

Central Ohio Women's Lacrosse Officials Association Constitution and Bylaws

I. Purpose

The purpose of the Central Ohio Women's Lacrosse Officials Association (COWLOA) shall be to provide competent, certified women's lacrosse officials to officiate games at all levels.

II. Relationship to US Lacrosse Women's Game Officials Sub-Committee (WGOSC) and Ohio High School Athletic Association (OHSAA)

This association, having been created by US Lacrosse and OHSAA. The association shall fulfill the obligations and adhere to the rules and regulations of US Lacrosse and OHSAA.

III. Membership

- A. Membership of this Association shall be open to any person 16 years of age or older interested in officiating women's lacrosse who has enrolled in or completed a rookie clinic or met the transfer requirements.
- B. All active members must achieve a valid rating in women's lacrosse as defined by US Lacrosse and be members in good standing of US Lacrosse, OHSAA, and COWLOA.
- C. All active members to be in good standing must attend the required number of meetings set by OHSAA on a yearly basis, which includes the yearly rules interpretation meeting, must pass the US Lacrosse exam, must pay required dues and must have a current rating.
- D. All officials must also comply with rules and regulations set forth by US Lacrosse and OHSAA. The Officers will review exceptions as necessary.
- E. Any member may become inactive.
 - 1. An inactive member must declare said status prior to the first mandatory meeting of the season or the official will be considered an active official.
 - 2. All inactive members must abide by the rules set by US Lacrosse.
 - 3. If an official's inactive status is declared for more than one consecutive season, and their rating has lapsed the official must attend the rookie clinic and be re-rated prior to being assigned games.

F. Membership may be suspended, revoked, or denied to any association member or potential member for reasons deemed appropriate by the Executive Board including but not limited to:

1. valid complaints from serviced schools or association members regarding inappropriate behavior on the part of an official;
2. failure to comply with the certification requirements of the board.

IV. Officers and Advisory Board

A. The officers shall consist of the following:

1. Local Board Chair (US Lacrosse) / Association Secretary(OHSAA)

a. The Local Board Chair / Association Secretary shall be an elected position with a term of two (2) years and must meet all the requirements set forth by US Lacrosse and OHSAA. The term will begin on the first day of August of the year elected of years ending in an odd number and end on the last day of July of the second year. Upon completion of that term, or resignation from the position, the Local Board Chair / Association Secretary shall nominate a successor, and along with other nominations from the association, a vote will be held to determine the new Local Board Chair / Association Secretary.

b. The Local Board Chair /Association Secretary shall:

1. oversee the operational, administrative and financial actions of the association, working in its best interests to preserve its integrity and to insure compliance with the guidelines set by US Lacrosse and OHSAA;
2. assist the Assistant Local Board Chair/ Assistant Association Secretary to schedule the Annual Rules Interpretation Meeting and assist with the agenda;
3. attend the National Convention / Rules Interpretation (or appoint proxy),
4. together with the Assistant Local Board Chair/Assistant Association Secretary, appoint other positions as necessary.

2. Assistant Local Board Chair/ Assistant Association Secretary
 - a. The Assistant Local Board Chair/ Assistant Association Secretary shall be an elected position with a term of two (2) years. The term will begin on the first day of August of the year elected of years ending in an even number and end on the last day of July of the second year. If the Local Board Chair /Association Secretary resigns before completion of the term, the Assistant Local Board Chair/Assistant Association Secretary shall immediately assume the position and duties of the Local Board Chair /Association Secretary and conduct a nomination and election to determine the new Assistant Local Board Chair/ Assistant Association Secretary. Election procedure participation requirements must be met.
 - b. The Assistant Local Board Chair/ Assistant Association Secretary shall:
 1. assist the Local Board Chair /Association Secretary in the performance of his/her duties;
 2. exercise the power of the Local Board Chair /Association Secretary in his/her absence;
 3. get the site and teams for the rules and rating clinic;
 4. help present information at the clinic.
3. Recording Secretary
 - a. The Recording Secretary shall be an elected position with a term of two (2) years. The term shall run concurrent with that of the Local Board Chair/ Association Secretary.
 - b. The Recording Secretary shall:
 1. keep minutes of all business meetings;
 2. disseminate the minutes to the membership through e-mail or posting them on a designated web-site.
 3. draft and send correspondence as directed by the Local Board Chair /Association Secretary and Assistant Local Board Chair/ Assistant Association Secretary
4. Treasurer
 - a. The Treasurer shall be an elected position with a term of two (2) years. The term shall be concurrent with the Assistant Local Board Chair/ Assistant Association Secretary.

