association. However, the resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the acceptance of resignation. If payment of such obligations is not made, WALOA has the right to deduct the amounts due from official's pending payment of services rendered.

#### **Article IV Availability**

Members shall advise the Assigning Authority of the dates, and times within those dates, they will be available for officiating and shall not impose other restrictions or requests upon the

Assigning Authority regarding the type of game they will accept. Requests may be submitted, but the Assigning Authority cannot ensure assignments will be made accordingly.

### **Article V Directors**

The elected Directors of this association shall include: President, two Vice-Presidents (one for Virginia and one for Maryland), Secretary, and Treasurer. These officers constitute the WALOA Board of Directors. In matters of succession, and in the absence of the President during the conduct Association business, the Vice President representing the largest share of revenue generating contracts will perform as the Acting President. In-term vacancies on the Board of Directors shall be filled by nominations from the floor and a general membership vote at the next regular meeting of the WALOA after the vacancy occurs. Officers will serve for a two-year term of office, assuming office on or about January 15<sup>th</sup> until on or about January 14<sup>th</sup> two years hence. All questions of procedure or order of business including the duties of the Board of Directors shall be addressed according to the latest edition of Roberts Rules of Order, newly revised. These rules shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt. The duties of Officers and such regulations as may be necessary and proper for the conduct of the business and affairs of the association shall be provided for in the By Laws. There is no prohibition from one person holding multiple elected or appointed positions. While there is no prohibition of an individual serving multiple sequential or non-consecutive terms in any WALOA office, it is the spirit of this Constitution to accommodate periodic leadership changes.

### **Article VI Coordinators**

The association shall include the following appointed Area Coordinators: Coordinator for Southern Maryland; Coordinator for Fairfax County, Virginia; Coordinator for Montgomery County, Maryland; Coordinator for Loudon County, VA; and Coordinator for Stafford/Spotsylvania County VA. Coordinators will be appointed by the Board of Directors and serve for a period at the direction of the Board. The duties of Coordinators and such regulations as may be necessary and proper for the conduct of the business and affairs of the association shall be provided for in the By Laws. There is no prohibition from one person holding multiple elected or appointed positions when serving as a Coordinator. Also, there is no prohibition of an individual serving multiple sequential or non-consecutive terms as an Area Coordinator. Additional Area Coordinators may be appointed consistent with the span of the Association.

### **Article VII Committee Chairmen**

The President, with the concurrence of the majority of the Board of Directors, will appoint chairman for the following standing committees of WALOA: Evaluation, Membership and Recruitment, Grievance, Governance, Finance, Training, Nominating, Coaches-Officials Liaison, and VHSL Liaison. Special purpose committees, chartered with specific functions for a limited period (less than 1 year) may be commissioned by the President without amendment to this Constitution. Committee Chairmen serve at the pleasure of the WALOA President and will serve for the period on or about January 15<sup>th</sup> until on or about January 14<sup>th</sup> two years hence. A

Committee Chairman may be relieved of responsibilities without prejudice or recourse by the President at any time. The duties of Committee Chairmen and such regulations as may be necessary and proper for the conduct of the business and affairs of the association, shall be provided for in the By Laws. There is no prohibition from one person holding multiple elected or appointed positions.

#### **Article IX WALOA Comptroller**

The WALOA Comptroller shall be appointed by the WALOA Board after the Association general election. This appointee shall oversee the Association's financial operations as they relate to the receipt and payment of game fees only and have the special duty to tender all such related payments to Assigning Authorities and members acting as officials. The Comptroller shall be governed by a confidential Independent Contractor Agreement (ICA) issued by the Board of Directors that will direct relationships with individual Assigning Authorities as well as stipulate compensation.

All funds processed by the Comptroller shall be not be commingled with any other funds and shall be held in the federally insured custodial trust account established for the benefit of WALOA's members until such time as they are disbursed via the electronic payment system then in use by WALOA.

The Comptroller shall be a non-voting officer of WALOA and shall be insured at all times under WALOA's Director's & Officer's (D&O) liability insurance policy.

