

Inter-Scholastic Game Assigning Expectations

MLOA Responsibilities

Scope

The Maine Lacrosse Officials Association (**MLOA**) contracts with the Maine Principals' Association (**MPA**) to supply officials for scholastic boys' lacrosse throughout Maine. MLOA also supplies officials for other teams, including MAISAD preparatory schools and boys' youth lacrosse.

MLOA provides officials for over 1500 games per year.

Training and Certification

US Lacrosse (**USL**) establishes criteria, develops training materials and administers rules tests for officials to work games at all levels from youth through college. MLOA implements USL standards.

MLOA trains and certifies officials for USL mechanics and for USL Youth, NFHS & NCAA rules.

- Level 1 = adults to work middle school and junior varsity (entry level)
- Level 2 = adults to work middle school through varsity (2 man mechanics)
- Level 3 = adults to work varsity (3 man mechanics)

Membership and Conduct

All Level 1-3 adult officials are required to join USL and MLOA. MLOA has approximately 90 members. Members must abide by USL and MLOA standards of conduct. MLOA has processes to resolve grievances and ethics concerns, whether raised by officials or schools / team contacts.

MLOA's roster of members eligible to officiate in Maine is available to schools via Arbiter *LISTS*.

Rules

MLOA trains officials to apply rules as follows:

- Middle school = USL Youth for U15 (modified NFHS)
- JV and MPA Varsity = NFHS
- MAISAD & Bridgton Varsity = NCAA

Fees

MLOA members are compensated through both game and travel fees:

- MPA sets game and travel fees for NFHS contests (middle school through high school).
- MPA sets travel fees for all NFHS contests.
- MLOA has separate game & travel fee agreements with MAISAD and Bridgton Academy.

MLOA members 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, per official for every *scheduled* game, is \$4, unless modified by an Assignor's contract. Home teams are responsible for all assigning fees not covered by a conference payment.

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Team Contact Responsibilities

10 weeks prior to first contest (CCC, KVAC, SMAA, SMMSAC, WMC = Jan 15)

Conferences or leagues should provide master schedules to the Assignor, identifying opponents and game dates. Any Assignor contract should be provided to the Assignor.

Teams must identify who handles scheduling, who handles game day communication and who pays the bills. Team contacts must maintain email addresses and cell phone numbers in Arbiter.

8 weeks prior to first contest (MAISAD & HS = Feb 1)

Provide specific schedules to the Assignor. Specific schedules *must* identify level of competition, date, starting time, home team, visiting team, game site and any request for additional officials. This includes preseason contests (play days, scrimmages, exhibitions).

Number of officials by level of competition

- Preparatory schools = **3 required** by NCAA rule
- High School Varsity = **2 required** and 3 recommended by NFHS rule
- JV, First Team, Middle School, Grade 5/6 = **2 required** by NFHS & USL rules

The home team is expected to pay all officials. For other arrangements, contact the Assignor.

4 weeks prior to first contest (MAISAD = Mar 1)

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.

In the event of a last minute 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.*

In the event a game is rescheduled, notify the Assignor as soon as possible, so that the Assignor can obtain 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.

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Assignor Responsibilities

Single 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.

8 weeks prior to first contest (approx. Feb 1)

Obtain master schedules from conferences and leagues. Build composite master schedule.

Obtain list of returning members in good standing from MLOA Executive Board. Obtain information necessary to assign officials at appropriate levels of competition, considering certification, level of experience and evaluations of fitness & ability.

6 weeks prior to first contest (approx. Feb 15)

Update composite schedule with detailed information from each team. Cross-check dates / times / sites for every game. Resolve discrepancies with team contacts.

Upload best available composite schedule to Arbiter.

4 weeks prior to first contest (approx. Mar 1)

Add new officials to Arbiter. Assign officials to scheduled contests, balancing all variables.

Assigning variables / priorities

- Covering geographically remote games
- Capable Referee on each varsity game
- Covering all games
- Availability of officials
- Strong crews on intense rivalry games
- Professional development of officials
- High school precedence over youth
- Ride sharing & travel cost

Release preseason assignments. Manage preseason observation & evaluation.

Complete preliminary assignments and submit for review by MLOA Executive Board.

3 weeks prior to first contest (approx. Mar 15)

Revise assignments as needed. Release regular season assignments to officials and team contacts.

1 week prior to first contest (approx. Mar 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.

Collect evaluations of officials. Prepare reports for MLOA and MPA.

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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.

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Contact information / links

Web sites

Assigning platform	www.Arbitersports.com
MLOA	www.mloa.org
MPA	www.mpa.cc
NFHS	www.nfhs.org
US Lacrosse	www.uslacrosse.org

MLOA Officers

President	mailto:President@mloa.org
Vice President	mailto:VP@mloa.org
Secretary	mailto:Secretary@mloa.org
Assignor	mailto:Chief@mloa.org
Trainer	mailto:Trainer@mloa.org