

# MBYLA Game Assigning Expectations

## MLOA Responsibilities

### Scope

United States Lacrosse (**USL**) is the National Governing Body for lacrosse in the U.S.A. USL provides programs and services to inspire participation while protecting the integrity of the sport.

- USL develops age-appropriate rules (published in the NFHS Boys' Lacrosse Rule Book).
- USL standardizes training and certification for boys' lacrosse coaches.
- USL standardizes training and certification for boys' lacrosse officials.

The Maine Lacrosse Officials Association (**MLOA**) has implemented and is the sole provider of USL's program for all boys' lacrosse officials in Maine.

MLOA also supplies officials for over 1500 boys' lacrosse games per year, including many for members of the Maine Boys' Youth Lacrosse Association (**MBYLA**).

### Training and Certification

MLOA trainers are certified by USL and deliver USL curriculum at multiple levels. MLOA's Chief Referee acts as USL's Sub-District Coordinator for boys' lacrosse official training. MLOA members are certified at one of the following USL levels:

- Level 1 = adults or high school students to work youth, middle school and JV (entry level)
- Level 2 = adults to work youth through varsity (2 man mechanics)
- Level 3 = adults to work varsity (3 man mechanics)

### Membership, Conduct and Assignment

All Level 1 through Level 3 officials are required to join USL and MLOA. Members must abide by USL and MLOA standards of conduct. MLOA has processes to resolve grievances and ethics concerns, whether raised by officials or MBYLA team contacts.

MLOA maintains a roster of members who are eligible to officiate in Maine. The roster is available to team contacts via Arbiter on the *LISTS* page.

MLOA assigns eligible, qualified members to games scheduled by MBYLA teams.

### Fees

MLOA members are compensated through both game and travel fees:

- Game fees for MBYLA are the same as for Maine Principals Association middle school.
- MLOA uses MPA travel fees for all contests.

MLOA members also receive cancellation and termination fees in accordance with MPA standards:

- Cancellation without notice to officials = 50% of game fee, plus travel fees
- Termination for cause once game starts = 100% of game fee, plus travel fees (weather, safety factors, decision by site administrator or Referee, etc.)

The MLOA assigning fee is \$4 per official for every *scheduled* game. Host teams are responsible for all assigning fees.

# MBYLA Game Assigning Expectations

## Team Contact Responsibilities

### 8 weeks prior to first contest (approx. Mar 1)

Teams must identify contacts (name & email address) to the MLOA Assignor. One or more people are needed to handle scheduling, game day communication and payments. Each team contact gets an account on Arbiter and *must* publish a cell phone number for game-day communication.

### 4 weeks prior to first contest (approx. Apr 1)

Start emailing specific schedules to the Assignor, including jamborees. Each contest *requires*:

- level of competition = G3/4 or G5/6 or Middle School
- date & time
- home & visiting team
- game site

#### Number of officials by level of competition

- Grade 3/4 = **1 acceptable** (cross field 7v7 recommended)
- Grade 5/6, Middle School or higher = **2 required** by NFHS & USL rules

The hosting team is expected to pay for officials. For other arrangements, contact the Assignor.

### 2 weeks prior to first contest (approx. Apr 15)

Review game schedules as posted in Arbiter; email the Assignor to correct any errors.

### 1 week prior to each contest

Verify game schedules, check that officials are assigned; email the Assignor regarding any issue.

Officials may be paid at the game or afterwards, based upon game vouchers pulled from Arbiter.

*Note that officials may change at any time prior to the contest!*

### Day of each contest

Verify that the assigned officials arrive to work the game. Notify the Assignor of any discrepancy.

***For any game-day change*** (inclement weather, no transportation, etc.), notify all assigned officials using both email and cell phones, and notify the Assignor. *Failure to contact game officials about a cancelled game, before they travel, will result in payment of cancellation fees.*

***To reschedule any game***, email the Assignor as soon as possible, so that the Assignor can assign officials for the new date / time. *Do not contact officials directly.*

### Following each contest

Validate the Arbiter voucher and arrange to pay the officials (if not paid at the game).

Notify the Assignor of any problems related to officiating. Game video is the best evidence.

### Following the season

Pay the MLOA Assignor when invoiced.

Provide feedback to MLOA about the quality of officiating service provided during the season.