#### **Article X WALOA Commissioner**

The WALOA Commissioner shall be appointed by the WALOA Board after the Association general election. This appointee shall perform management of the Association, as Chief Operating Officer, regarding tax status, functioning of supporting systems (assignment tools, web site maintenance, coordination with US Lacrosse and the Potomac Chapter USL, and other duties as may be delegated by the Board), and support business development activities. Under the direction of the WALOA Board, the commissioner will coordinate day-to-day activities for the Association with IAC, VHSL, MPSSAA, NVYLL, SMYLA, and other Association clients, in concert with the Commissioners for High School and Youth Officiating Operations and applicable assigners.

#### **Article XI WALOA Commissioner for High School Officiating Operations**

The WALOA Commissioner for High School Officiating Operations will support our high school officiating training programs (in concert with the training committee), provide guidance in assignments by evaluating high school officials, provide service as the primary Association rules interpreter, and be the Association's primary contact with VHSL and MPSSAA leadership regarding rules interpretation, as well as training and certification of high school officials. The Commissioner for High School Officiating Operations shall coordinate with Assigning Authorities in the screening and selection of the high school official most deserving of the annual

adult Sheckell's Award. This Commissioner will be appointed by the Board of Directors and will serve for a mutually agreed upon tenure.

### **Article XII WALOA Commissioner for Youth Officiating Operations**

One of the founding principles of WALOA is the development of our youth officials to meet the increasing demands of our youth lacrosse program, as well as the long-term health of our sport. The WALOA Commissioner for Youth Officiating Operations will support our youth training programs, devise and implement a mentorship program, provide guidance in assignments by evaluating our youth officials, and be our primary contact with youth leagues' leadership in order to provide timely and focused attention to our youth officiating program. The Commissioner for Youth Officiating Operations shall coordinate with Assigning Authorities in the screening and selection of the youth official most deserving of the annual youth Sheckell's Award. This Commissioner will be appointed by the Board of Directors and will serve for a mutually agreed upon tenure.

### **Article XIII Elections**

SECTION 1. Each Officer shall be elected at the January annual meeting, for a term of two years, beginning on or about January 15<sup>th</sup> and ending on or about January 14<sup>th</sup> two years hence. Only active members (current WALOA dues paid) shall have the right to vote and hold office. Payment of dues at the beginning of the annual meeting constitutes eligibility to vote and hold office. Elected officers will immediately assume the office to which elected.

SECTION 2. Election of Officers will be made in accordance with Roberts Rules of Order. Nominations will be generated from the general membership through the Nominating Committee. There is no prohibition from a member in good standing to volunteer to be on the ballot for any position, and such application will be made through the Nominating Committee. The Nominating Committee has the authority to make a first down-select of candidates at its discretion without approval of the general membership, but under review of the Board of Directors. Balloting for Officers will normally be conducted by secret ballot, either manually or by electronic means. However, if in the opinion of a majority of the members present at the annual meeting where a quorum is achieved and where continuation of current officers is motioned and seconded, the membership may conduct a voice vote for one, some or all elected positions, obviating a need for a formal election. Under this Constitution, voting by exception (where current Board members are listed on the ballot while accommodating write-in candidates) is valid. There is no time requirement between nomination and election procedures; both activities may be completed sequentially during one meeting where a quorum is achieved.

SECTION 3. A quorum for the purposes of elections or Constitutional amendment requires fifty (50) participating members. Members not able to attend any meeting where elections or amendments are on the agenda may authorize proxies in writing (with a copy to the Governance Committee chairman) to attending members, and such proxies will count toward a quorum. For the purposes of general motions from the floor of any WALOA meeting other than elections or Constitutional amendment, a simple majority of members present will constitute a valid vote. At

the discretion of the President, voting on Association business may be conducted through voice acclamation or hand count.

#### **Article XIV Ratification and Amendments**

This Constitution has been ratified by vote of the WALOA membership exceeding two-thirds of the membership as of this date. This Constitution may be amended at any Annual Meeting by an affirmative vote of two-thirds of the votes cast (including proxies), providing a quorum is achieved and a copy of any amendment proposed is previously provided to the members at any regularly scheduled meeting. Members will also be alerted of proposed amendment action by web posting and/or email.

#### **Article XIII Constitutional Notice and Distribution**

The WALOA Constitution and WALOA By-Laws, attached below, will be maintained by the WALOA Governance Committee under the supervision of the Board of Directors. A copy of the WALOA Constitution and By Laws and all amendments and notices thereto will be filed with the Virginia High School League.

