NCWLO Training Committee Standard Operating Procedures
Approved May 11, 2020

Purpose: provide a season workflow document and operating procedures for volunteers who serve to design and implement annual training for adult and junior officials.

Members:
- Training Committee Chair: NCWLO VP of Training
- Required Members:
  - Assignors for each region of the NCWLO
  - NCWLO Registrar
  - NCWLO NCJLA Liaison
- Optional Members:
  - Certified Trainers recommended by the NCWLO to USL
  - Other NCWLO member volunteers approved by the NCWLO Board to serve
  - Training Coordinator (Organizes the trainers)
  - Service Coordinator
- Specific Roles:
  - NCJLA Liaison: gathers and communicates NCJLA rules, game protocols and play day event dates and locations.
  - VP Training: oversees all activities of committee members; approves curriculum; approves certified trainers and their assigned sessions to lead; submits documents and venue requests to NCWLO Board for approval; and delegates tasks of the committee to specific members.
    - May serve in other roles for USL Officials Development.
    - NCJLA Play Days venues are secured and funded by the NCJLA.
  - Virtual Content Coordinator: prepares slide deck and any published documents that will be used for training by the NCWLO.
  - Assignor(s): creates an “event” in arbitersports.com for play days so officials save the date; deletes the event and assigns trainers and officials to exact fields and time slots for play days once known. Coordinates directly with VP Training.
  - Service Coordinator- Pending review of role***

Planning Due Dates for the Committee:
- July 1st:
  - Begin research for venues to hold training.
  - Request Faciliton.com account access from NCWLO President.
- July 15th:
  - Send list of venues and costs to NCWLO President and Treasurer.
  - NCWLO will need to include in annual budget. All costs must be approved before being placed on NCWLO Training Calendar.
- August NCWLO Board meeting:
  - Present venue costs. Once approved, continue with reservations and developing content / requirements for that season’s training.
• 1st Saturday in September:
  ○ Provide NCJLA Girls Director with annual recruiting goals/amounts, training dates and locations.
  ○ NCWLO Treasurer should have provided payment to venues so that they can be listed on the training calendar and NCJLA slide deck for the Delegates Meeting (3rd Sat. in Sept).
• 3rd Saturday in September:
  ○ NCJLA Annual Delegates Meeting- in person (NCJLA Liaison or VP of Training)-present recruiting goals and training dates to NCJLA clubs who are required to recruit new adult and junior officials each year.
  ○ May elect to have NCJLA Girls Director present content but should be onsite to answer questions.
• October 1st: Annual Training Calendar Published on NCWLO Website
  ○ Preferred to coincide with registration opening but is not required.
  ○ Details such as the exact address or name of the venue for a training session are not required. Exact date and city of the training should be published.

**Annual Master Training Dates for Officials and Trainers:**
• Second Weekend in November:
  ○ US Lacrosse Western Regional Conference, when held can be used in place of annual classroom training requirements.
  ○ All Trainers for the upcoming season should be enrolled in the US Lacrosse Certified Trainer Course. Must be completed no later than December 1st.
  ○ All officials who wish to be excused from portions of annual training AND have earned a new rating at a USL or CWLOA clinic must submit documentation to the VP of Training and assignor for annual updating of arbiter sports ranking and USL database.
    ■ Training requirements may change please see annual requirements.
• First Weekend in December:
  ○ Hold virtual NCWLO Certified Trainer Meeting
    ■ Assign sessions for each trainer to lead. (recommend doodle poll/sign up genius)
    ■ Present curriculum outline, topics to be covered, administrative tasks to be completed and goals to be achieved.
    ■ Some content from USL may not be available by this date. Remind Trainers that confirmed curriculum will be sent to them 1 week prior to their sessions by the VP of Training.
    ■ All trainers must have finished the certified trainer course by Dec 1st. If USL does not have available information, publish a new due date.
• Second Weekend in January:
  ○ US Lacrosse Convention, can be in place of annual classroom training requirements. Officials who wish to receive credit for this must send a copy of their USL Convention registration to the VP of Training by this weekend.
  ○ Assignor to delete “event” in arbitersports.com and add trainers to exact fields and time slots for play day training / rating sessions.
  ○ Slide Decks for all virtual training sessions offered by NCWLO should be complete and sent to NCWLO President for review. If waiting on content from USL the committee should complete all other content and leave a place holder for that content in the slide deck.
• Third Weekend in January:
  ○ NCWLO Annual Meeting (Current Bylaws, may change this date in the future)
    ■ VP Training to track officials that will be attending the Sandstorm Tournament in SoCal.
• Fourth Weekend in January:
○ NCWLO Rule Interpretation Presentation, via webinar or other online/virtual means. (Required for Officials; Coaches are optional)
○ Includes additional topics for officials at the end of webinar:
  ■ How to start and navigate your arbitersports.com account
  ■ Reporting Requirements for Sportsmanship Issues/Ejections; Grievances, etc

● Second Weekend in February:
  ○ NCWLO Field Stations Sessions
    ■ Classroom materials, walk through on field, but no live games.
    ■ Attendance sheets due to VP Training with in 48 hours of session conclusion
    ■ Assignor to assign returning adult and junior officials to exact field and time slots for play day training / rating sessions.