# MBYLA Game Assigning Expectations

## MLOA Assignor Responsibilities

### Platform for assigning & communication

MLOA uses Arbiter to maintain lists (officials, team contacts, teams, game sites, etc.), to schedule games, to assign officials to games and to communicate with all stakeholders.

Arbiter is an online database. Team contacts have access to review game schedules, verify that officials are assigned, pull vouchers for game fees and obtain various lists.

Arbiter generates emails to contacts regarding all changes to games. Team contacts should email all game schedules, issues and questions to the MLOA Assignor.

### 6 weeks prior to first contest (approx. Mar 15)

Update Arbiter information for MLOA veteran officials.

Update Arbiter information for MBYLA team contacts.

### 3 weeks prior to first contest (approx. Apr 8)

Cross-check dates / times / sites for every submitted game. Resolve discrepancies with team contacts.

Incorporate newly trained MLOA officials into Arbiter.

### 2 weeks prior to first contest (approx. Apr 15)

Assign officials to scheduled contests, balancing all variables.

#### Assigning variables / priorities

- Covering all games
- Availability of officials
- High school precedence over youth
- Ride sharing & travel cost

Release MBYLA assignments to officials and team contacts.

### 1 week prior to first contest (approx. Apr 24)

Revise assignments based on corrections from team contacts and officials.

### Daily throughout season

Respond to communication from team contacts and officials, as required.

Review Arbiter for issues with any game; take necessary corrective action.

Major weather events can result in massive changes to game schedules and assignments.

### Following the season

Invoice teams for assigning fees; collect and track payments.

# MBYLA Game Assigning Expectations

## MLOA Officials' Responsibilities

### Prior to the season

Study rules and mechanics changes. Attend MLOA training, as required to maintain / increase certification. Pass required USL rules tests. Incorporate feedback from evaluations.

Update contact data in Arbiter. Assignor and teams' contacts must be able to reach you.

### Continuously during the season

Maintain assigning constraints in Arbiter, including calendar / time blocks and travel limits.

Monitor Arbiter communications (e-mail and/or text message).

Accept / decline assignment promptly. Contact Assignor with any questions. Assignments disappear after 3 days.

Cooperate with ride sharing arrangements. Accepting a game constitutes agreeing to travel arrangements, which are disclosed in *Game Notes*.

Notify Assignor immediately if any assignment is at risk (injury, family / business matter, etc.)

### 2 days prior to each game (minimum 48 hours)

Referee should verify game time and location with team contact.

Umpire & Field Judge must contact Referee to confirm travel arrangements (if any) and meeting place / time.

### 1 day prior to each game (minimum 24 hours)

Referee must contact Assignor if any partner fails to make contact, so Assignor can substitute.

### Each game date

Arrive at game site in adequate time for crew meeting and pre-game duties.

Officiate each game as well as possible, in accordance with rules and mechanics.

### Following each game

Referee must immediately call the Assignor and President and email a game report regarding:

- Any ejection of a player or anyone associated with a team
- Any coach penalized for unsportsmanlike conduct
- Any significant event (game termination, fan removed from site, unsatisfactory site, etc.)

### Following the season

Verify payment from all teams for all games. Contact teams regarding any short payment; refer disputes to MLOA officers.

Provide feedback to MLOA officers regarding sportsmanship of teams and quality of officiating.

# MBYLA Game Assigning Expectations

## Contact information / links

### Web sites

Assigning platform	<a href="http://www.Arbitersports.com">www.Arbitersports.com</a>
MLOA	<a href="http://www.mloa.org">www.mloa.org</a>
MPA	<a href="http://www.mpa.cc">www.mpa.cc</a>
NFHS	<a href="http://www.nfhs.org">www.nfhs.org</a>
US Lacrosse	<a href="http://www.uslacrosse.org">www.uslacrosse.org</a>

### MLOA Officers

President	<a href="mailto:President@mloa.org">mailto:President@mloa.org</a>
Vice President	<a href="mailto:VP@mloa.org">mailto:VP@mloa.org</a>
Secretary	<a href="mailto:Secretary@mloa.org">mailto:Secretary@mloa.org</a>
Assignor	<a href="mailto:Chief@mloa.org">mailto:Chief@mloa.org</a>
Trainer	<a href="mailto:Trainer@mloa.org">mailto:Trainer@mloa.org</a>
Youth Liaison	<a href="mailto:MaineYouthRefs@mloa.org">mailto:MaineYouthRefs@mloa.org</a>