*Ratified by the Membership: January 26, 2012*  
*Theodore E. Dailey, Jr., President*

#### **Amendment I**

Elections to the Board of Directors shall be held early in June to enable of Board to be formed by June 15, every two years, starting in June 2013; appointments to the Executive Committee shall be tendered by the Board of Directors no later than June 30, every two years, starting in June 2013. Articles affected: V, VII, XIII.

*Ratified by the Membership: February 24, 2013*  
*Theodore E. Dailey, Jr., President*

#### **Amendment II**

All members, less active duty military, shall pay dues. Article affected: III, Section 1.

*Ratified by the Membership: February 24, 2013*  
*Theodore E. Dailey, Jr., President*

# *POTOMAC LACROSSE OFFICIALS ASSOCIATION*

## **BY LAWS**

### **General**

The Board of Directors shall adopt and/or amend By Laws to implement the purposes as set forth in the WALOA Constitution. The membership may revoke a decision of the Board of Directors by a sixty (60) percent of the vote cast where a quorum is achieved, or fifty (51) percent of the total membership, whichever is higher.

### **BY LAW I: Duties of Directors**

SECTION 1. The **President** shall preside over all meetings of the Association and Board of Directors, and direct all activities of the Association. The President will be the Association's leader in all respects to include coordination with other lacrosse organizations, both national and local. The President shall lead all negotiations on behalf of the WALOA not specifically delegated otherwise, or may delegate these duties at his discretion. Negotiations will be under the advice and consent of the Board of Directors and Coordinators. The President may delegate administrative duties at any time in order to ensure effectiveness of WALOA and its activities. The President shall have the authority to unilaterally and temporarily suspend and recommend expulsion for any member's alleged violations of the Constitution, By Laws, NFHS Lacrosse Handbook, VHSL Handbook, misconduct, incompetence, or conduct detrimental to the association, pending a full report by appropriate committee chairman and final action by the Board of Directors. The President shall appoint all the committees herein provided, and may appoint special committees as may be necessary to properly administer the business of the WALOA, and may revoke such appointments without cause. The President shall lead coordinating activities with external lacrosse bodies and shall serve as liaison with US Lacrosse, Inc. and any of its chapters.

SECTION 2: WALOA shall be constituted with two **Vice Presidents**, one for Virginia, one for Maryland. In matters of succession, and in the absence of the President during the conduct Association business, the Vice President representing the largest share of revenue generating contracts will perform as the Acting President. The President may delegate, by proxy, decision-making to a Vice President. The Vice Presidents shall be active in planning, organizing and conducting lacrosse official training sessions in coordination with the Training and Evaluation committees and individual Assigning Authorities. Additionally, Vice Presidents shall define, clarify and/or resolve any rule or manual problems in coordination with the Training and Evaluation committee chairmen, direct resolution with other lacrosse officiating bodies, and report his/her findings and interpretations to the WALOA. Vice Presidents shall review and suggest modifications as necessary to the Constitution and By Laws in coordination with the Governance Committee. As delegated by the President, Vice Presidents will oversee the work of committees as may be assigned by the President. As may be required, Vice Presidents will coordinate with Assigning Authorities, designated rules interpreter (i.e., Training Committee Chairman) appointed by the Board of Directors, and Area Coordinators in order to prescribe remedial training Association-wide, or on an individual basis.



SECTION 3. The **Secretary** shall keep accurate minutes of all meetings of the WALOA and its Board of Directors, and records of any other official activities of the WALOA. The Secretary shall maintain accurate attendance records for each member, and conduct all correspondence of the WALOA, not specifically delegated otherwise, preserving all records, including a file of outgoing and incoming correspondence and reports. The Secretary will honor the requirements of the Privacy Act of 1974 in all record keeping activities. In compliance with VHSL Office requirements, the Secretary will prepare reports for signature by the President in order to meet VHSL deadlines.

