

## **NorCal Women's Lacrosse Officials Officers, board and other positions**

**President** - The President is the general manager and chief executive officer of this corporation and has, subject to the control of the Board, general supervision, direction and control of the business, activities and officers of this corporation. The President shall ordinarily preside at all meetings of the Board. The President has the general powers and duties of management usually vested in the office of president and general manager of a corporation and such other powers and duties as may be prescribed by the Board. The President shall be responsible to the Board, shall see that the Board is advised on all significant matters of this corporation's business, and shall see that all orders and resolutions of the Board are carried into effect. The President shall be empowered to act, speak for, or otherwise represent this corporation between meetings of the Board within the boundaries of policies and purposes established by the Board and as set forth in the Articles and these Bylaws. The President shall be responsible for keeping the Board informed at all times of staff performance as related to program objectives, and for implementing any personnel policies adopted by the Board. The President is responsible for finding qualified volunteers for the other operating positions; sets and oversees board meetings. Assures key tasks are being completed on a timely and thorough basis. Leads contract negotiations with the leagues and tournament operators. Should sit on the NorCal Chapter board.

Board position & corporate officer. No compensation. Time commitment – 3-8 hours a month

**Vice President** - In the absence or disability of the President, and subject to any limitations imposed by the Board, the Vice President, is appointed to and shall perform all the duties of the President. When so acting, the Vice President shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board.

Board position & corporate officer. No Compensation. Time commitment - 3-7 hours a month

**Vice President of Training** - The Vice President of Training is responsible for the planning, coordination and execution of the training, evaluation and rating of women's game officials in Northern California. The Vice President of Training will assure that data and records regarding the training, test scores, evaluations, ratings of NCWLO officials is included in their NCWLO and US Lacrosse profiles. The Vice President of Training will have primary responsibility to establish and maintain contact with US Lacrosse nationally and regionally in order to obtain and integrate appropriate training methods, materials, rules and rules interpretations for the NCWLO. He or she will apply to US Lacrosse or any other appropriate organization for funds to support the mission of the NCWLO. The Training and evaluation coordinator and the Officials Rater coordinator report to the Vice President of Training, if this individual does not assume directly these responsibilities. The Vice President of Training shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the President or the Board.

Board position & corporate officer. Possible compensation depending on whether just planning and oversight versus direct involvement for execution. Time commitment – TBD

**Secretary** - The Secretary shall keep, or cause to be kept, at the principal office of this corporation or such other place as the Board may direct, a book of minutes of all meetings, proceedings and actions of the Board and any committees thereof. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was regular or special and, if special, how it was authorized; the notice given, if any; the names of the persons present at the meeting; and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office of this corporation in the State of California, the original or a copy of this corporation's Articles and Bylaws, as amended to date, which shall be open to inspection by the members at all reasonable times during office hours. If this corporation has no business office in California, the Secretary shall, on the written request of any member, furnish to that member a copy of the Articles and Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given. The Secretary shall keep the seal of this corporation, if any, in safe custody and shall also have such other powers and duties as may from time to time be prescribed to him or her by the Board or the President.

Board position & corporate officer. No compensation. Time commitment 3-4 hours/month when there are board and annual meetings.

**Treasurer** – The Treasurer of this corporation shall keep and maintain, or cause to be kept and maintained, full and accurate books and records of accounts of this corporation's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and other matters customarily including in financial statements. The Treasurer shall send, or cause to be sent, to the Directors of this corporation such financial statements and reports as are required to be sent by law, by these Bylaws or by the Board. The Treasurer shall (a) deposit, or cause to be deposited, this corporation's funds and other valuables in the name and to the credit of this corporation with such depositories as may be designated by the Board; (b) disburse, or cause to be disbursed, the funds of this corporation as may be ordered by the Board, taking proper vouchers for such disbursements; (c) render, or cause to be rendered, to the President and the Board, whenever requested, an account of all transactions entered into as Treasurer and of the financial condition of this corporation; and (d) have such other powers and perform such other duties as may be prescribed to him or her by the Board.

Prepares annual budget for review and approval; assures funds are received from the leagues; assures officials are paid for games worked; tracks expenses using the NCWLO ledger and prepares monthly B/S and P&L statements for review and inclusion in chapter financials; Pays approved expenses. Prepares in conjunction with NCWLO president contractor agreements for adult and junior officials. Tracks signed agreements and W9 collections. Assures 1099's are filed on a timely and correct basis. May participate in the contract negotiations with the leagues. Prepares and submits accurate tax filings on a timely basis.

Could be a board position. Definitely a corporate officer. This is a compensated position. Time commitment -

**Communications manager** – Would establish and maintain Official Committee website and social media operations. Would assist other board members, officers and volunteer staff with message content and distribution, as needed.

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Board director. No compensation. Time commitment – 3 hours/month

**NCJLA liaison** – Interacts with the NCJLA to resolve bad coach/bad official situations. Works with VP of training regarding dates, times and locations of field training opportunities with NCJLA youth and HS teams. Works with Official recruiter coordinator to promote, cajole and leverage NCJLA clubs to find adult and junior official candidates. Is a resource to the NCJLA Girls Director, commissioners and club leaders regarding all aspects of the NCWLO annual training, recruitment activities and rules. Is the primary point of contact and communicator of activities or policies that will affect NCJLA members or events.

Monthly duties:

- Attend NCJLA Girls Representative monthly conference calls (Nov-May)
- Attends the NCJLA Summer Workshop Girls Session, reports on officials recruiting needs per region (2nd Sat in June)
- Attends the Rules Committee meeting with the NCJLA Girls Director and Commissioners (TBD)
- Attends the NCJLA Delegates Meeting and gives a report on recruitment goals per region, & rules changes from NFHS/USL (3rd Sat in Sept)

Board director. No compensation. Time commitment – 4 hours/month

**Officials recruiting manager** – Leads official recruitment from both the NCJLA ranks of parents and players, CIF players and other officiating organizations.