b. Treasurer shall:

1. Collect dues and fines;
2. maintain the Association's treasury and make disbursements from its funds as properly directed by the Local Board Chair /Association Secretary and Assistant Local Board Chair/ Assistant Association Secretary, including the reimbursement of the Local Board Chair /Association Secretary's or designee's expenses for attending the US Lacrosse national convention.
3. Provide an annual financial statement to the membership at the annual business meeting.

B. Three Member Advisory Board

1. Each position will be elected for a term of two (2) years. Two positions shall have terms beginning on the first day of August of the year elected of even numbered years and end on the last day of July of the second year. The other shall begin on the first day of August of the year elected of the odd numbered years and end on the last day of July of the second year.
2. The three-member Advisory Board shall:
 - a. meet with the Officers as needed to discuss any business relevant to the operation of the association;
 - b. bring to the attention of the Officers, any issues that have been cited by members of the association and assist in their resolution;
 - c. investigate any issues or incidents brought to the attention of the association regarding the conduct of any association member who is in violation of these by-laws, US Lacrosse Guidelines, Ohio High School Athletic Association Procedures, or who will bring discredit or ill-will to the association;
 - d. recommend actions to be taken, if any, against association members including verbal or written warnings, fines, forfeiture of assigned games or suspension of membership.

V. Appointed Positions

The Officers shall appoint the following positions:

- A. A rules interpreter who will be prepared to give guidance and direction regarding the rules of Women's Lacrosse. The rules interpreter should assist in the presentation at the association's Annual Rules Interpretation Meeting;

- B. An assignor(s) who shall handle all administrative duties associated with the assigning of games to active officials in good standing in the association. The assignor(s) will be paid a fee as recommended by the Officers of COWLOA in addition to reimbursement of moneys used to perform the duties of assignor;
- C. As needed, members will be appointed to assist in the association's operation or replace members of the advisory board who resign prior to expiration of their term.

VI. Executive Board

- A. The Executive Board will consist of the Officers, Advisory Board Members and the Assignor(s).
- B. The Executive Board will only be able to execute its powers when in session. A session can be called by the Local Board Chair/Association Secretary or one acting for the Local Board Chair /Association Secretary. A simple majority of the Executive Board is required to conduct business following Robert's Rules of Order.
 - 1. any recommended action from the Advisory Board will be passed by a simple majority vote of the Executive Board and will be carried out by the Local Board Chair/ Association Secretary.
 - 2. approve all appointments made by the officer's
- C. The Executive Board will be allowed to rule on issues not specifically covered in these by- laws.

VII. Election Procedure

- A. All Officer and Advisory Board elections will take place at the "Business Meeting" portion of the Annual Rules Interpretation Meeting unless an officer or Advisory Board member resigns prior to term completion. All elections must have the presence and participation of at least 50% of the association's voting membership. First year trainees will be ineligible to vote. A person elected to fill an officer's position due to resignation shall serve only for the duration of that term. All members are to be notified of the meeting via general announcement or written notice by e-mail of any nominations and elections. In cases of resignations and other unusually situations voting may take place using electronic voting via the internet, email or text.
- B. Nominations shall be submitted in writing to the Recording Secretary at least fourteen (14) days prior to the Annual Rules Interpretation Meeting. The secretary will then forward a list of nominations to the membership via e-mail one week prior to the meeting. Any member may nominate his/herself. Write-in nominations will be accepted during the Business Meeting.