SECTION 4. The **Treasurer** will be the WALOA Chief Financial Officer.

a. The Treasurer shall be the custodian of the Association's membership account. The Treasurer shall receive dues payable to WALOA and deposit the same in an account maintained in a local bank in the name of the Association and shall make all disbursements. The Treasurer will present a written monthly report to the President, and provide an oral report to the membership at all general meetings and once monthly at training meetings.

b. He or she will recommend a budget to the Board of Directors for approval by June 15<sup>th</sup> of each year. The Treasurer, based on budget requirements submitted by Officers, Coordinators and Committee Chairmen will recommend a dues schedule to support the Association. The Treasurer will keep records to reflect the current standing of all members and communicate member standing to the Board of Directors. The Treasurer's membership fee recommendation, once approved by the Board of Directors, will be subject to approval by vote of the general membership at the first January meeting. While the membership fee is effective for the calendar year, the fiscal year is July 1st to June 30th. A simple majority of present active members at the January meeting is required to approve the dues requirement for the calendar year. Dues are payable immediately after the approving membership vote.

c. The Treasurer must be able to present financial status at any formally scheduled WALOA meeting.

d. The Treasurer will prepare a budget for the Association's fiscal year, which is 1 July through 30 June. The budget will be approved by the Board of Directors. In the absence of an approved budget at the beginning of the fiscal year, the Treasurer shall use a continuance principle until a budget can be formally approved by the Board of Directors.

e. Consistent with the Privacy Act of 1974 and the IRS Code, the Treasurer shall maintain a record of all fees (membership, state high school association) paid by each member, and report any delinquent members to the Board of Directors.

g. The Treasurer shall prepare an annual report. This report shall show a balance on hand as of the previous year, the amount and source of all monies received, the amount and recipient of all monies paid out, balance on hand as of the end of that year. A copy is to be filed with the Treasurer's records and a copy is to be filed with the minutes.

## **BY LAW II: Duties of Coordinators**

WALOA **Area Coordinators** will be responsible for directing WALOA activities in their area of responsibility. They will coordinate with the Board of Directors, the applicable assigner and adjacent coordinators, as may be required, to ensure the quality of WALOA service to client organizations. Coordinators, at their discretion and in coordination with the applicable assigner, may meet with WALOA clients during contract periods to review WALOA policies, fees membership requirements and quality of service, and will provide a contact report to the President.

## **BY LAW III: Committees**

SECTION 1. WALOA standing committees and special staff will be organized and directed by Committee Chairmen who are appointed by President, WALOA with the advice and majority consent of the Board of Directors. Committee Chairmen will report committee activities at each formal meeting of WALOA, providing Memoranda For The Record (MFR) of committee activities for inclusion in meeting minutes.

SECTION 2. The **Executive Committee** shall consist of the following: WALOA Officers; Coordinators; Committee Chairmen, Liaison with Potomac Chapter, U.S. Lacrosse; all WALOA Assigning Authorities; and Immediate Past President to provide advice and counsel on matters pertaining to WALOA policy, governance and operational issues. During deliberations involving matters pertaining to the Board-Assigning Authority relationship, the applicable Assigning Authority shall remand himself. This committee constitutes WALOA senior leadership and will provide advice on advancing WALOA strategic goals.

SECTION 3. The **Membership and Recruitment Committee** shall consist of three members who will receive, investigate and recommend acceptance or rejection of all applications for membership received on the proper form and accompanied with the application fee. This committee shall process and qualify accepted applications by supervising and grading a written examination on the current rules and manual, as promulgated by the Training Committee, and observing on-field performance by applicants prior to membership status if scheduling allow. The committee may attend lacrosse venues to recruit new members. The Committee Chairman will develop a budget to support recruiting activities and submit the budget request to the Treasurer by May 15<sup>th</sup> of each year along with a plan of action for Board review. If this committee is not appointed or constituted by the Board of Directors, the Board of Directors assumes responsibility for accomplishing the tasks of this committee.

SECTION 4. The **Nominating Committee** shall conduct candidate search and tabulate nominations for elected WALOA office. During the period December every two years, the Nominating Committee will solicit nominations from WALOA membership for elected office, with a goal of identifying at least one but not more than two candidates for each office. Nominations for office can be accepted from any current member of WALOA, and may accept volunteer nominations from members seeking office. Nominations will close on 15 December. On December 16<sup>th</sup>, the committee will report its tabulation of candidates to the Board of

Directors and to the Governance Committee for preparation of ballots. Dates contained in this section are constructive and may be modified plus or minus two weeks.

SECTION 5. The **Governance Committee** shall maintain the WALOA Constitution and By Laws under the supervision of the Board of Directors. Recommended amendments to the Constitution shall be processed by the Governance Committee, which will prepare a ballot for voting on the proposed change to be conducted at the next regular WALOA meeting. The Governance Committee will prepare ballots for all elections as advised by the Nominating Committee and Board of Directors. The Governance Committee will conduct and supervise all elections; results will be certified by the Board of Directors. In the absence of a standing Governance Committee, its responsibilities may be fulfilled by the Board of Directors.