● Third Weekend in February:
  ○ Santa Barbara ShootOut Tournament (College Officials)
    ■ No Training Sessions provided by NCWLO (additional sessions can be offered if requested by a league)
    ■ VP Training to send lead assignor list of officials on track to complete training for entry into arbitersports.com.
      ● Assignor to begin assigning new officials to exact fields and time slots. Any official that does not complete training must be removed from arbiter by the 3rd weekend of March.
    ■ Officials to complete US Lacrosse Rules Test and NFHS Rules Test

● Fourth Weekend in February:
  ○ Play Days / On Field Certification/ Ratings (Adults & Juniors)
    ■ NCJLA Youth Games- various locations on both Saturday and Sunday
      ● Recommend that NCJLA only do Sunday so that conflicts with adult officials schedules can be avoided
    ■ CIF- various locations on Saturday only

● March 1st:
  ○ All rating forms and attendance sheets from play day due to VP Training from lead trainers at each venue.

● March 5th:
  ○ All officials who have completed training and can be assigned games are sent to the lead assignor.
  ○ Assignor to move officials who have not yet completed training to “not ready” status.

● Second Weekend in March:
  ○ Play Days / On Field Certification/ Ratings (Make ups for Adults & Juniors)
    ■ NCJLA 10U Youth Games- various locations on both Saturday and Sunday
    ■ CIF- various locations on Saturday only (Minimal events)

● Third Weekend in March:
  ○ Closing of Training Season
    ○ All training requirements must be completed by all levels of officials
    ○ Late training sessions are allowed on a case by case basis for high need areas and only if a trainer is available.
    ○ VP of Training to send officials that have completed late or make up training sessions on a rolling basis.
    ○ All officials that will be recommended for playoff and championship games should be sent to the assignor. (nomination forms due April 1st)

● Second Weekend in April:
CIF and NCJLA Playoff and Championship Officials Mid-Season Training Sessions
- Online webinar- US Lacrosse 3 person mechanics course
- Optional Online Webinar through NCWLO
- Officials recommendations for playoff and championship games due to CIF Officials Coordinators due April 1st from assignor.

League Specific Training Sessions:
NCJLA Clubs, CIF leagues and individual organizations may request a private training session for their coaches, parents or recruited officials. The VP of Training shall communicate these requests to the individual trainers to see if they are willing and available for the requested time and location. Any potential expenses must be approved by the NCWLO VP of Training and President prior to confirming that a trainer is available for the session.

Planning Content for Annual Training Requirements:

Resources to consult:
- US Lacrosse Rules summary of changes are published on the 2nd weekend in September. Final rules are not published till the first week of December.
- NFHS Rules Publication is published annually. Check the website for release dates. This is typically in November of each year.
- NCJLA Liaison: report on NCJLA adopted rules sheet for that season as soon as they are approved by the NCJLA Board of Directors. This is typically completed during the December NCJLA board meeting. The committee can expect to have a final copy by Jan 1st.
- NCAA / WCLA Rules: consult with CWLOA Representative for the West Region. These rules are typically ready by the November ICWLA meeting that is held in Florida each year.

State of California Accreditation:
- The accreditation document is what drives the amount of training that the NCWLO requires each year. Review before reserving venues for training or approving curriculum amounts. NCWLO Policies and Procedures Document (2019 Version HERE).
  - Junior Officials- Follows USL requirements (minimum 14 hours, annually)
    - Classroom / Virtual / Station Training: 6 hours
    - Field Training / Play Day: 4 hours
    - Rules Review and Study of Content: 3 hours
    - USL and / or NCJLA rules test: 1 hour
  - Adult Officials- follows USL and NFHS requirements (minimum 18 hours, annually)
    - Classroom / Virtual / Station Training: 9 hours
      - 1 hour Ropes USL Online Course
      - 1 hour Special Situations USL Online Course
      - 1 hour Illegal Contact USL Online Course
      - 1 hour You Make the Call USL Online Course
      - Other 6 hours: NCWLO provided training
    - Field Training / Play Day: 4 hours
    - Rules Review and Study of Content: 2 hours
    - USL and / or NCJLA rules test: 1 hour
    - NFHS Test: 1 hour
  - Postseason Assignments: Adult Only (Playoffs and Championships)
    - 1 hour review league rule interpretation webinar
1 hour 3 Person Mechanics USL webinar