Board director. No compensation. Time commitment – 2 hours/month for board meetings plus 10-20 hours out of season for recruiting activities.

**Webmaster** – Set up and support the NCWLO website. Serve as the primary contact for chapter web content related updates, inquiries & changes. Responsible for keeping all website information up to date. Assist the President, Treasurer, VP of Training, Registrar and other parties as needed with website related activities such as establishing website-based programs, payments, refunds, linkage to US Lacrosse and background check agencies, surveys. Post meeting dates, agendas and minutes for members at the request of the president or other board members. Assist NCWLO with blast emails and electronic correspondence when applicable. Work with USL and NorCal Chapter to provide appropriate local and national content on website.

May or may not be a board member. No compensation. Time commitment 1-2 hours/month after website is fully functional.

**Registrar** – Establish registration programs such as annual adult and junior official registration modules, adult and junior training registration modules and coach rules session sign up modules. Assist registering parties with registration related questions and the registration process. Follow up with appropriate parties to assure all requested documents are in. Update member profiles as needed (but after encouraging each member to access their own profiles first. Individual passwords can only be reset but not viewed.) Provide Excel reports as requested. Reports to President or VP.

Could be a board position. Compensated position. Time commitment -TBD

**Service hour coordinator** – Leads the development of service hour projects for officials and tracks said hours.

Could be a Board director. No compensation. Time commitment – 2 hours/month for board meetings plus 10-20 hours the year for service hours planning and tracking.

**Training coordinator** – Establishes, coordinates and oversees the sites, dates, times and locations of classroom and field training events in coordination with the NCJLA, CIF coaches and professional operators who hold tournaments and the VP of training. Checks availability of qualified trainers and assigns trainers to classroom and field venues. Reports to the VP of training. Could be a separate board position but likely to be done by an existing board member. Compensated. Rate or stipend TBD. Time commitment - TBD

**Officials' evaluation coordinator** – Works with VP of training and assignors to establish program to evaluate officials. Finds experienced officials who have time and interest in serving as evaluators. Establishes evaluation protocol. Works with assignor to determine date, time and locations for evaluations. Collects, collates evaluation information for review by VP of training and sends summary report to Registrar to update official's records. Assures the organization tracks the evaluations and gives feed back to the official being evaluated. Reports to the Vice President of Training.

Could be a board position. No compensation. Time commitment –

**Annual meeting coordinator** – Finds venue for annual meeting. Works with the President to prepare and communicate the agenda. Coordinates presenters. Assists with the preparation of materials, e.g. board director ballots, handouts. Arranges for meals and beverages as needed. May arrange to bring in sponsors and suppliers, like official's equipment providers. Works with President to find key note speaker, if appropriate.

Could be a Board director. No compensation. Time commitment – 15-20 hours planning and preparing for annual meeting starting in September.

**Trainer** – Conducts classroom training sessions using US Lacrosse materials and methods. Conducts field training for new officials. Provides required reports to VP of Training and registration confirming participants and completion.

Not a board position, although a board member might be a trainer. Reports to VP of training. No compensation. Time commitment – 8-12 hours pre-season

**Officials' evaluator** – Experienced official trained as an women's lacrosse game evaluator. Evaluates officials as assigned, prepares and submits required reports to the Officials evaluation coordinator on a timely basis.

**Officials' rater coordinator** – Rates officials. Finds, develops additional raters for NCWLO and USL. Works with tournament and other lacrosse event operators to establish and oversee rating opportunities for NCWLO and other USL women's game officials. Provides rating information to VP of training. Reports to VP of Training.

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Could be a board position or held by the VP of training. Time commitment for the board 2-3 hours/month. Time for rating event planning, oversight and rating officials – TBD. Raters are compensated.

**Officials' rater**– Rates officials following NCWLO and USL guidelines. Provides rating information to Official rater coordinator and/or VP of training. Reports to Official rater coordinator

Not a board position. Time for rating event participation and rating officials – TBD. Raters are compensated.

Not a board position. Official evaluator are compensated, typically at the rate of the game they are evaluating.

**Assignor** (s) – Assigns appropriately rated officials to games. Scrubs schedule with NCJLA rep and CIF rep before games are put into the schedule which could entail calling teams and asking them to move games to different days so officials are available. Confirms officials have worked games before they are paid. Point person to receive complaints against officials or coaches. Would work with NCWLO NCJLA liaison for official and coach issues.

Communicates ejection reports to NCJLA via the Sportsmanship Incident Report Form on the NCJLA website after they have reviewed the official's responses/reports.

Verifies games worked and travel pay due once per week, typically on Mondays.

Attends at least one classroom and one field training/rating session in the area they are assigning to meet their officials and provide support to the trainers onsite.

If assigning CIF leagues, attends the league annual coaches meeting to answer questions, and meet the coaches/Athletic Directors that they will be working with that season.

Recommends officials to work playoffs and championship games for CIF and NCJLA to the board for approval. Once approved, collects all nomination forms from officials and submits to the league.

Makes changes to games in arbiter when notified by the NCJLA webmaster or CIF league athletic director.

Updates contact information for bill to's as needed in conjunction with the Treasurer.

Attends the NCJLA end of season event that they are assigning to act as an onsite manager of officials.

Could be a board member but the NCWLO bylaws limit the number of "interested" parties that can serve on the NCWLO board.

This a contract and stipend position.