SECTION 6. The **Grievance Committee** shall act on complaints from clients or officials when disputes arise during WALOA operations.

a. **Disciplinary Actions.** Members of the Association shall adhere to the highest standards of conduct and decorum when acting in behalf of the Association. Such standards are in effect from the time a member arrives at a venue (not just the field) until that member departs the facility. At a minimum, all members shall subscribe to and adhere to the "Officials Code of Ethics" as promulgated by the NFHS Officials Association found in the *NFHS Handbook*. Special attention to MPSSAA and VHSL Handbooks shall be paid by officials operating under the authority of such associations as they relate to conduct and standards. Serious breaches of conduct found detrimental to WALOA beyond the normal Association venues, such as a felonious conviction or other procedures where due process has been applied, shall result in immediate expulsion from WALOA by the President without further review by the Grievance Committee. In lesser cases, the President of the Association maintains the responsibility to suspend or recommend expulsion of any member who brings undue attention to himself and/or acts in a manner detrimental to WALOA and the sport of lacrosse. In such a case where the President has recommended expulsion and/or suspended an official for cause, the Grievance Committee will gather all pertinent facts, including information from the Evaluation Committee Chairman and the Coaches-Officials' Liaison Committee Chairman. Expedient handling of such grievances must be addressed comprehensively and in a timely manner. In no case shall a temporary suspension imposed under Presidential discretion exceed seven days from the date of receipt of the report of alleged offense(s). Once allegations have been received and investigated by the Grievance Committee, the Board of Directors has the authority to retain, remediate, suspend, or expel the official in question. A member suspended or recommended for expulsion has the right to address the Board of Directors during deliberations pertaining to his or her case, at his or her pleasure. The Board of Director's decision will be implemented with a three-quarters majority based on the merits of the case and the official's history of performance, and shall be considered final. If the member is suspended from the Association, a written application for reinstatement the following season may be accepted and voted on by the Board of Directors. If reinstated, the member shall pay such fines and fees as may be levied by the Board of Directors. An expelled member may never reapply for membership.

b. **Official's Claim.** In the event of a grievance against the Association by an individual official or group of officials, the Grievance Committee will collect statements and any other

pertinent evidence. The Committee will seek to resolve the issue at the committee level by coordinating with other committees, assignors, coordinators and officers. If within a seven day period from the filing of a grievance with the committee, and the member official(s) are not satisfied with resolution, the petitioning official(s) may appeal to the Area Coordinator, who will attempt to resolve the issue. If within seven days after appeal to the Area Coordinator the issue is not resolved, the Board of Directors will take final action, which may culminate in a vote in favor of the member or dismissal of the issue. Board action is final. The goal is to resolve issues amicably at the lowest possible level.

c. In the absence of a standing Grievance Committee, its responsibilities may be fulfilled by the Board of Directors.

**SECTION 7.** The **Finance Committee** shall assist the Treasurer in the development and execution of the annual WALOA budget. This will include collation of budget requests from Committee Chairman and advising the Finance Committee Chairman and Treasurer on recommended prioritization of funding.

**SECTION 8.** The **Training Committee** shall provide instruction to all officials with a goal of producing knowledgeable officials who enforce the proper conduct of lacrosse contests with tact and professionalism. The committee will provide several tiers of instruction to support WALOA clients. Youth officials will be trained to meet the standards of US Lacrosse MDOC Level 1, the NFHS Handbook as amended for youth lacrosse, and rules as may be modified by client youth leagues. High School officials will meet the training requirements of US Lacrosse MDOC Level 2 and the NFHS Handbook. High School officials operating in Virginia and Maryland must pass a written lacrosse rules test, as administered by state sanctioning organization. Officials supporting private schools who use NCAA rules must attend NFHS/NCAA difference training. The Training Committee will be guided by US Lacrosse MDOC guidelines, the NFHS Lacrosse Handbook, and VHSL Handbook requirements. The training committee will develop a training syllabus for approval by the Board of Directors and Assigning Authorities by December 15<sup>th</sup> each year. The training schedule will be promulgated at a December/January Annual Meeting, to include subject, time, location, and methodology. By May 15<sup>th</sup> of each year, the Training Committee Chairman will submit a budget request to the Finance Committee for the upcoming fiscal year. The Training Committee Chairman may designate highly experienced assistant trainers to deliver instruction in coordination with Assigning Authorities.

