



Local Board Annual Tasks

OFF SEASON (typically Aug., Sept., Oct.)

Executive Committee Meeting Agenda Considerations:

- Develop dates and locations for:
 - New umpire classroom and field training
 - Returning umpire classroom and field training
 - USL National Convention (site and date)
 - Rules Interpretation meeting
 - Rating opportunities – dates and locations
- Develop Budget for upcoming season:
 - Determine annual dues
 - Project expenses for the year
 - Order supplies for new umpire trainings
 - Project expenses for trainings
- Review the board By-laws and Policies & Procedures – update if needed
- Plan for the Election of new Executive Committee positions
- Create pre season informational letter for members, may include:
 - Meeting calendar
 - Rating opportunities
 - Recruiting needs
- Other business

PRE SEASON (typically Nov., Dec., Jan. and Feb.)

- Attend youth, high school, college club and post collegiate team pre-season meetings
- Attend the US Lacrosse National Convention
- Post informational letter to members on website
- Work with assignors as needed
- Organize Rules Interpretation meeting
- Help organize new umpire trainings
- Organize and run training for returning umpires
- Hold renewal clinics
- Oversee and/or direct mentors
- Oversee and/or direct the service program
- Update database with US Lacrosse
- Monitor the written test process



Annual Meeting Agenda Considerations:

- Approval of the minutes from the previous meeting
- Treasurer's Report
- Review calendar for the season: trainings, ratings, etc.
- Service Requirements
- Mentor/Mentee Program
- Game fees
- Announcements
- Other

IN SEASON (typically Mar., Apr., May and early Jun.)

- Update database with US Lacrosse Region Chair, and board members
- Rate new and renewing umpires
- Monitor and assist with:
 - Mentor program
 - Ratings
 - Grievances
 - Clinics
 - Organize and conduct the mid-season meeting
 - Other

POST SEASON GENERAL MEETING

- Awards and recognition of members
- Announce summer opportunities

POST SEASON (typically Jun., Jul., and Aug.)

- Executive Committee Meeting
- Agenda considerations:
- Review of the season (i.e. what's working; what's not working)
- Treasurer's report
- Secretary's report
- Budget considerations for the next season
- Umpire Recruiting and Retention Plan
- Summer League (trainings, ratings, tournaments etc.)
- Other