

NHWLUA GENERAL POLICIES AND PROCEDURES

I. Uniform

1. Black and white striped official shirt and black or striped jacket.
2. Black kilt, shorts or black pants
3. Low black socks
4. Predominately black shoes
5. Black hat or visor (optional)
6. Current NFHS/USA Lacrosse rule book - hard copy or digital
7. Whistle, flag and penalty cards
8. Watch for timing purposes
9. Uniform appearance should be neat and tidy

II. General Policies

1. Upon joining NHWLUA, umpires are considered independent contractors who must abide by NHWLUA Bylaws and General Policies and Procedures. Failure to comply with the stated Bylaws and Policies may result in disciplinary action and/or suspension from NHWLUA membership.
2. Must be a current member of USA Lacrosse and for high school assignments must register with the NHIAA.
3. Umpires should block unavailable dates by the deadline established by the Assigning Authority. It is the umpire's responsibility to keep blocked dates updated throughout the season. Umpires must accept game dates and times with the Assignor through the Arbiter Assigning System before the deadline set by the Assigner. Failure to comply, could result in the loss of that assignment.
4. An umpire can block up to 2 member officials in Arbiter at their discretion. An umpire must notify the Assigner of this block.
5. A school may block up to 3 umpires at their discretion. Assigners will have the discretion to move officials to best accommodate the game and the officiating team.
6. An umpire may block up to 3 schools at their discretion. Assigners will have the discretion to move officials to best accommodate the game and the officiating team.

7. It is recommended that Umpires confirm game assignments with their partner at least twenty-four (24) hours prior to the assignment. Continuous failure to do so may result in action by the Ethics Committee.
8. The Annual Interpretation Meeting is mandatory for all NHWLUA members. If a member does not attend a meeting, they will not be a member in good standing and will forfeit their game assignments. If a member cannot attend our interpretation meeting they must:
 - a) Inform the NHWLUA Secretary in writing of a meeting conflict within 10 days prior to the scheduled meeting. Information must be provided to support the need to miss a meeting.
 - b) The umpire must attend a rules interpretation meeting in another state or arrange an individual meeting with the NHWLUA Rules Interpreter.
 - c) For unseen-emergencies, an umpire must contact the NHWLUA Secretary or President, as soon as possible, stating the reason for not attending the mandatory meeting. A notice of explanation should be sent to the Secretary within 10 days following the meeting. A request for a waiver must be in writing with supporting documentation to the NHWLUA Executive Board, who shall review all requests. Appeals of the decision may be made by the member to the Executive Board within 10 days of notification.
 - d) Remote/virtual attendance for mandatory meetings and the rules interpretation meeting is an option for full members.
5. Members are encouraged to give service to our organization during playdays and other events beneficial to the organization.
6. If an umpire is injured, incapacitated or encounters an unexpected conflict, they must notify the Assigning Authority immediately.
7. In conjunction with NHWLUA policy, all members must attend a NHWLUA rating play day or event to renew their rating before it expires or as directed by the Rating Chair. If an official attains a college rating, this rating will precede any NHWLUA rating. If a member no longer retains their college rating, they must attend the next NHWLUA rating play day or event
8. Umpires should be aware of and avoid conflicts of interest with schools and teams that they officiate. Conflicts of interest include, but are not limited to, the following:

- A. A Varsity or JV team they have coached within the last 5 years
 - B. A school they teach or work at; an umpire may officiate sub varsity games at that school.
 - C. An umpire who has sustained personal or professional contact, such as coaching a club team, personal trainer or provides small group training with 3 or more players who are players on the Varsity team
 - D. An umpire has a relationship with a team that would impact your decision making in the game.
9. NHWLUA prides itself on respect and professionalism. Members will conduct themselves in a professional manner that demonstrates the following:
- Total impartiality
 - Courtesy and fairness to all parties
 - Respect for the game, the players, coaches, the Association, and umpiring partners
 - Umpires will apply the rules of lacrosse consistently, accurately, and to the best of their ability.
 - All NHWLUA members should strive to maintain respect and professionalism at all times on and off the field and to educate themselves to be the best umpire they can be.

III. Game Procedures

1. Umpires should arrive at least twenty (20) minutes prior to the scheduled game time. If either umpire is delayed for any reason, the school and umpire partner should be notified as promptly as possible. For this reason, cell phone numbers must be public on Arbiter.
2. If a fellow umpire is late, the umpire at the site will take care of the pre-game procedures, such as checking field markings, field conditions and goal cages. The umpire at the site shall notify the Assigning Authority and wait a minimum of thirty (30) minutes before starting the Varsity game. Should the umpire at the site determine that it would be inadvisable to umpire the Varsity game alone, they have the right to refuse to do so.

3. If only one team or no team appears, umpires should notify the Assigning Authority and wait at least thirty (30) minutes beyond scheduled game time.
4. If an umpire is injured during a game and cannot continue to umpire:
 - A. A qualified person present at the game may umpire the remainder of the game provided that there is agreement between the remaining umpire, the coaches and the game administrator.
 - B. If another qualified umpire is not available, and the remaining umpire does not feel comfortable continuing alone, the game shall be suspended if it is the first half or determined a game in accordance with NHIAA or NFHS policies..
 - C. An Umpire shall notify the Supervisor and Assigning Authority as soon as possible.
5. In the event of postponements, due to inclement weather or an emergency situation, schools must notify the umpires of the postponement prior. If the school fails to notify the umpire of the cancellation and the umpire reaches the site, the umpire shall be paid the full game fee. Umpires are expected to check with the school prior to departure when the weather is questionable.
6. If the umpire is not available at the phone number provided to the school, it is the umpire's responsibility to contact the school.
7. Any instance when a coach or player receives a red card both umpires shall contact the Supervising Authority and report the incident. The umpires must provide the following information: player's name, number and team, date of incident, opponent, location, and a description of the incident.
8. Any game discussion with a coach and/or team captain should take place with both umpires and both team coaches and/or team captains present.
9. Upon conclusion of the game, each umpire shall sign the scorebook and leave information for payment of the game fee if necessary. A game is considered complete when the scorebook has been signed.
10. Schools should follow established game and mileage fees and send payment promptly.
11. Umpires should remain neutral before, during and after a game, as well as when they are spectators.