**SECTION 9.** The **Evaluation Committee** shall consist of senior officials (greater than 10 years' experience) who will monitor the performance of officials assigned to WALOA operations. They will observe officials under game conditions and provide immediate, post-game feedback to the official under evaluation. A written report will be filed with WALOA and a copy supplied to the evaluated official. The goal of evaluations is to improve performance, ensure consistency, and support advancement opportunities for officials. Costs incurred by members of this committee will be remunerated for mileage, venue admission fee (if applicable) and an observation service fee set by the Board of Directors. The committee chairman will submit a budget request to the finance committee by May 15<sup>th</sup> of each year to support committee activities.

#### **BY LAW IV: Meetings**

SECTION 1. WALOA will conduct a yearly general meeting open to the public, including coaches, on a date and time arranged by the Board of Directors with coaches to discuss rules, interpretations and any other topics of interest to officiating lacrosse and to certify those officials attending. Regular meetings of the WALOA shall begin in December/January (at the behest of the Board of Directors), and continue thereafter until review of the rules is complete. Special meetings may be called by the President, or by written request of ten (10) or more members.

SECTION 2. All meetings will be announced by web-posting and/or email detailing the time, place and agenda of the meeting. Additions to the agenda may be accommodated up until the date of the meeting with the approval of the President.

SECTION 3. All general meetings of WALOA will be conducted in accordance with Roberts Rules of Order.

SECTION 4. Committee meetings will be conducted at the behest of Committee Chairman. A Memorandum For The Record (MFR) will be prepared and submitted to the WALOA Secretary.

SECTION 5. Members will attend all training meetings. The Training Committee will make every attempt to provide a flexible schedule that may accommodate make up sessions in order to meet training requirements. Of special note, for VHSL certification, officials must attend six (6) rules/mechanics meetings, one of which may be a training session conducted by VHSL, which is a mandatory meeting for VHSL certification.

#### **BY LAW V: Dues**

Active WALOA members shall pay dues in the amount directed by the Board of Directors. Members on active duty in the military and officials below 18 years of age do not pay dues.

#### **BY LAW VII: Uniforms**

Members must wear the uniform prescribed by the NFHS, as may be amended by WALOA to meet specific league requirements. Uniforms sanctioned by NCAA are also acceptable for WALOA members who officiate under the authority of the NCAA. Officials certified by VHSL/MPSSAA shall comply with uniform requirements stipulated by those organizations.

#### **BY LAW VIII: Quorum and Voting**

At all general meetings of the WALOA, fifty 50 members present, including proxies, shall constitute a quorum. All active members shall have one vote at all meetings of WALOA. All Directors shall have one vote at meetings of the Board of Directors.

#### **BY LAW XI: Assigning Authority Scope, Authority Duties and Responsibilities**

SECTION 1. The WALOA Board of Directors shall seek and select an Assigning Authority, or Assigning Authorities, consistent with the span of the Association, when an opening occurs or exists. When there are more than one Assigning Authority, the senior Assigning Authority will be designated the Association's Chief Assigner. The WALOA Board of Directors shall conduct detailed interviews of qualified applicants, and shall publicly announce the selection of a new Assigning Authority at the earliest opportunity. Assigning Authority applicants shall meet the following qualifications:

a. A minimum of 5 years' experience in officiating lacrosse. This provision is waivable as long as the applicant has attributes that indicate the ability to assign creditably and meet client expectations.

b. A documented record of 100 games or greater worked at high school varsity level or above. This provision is waivable as long as the applicant has attributes that indicate the ability to assign creditably and meet client expectations.

c. Applicant shall submit a detailed resume to the WALOA Board of Directors. This requirement is waivable if the applicant is well-known to the Board of Directors.