C. Any Officer or Advisory Board member may be elected to successive terms.

VIII Removal from Office

- A. An Officer or Board Member of this association may be removed from office if he/she fails to fulfill their duties including failure to attend at least fifty percent (50%) of the Executive Board meetings from August 1 through July 31.
- B. An Officer or Board Member shall be notified in writing 30 days prior to any pending action by the Local Board Chair/ Association Secretary. This notification will detail the specifics of the pending action.
- C. An Officer or Board Member can only be removed upon a two-thirds (2/3) majority vote of the remaining Officers and Board Members.

IX. Dues

- A. All members are required to pay US Lacrosse, OHSAA and COWLOA dues.
- B. An additional one time classroom fee is assessed all new members.
- C. Local dues must be paid at the Annual Rules Interpretation Meeting for the upcoming season. The Officers shall notify the association members of the amount due prior to the Annual Rules Interpretation Meeting via e-mail.
- D. Dues will be determined annually by the Executive Committee.

X. Meetings

- A. The Officers shall meet as needed with the Advisory Board and Assignor to discuss the business and administration of the association.
 - 1. Any recommended action by the Advisory Board or Officers needs to be passed by a simple majority vote of the Executive Board and notification of said action will be carried out by the Local Board Chair/ Association Secretary.
 - 2. In unusual situations, actions that require the Executive Committee's approval may be done using electronic voting via the internet, email or text.
- B. One Annual Business Meeting shall be held each year at the Annual Rules Interpretation Meeting to address the administrative and business issues of the association. All elections and by-laws changes shall be conducted at this meeting.

- C. Meetings shall be scheduled as required to meet the guidelines of US Lacrosse, OHSAA, and COWLOA, and to provide the necessary training to all officials. Meeting dates shall be provided at or before the Annual Rules Interpretation Meeting if possible.
1. All members must attend the number of meetings set by the Local Board Chair /Association Secretary during the year.
 2. If a member will be unable to attend a scheduled meeting, the member must submit the reasons for the inability to attend to the Local Board Chair /Association Secretary, in writing via e-mail, prior to the meeting.
 3. Failure to attend the required number of meetings or a mandatory meeting without good reason, as determined by the Executive Board will result in a fine or other sanction.
- D. The recommended order of business at a regular meeting shall be:
1. Roll Call
 2. Correspondence
 3. Report of committees and officers
 4. Unfinished business
 5. New business
 6. General lacrosse news
 7. Rules interpretation
 8. Review of assignments
 9. Adjournment
- E. Normal parliamentary procedures shall be followed at all meetings and any matters arising and not provided for in this constitution and by-laws shall be decided by the Officers subject to the approval of a majority of the members present.

XI. Game Assignments

- A. In the established High School, Middle School and Youth season an official shall not officiate any game in central Ohio without first informing and gaining the approval of the central Ohio assignor or the Local Board Chair /Association Secretary. The assignor(s) will schedule all High School, Middle School and Youth games.

- B. Assignments may only be made to active members in good standing with a local board.
 - C. Officials shall be properly attired and equipped as defined by US Lacrosse in the official's manual for all games. **(See Appendix A)**
 - D. The Assignor and the Local Board Chair /Association Secretary reserve the right to make any schedule changes including removal of an official from any game.
 - E. All teams for which the association supplies officials must be members of the Ohio Schoolgirls Lacrosse Association or agree to COWLOA fees and policies.
 - F. When possible, it is recommended that games be assigned as a three person crew.
- XII. Amendments to the Constitution and By-Laws

Any revisions to the Constitution or By-Laws must be submitted to the Officers and distributed to the Association for review two weeks prior to and voted on at the annual Association "Business Meeting". Revisions may be made by simple majority of association members in good standing attending the annual business or through electronic voting meeting provided at least 50% of the association is present and/or participates in the vote.

XIII. Fines and Suspensions

- A. If an official misses a game for an unapproved reason, the COWLOA shall use the penalty proceedings as defined. The Executive Board will determine if the reason for missing the game was legitimate.
- B. The Advisory Board may recommend and the Executive Board may impose fines or suspensions based on their recommendations, for issues mentioned under the duties of the Advisory Board.
- C. An association member who feels that a disciplinary decision made by the Officers against them is unfair may appeal to the Executive Board in writing within seven (7) days of receiving such decision. The Executive Board will rule on the appeal when in session and give a written decision to the Officers and the member filing the appeal within seven (7) days after receiving the appeal, which will be the final decision of the association. If that decision is not satisfactory, the member may appeal to the Super Region 5 Chair of US Lacrosse.