- New for 2021: edit accreditation document for adults and junior officials to include: Concussion training certification- 1hr (NFHS, HeadsUp.gov) and Sportsmanship Certification for Officials - 1hr (NFHS learn.com)

Format for Virtual Content Delivery:
- NCWLO logo Slide Deck: Google presentations
- One member of the committee should take the lead with developing the slide deck. (Virtual Content Coordinator)
  - Allocate specific slides to committee members to complete.
  - Oversees and completes final publication to NCWLO website and youtube channel.
  - Slide deck should be sent to NCWLO President for review and approval no later than 2nd week in January.
- Publications:
  - NCWLO Annual Rule Interpretation Sessions (USL, NCJLA, NFHS Rules)
  - NCWLO Annual Meeting: Training and Rules Updates portion
  - Field Station Training Plan and Curriculum (Sent to trainers)
  - Annual Trainers Training Session
  - Other documents as determined by the committee

Scheduling Trainers, Service Hour Volunteers and Officials for Station Training and Play Day Sessions:

Station Training Sessions:

VP Training Role:
- Develops and/ or approves curriculum for all sessions (universal message and vocabulary used)
- Coordinates Certified Trainers for each session. May use google forms or doodle poll to determine the best date, location, and role for each trainer.
- Coordinates a virtual meeting for all trainers to review content and ask questions.
- Coordinates that each trainer has the necessary supplies for the stations.

Trainers Role:
- Submits availability and preferences to VP Training via doodle poll or form.
- Reviews curriculum and confirms that all supplies needed are available.
- Completes administrative tasks such as:
  - Confirming that Assist. Trainers fulfilled their tasks.
  - Confirming attendance of those completing service hours.
  - Confirming attendance of all officials being trained.
  - Submits all reports and attendance sheets to the VP of Training within 48 hours of the session completion. Returns all supplies borrowed within 7 days of the session completion to VP of Training or other designated NCWLO contact.

Assistant Trainers Role: TBD by the lead trainer.

Play Day Sessions:
NCJLA or Youth Games (14U and below)

Adult Officials Role:
- Serve as the official on the field to keep the games safe while new officials practice implementing the rules and mechanics.
- This time on the field can be used to satisfy the SERVICE HOURS requirement (Check with Service Hours Coordinator).

Junior Officials:
- New Juniors will shadow experienced adult officials for a period of time determined by the lead trainer. When ready they will officiate the game without an adult official shadowing them. Will continue officiating till all skills from the rating form have been observed.
- Experienced juniors will officiate the game with an experienced adult official till all skills required for a passing score are observed during play for the rating form.

Lead Trainers:
- Manage all administrative tasks for the event or their designated field. In most cases the assignor will simply provide the trainer with the schedule and contact information for the officials assigned to each play day game.
- Responsible for completing all record keeping tasks and submitting on time to VP of Training.
- Fill in as needed for trainers or adult officials on the fields.

Assistant Trainers:
- Provide verbal instruction and explanations to officials on the sidelines observing games.
- Serve as a shadowing official for officials who need additional support to grasp a concept, rule or mechanic during the live games.
- Complete rating forms as directed by the lead trainer.
- Be responsible for all activities on their assigned field and ensure that adult officials are being supportive to officials training.
- Consult with Lead Trainer when troubleshooting.
- This time on the field can be used to satisfy the SERVICE HOURS requirement (Check with Service Hours Coordinator).

Assignors role:
- Send an arbiter invite for the “event” to the officials returning once the training calendar is approved. When it comes time to schedule officials delete “event” and assign them to an exact field and time slots.
- Assign adult officials to games that will be paid due to an excess amount of games not needed for training purposes (CIF contracts only).
- Assign junior officials based on availability in the arbitersports website.
- Follow up with officials who have not updated their availability in arbiter sports.
- Send an excel copy of the play day schedule to the lead trainer for that event. Send a copy to each official's email address in case they can not access the arbiter sports site.

Service Hours:
Service Hours are required for each returning adult official. The 4 required hours can be satisfied in a variety of ways. Please see the Service Hours section of the NCWLO Policies and Procedures Document (HERE).

Sample Service Hours Tasks:
- Adult Official On the Field During Play Days
- Assistant Trainer at Play Day
- Volunteer at a Recruiting Committee In-Person Event
- Mentor new officials in a high need area (documentation required)

The Service Hour coordinator's primary role is to document that all service hours have been completed and to find alternative tasks for officials who have been approved for a modified service hours assignment. Assignors send the Service Hour Coordinator a list of assignments from the arbiter sports website prior to each event where service hours will need to be recorded. The Service Hours Coordinator reports all documentation to the VP of Training.