SECTION 2. Upon acceptance of a confidential, Independent Contractor Agreement between the WALOA Board of Directors and the individual Assigning Authority, the Assigning Authority shall assume the following duties and responsibilities:

a. Solicit and coordinate of schedules from schools and school systems served by WALOA.

b. Solicit and post WALOA officials' availabilities.

c. Prospect new clients.

d. As may be delegated by the President, negotiate fee structure with WALOA clients and prospects. Contracting, however, will be coordinated by the Board of Directors.

e. Maintain accurate records, to include:

i. Client contact information.

ii. Officials' availabilities and games worked by officials.

iii. Rules and exceptions for teams and leagues they assign.

iv. Problems involving officials and/or schools, teams, leagues and/or their agents (i.e., coaches, players, fans, etc.).

v. Games turned back by officials.

vi. Changes in schedules by schools and school systems, teams and leagues (to include rain-outs, postponements, cancellations, time and date changes and any other changes).

f.. From time to time, the Assigning Authority may be delegated miscellaneous duties and responsibilities by the President consistent with the duties listed a through e, above.

g. As delegated, route incident reports or other documentation that may arise from lacrosse operations to appropriate league offices and commissioners, as well as appropriate WALOA Directors, Coordinators and Committee Chairmen.

h. Supervise and/or deliver training sessions consistent with applicable league rules and local practices.

i. Consistent with the agreement between the Board of Directors and an Assigning Authority, the Assigning Authority will be required to invoice clients and will be responsible for paying assigned officials in concert with the WALOA Comptroller.

SECTION 3. The Assigning Authority may consider the following factors in scheduling officials for lacrosse venues:

a. Assigning Authority may consider officials' availability, experience and other factors when making game assignments.

b. Assigning Authority shall endeavor to work closely and in harmony with fellow Assigning Authority to avoid scheduling conflicts.

c. Assigning Authority shall not be held liable for officials' game fees in the event of mistakes by the Assigning Authority (Officials affected by such mistakes shall be given the highest consideration in future assignments made by the Assigning Authority involved). Issues not resolved at the Assignment Authority level may be entertained by the Grievance Committee upon request by the official involved.

d. Members of WALOA, including members of the Board of Directors, shall not interfere or influence Assigning Authority assignments in any way.

SECTION 4. The Assigning Authority may request assistance from the Evaluation Committee in the evaluation of individual officials based on feedback from WALOA clients or Area Coordinators. The Assigning Authority is authorized to implement disciplinary measures and refer such cases to the Chief Assigner in order to resolve issues arising from the assignment process.

SECTION 5. Disputes between officials and the Assigning Authority, if not adjudicated at the Assigning Authority level amicably, or through intervention by the Chief Assigner, will be referred to the grievance process described in By Law III, Section 6, above.

SECTION 6. The Assigning Authority shall be accountable to and report directly to the Board of Directors. The Assigning Authority shall serve at the pleasure of the Board of Directors and report exclusively to the WALOA Board of Directors.

SECTION 7. Assigning Authority business operations shall include:

a. Submission and distribution of officials' availabilities, assignments and itemized bills in a timely manner.

b. Information to the Treasurer that details individual official's debt relating to membership dues and MPSSAA/VHSL fees, and will facilitate the transfer of dues to the Treasurer for deposit in the membership account.

c. Refusal to provide or schedule officials to any school system, individual school, club or team, that is delinquent in paying Officials and/or Assigning Authority's fees.

d. Rendering and submitting a bill for services rendered to clients, consistent with an agreement with the Board of Directors, with a copy to the Association Comptroller.

SECTION 7. The Board of Directors of the WALOA shall have the authority to periodically evaluate the performance of the Assigning Authority. The results of any actions taken as the results of the performance review shall be a private matter between the Assigning Authority and the Board of Directors of the WALOA.

SECTION 8. Officials-members' responsibilities to Assigning Authority shall include an accurate and detailed availability calendar, and shall confirm their schedule with each Assigning Authority by the announced deadline after receiving their schedule. Individual officials shall give Assigning Authority adequate and reasonable notice when an assignment must be turned back. Individual officials shall work all game assignments regardless of level. Individual Officials shall contact the Assigning Authority if unusual circumstances occur in any assignment (i.e., instances of unsportsmanlike conduct, fighting, ejections and/or problems with players, coaches or spectators). The individual official, under such circumstances, will submit an Incident Report to the appropriate assignor within 24 hours, and provide supplemental information/documentation consistent with specific league (NFHS/VHSL) requirements.

*Ratified by the Membership: January 26, 2012*  
*Theodore E. Dailey, Jr., President*

### **Amendment I**

All members, less active duty military, shall pay dues. Article affected: V.

*Ratified by the Membership: February 24, 2013*  
*Theodore E. Dailey, Jr., President*