XIV. Reinstatement

In all situations where an Official's rating is revoked or an Official is removed from the active roster, reinstatement may follow after the successful completion of the upcoming rookie clinic requirements. The Official will not be reinstated any higher than at the Local 1 level.

XV. Transfers

Officials transferring into the Central Ohio Women's Lacrosse Officials Association must do the following:

1. provide a letter from their previous association indicating their officiating status;
2. attend an on field evaluation prior to the season for any transferring official with a local rating;
3. Comply with membership requirements;
4. Obtain a current rating if needed.

Appendix A: Dress Code and Equipment

All Officials shall wear the uniform set by US Lacrosse and/or COWLOA:

UNIFORM REQUIREMENTS: (All colors visible must be black or white)

With the advent of many different types of striped shirts and kilts available for umpiring women's lacrosse, the WDOC has developed these guidelines for the WDOC members. We all should strive for a professional, consistent dress. Whereas special considerations can be given for the entry level umpire, it is expected they will strive to look professional as they eventually do accumulate the appropriate articles of the approved uniform.

Styles are changing from the old pleated kilts to a more athletic non pleated style kilt. We should continue to strive for a neat but athletic appearance.

All umpires shall be in uniform when entering and leaving the game site. We highly suggest matching kilts to shorts, pants to pants, and sleeve length, but also understand heat tolerances differ within body types.

SHIRTS:

- One inch black and white vertical stripes on the body and sleeves.
- It is preferred to be the traditional black Byron or polo collar with black cuffs or the V neck. However, the V neck basketball shirt is acceptable.
- The sleeve style shall be long, short, or sleeveless
- The material will be standard or small mesh

KILTS/SHORTS:

- Solid black and no sweet/fleece type material.
- Pleated or wrap kilts are acceptable.

- The length of the kilt or shorts should be professional.
- The fabric should be of a substantial substance so as to hang smoothly, to resist fading, and to be in good repair.

PANTS:

- Nylon or other material, neat. Preferably not gathered at ankles. No sweat/fleece type material.

SHOES:

- Predominantly black shoes, black laces. If shoes have white on them, try blacking it out with marker, paint or other indelible substance. They should be polished, and clean for every game.

SOCKS:

- White or black, low style.

UNDERSHIRTS:

- Long or Short sleeve = solid black. Small logos are unavoidable.

HATS/VISOR/EARBANDS:

- Solid black. Knit hats/ear bands may be worn when cold and should be solid black.
- Sunglasses, conservative in style and color.

JACKETS:

- Standard black and white poly, one-inch vertically striped jackets with knit black Byron collar and black cuffs or a solid black jacket may be worn for inclement weather.
- Crew members should match in their selection of jackets.

MANDATORY ACCESSORIES:

- Whistle - solid black Fox 40 preferred. The umpiring team must not mix whistle tones i.e. not Fox 40 regular and Fox 40 Pearl. Carry back up whistle inconspicuously.
- Flag - Yellow approximately 14"x14" with bound hem. Weighted or un-weighted.
- Cards - Green, Yellow, Red
- Pencil to record warnings
- Coin
- Tape measure

OPTIONAL ACCESSORIES:

- Lanyard, if used solid black
- Kilt pin -1 small, discrete
- Gloves - solid black if needed
- Tights under kilts - solid black, not baggy
- Spandex should be solid black and preferred not to show below kilt or shorts, unless for medical purposes.
- Small equipment bag holding current rulebook, any league modifications, lighting policies etc. should be black.
- Water bottle

- Watch - wrist style stopwatch with countdown feature strongly suggested.
- Sunglasses

DRESS TO AND FROM GAMES:

- In order to uphold the well-respected, professional image of the USL Women's Division Officials Council, members are required to wear appropriate clothing to and from the game sites.