



## Example of Policies and Procedures for Boards

### **(Name of) Local Umpiring Board Policies and Procedures**

*(Recommend: review and revise annually at post season meeting)*

Executive Board members include:

President/Chair	Name
President/Chair Elect	Name
Secretary/Treasurer	Name
List Sub Committees	Names of each Chair
Training Assignor/s	
Mentor	

The requirements for active membership are listed in the *USL WGOCS Manual*. These include but are not limited to:

- paying local and national dues AMOUNT AND DATE DUE
- passing the written test at the appropriate level DATE
- attending the annual rules interpretation meeting DATE AND LOCATION
- attending classroom education (\_\_ hours) DATE AND LOCATION
- attending on-field trainings (\_\_ hours) DATE AND LOCATION
- required scrimmages (ie: 1 HS for no pay) TBD
- attending mid-season and post-season meetings DATES AND LOCATIONS
- service (\_\_\_hours or events)

The CONSEQUENCE for non-compliance is the removal from assigned games until the requirements are met.  
(LIST LUB CONSEQUENCES— examples below)

- If members miss the scheduled rules interp meeting or the following make-up date, they must meet with the Instructional Chair at her/his convenience. This would be true for written test taking and dues paying.
- If a member does not re-new a rating, a one year extension would be granted with removal of membership until a new rating is achieved.

LEVEL SPECIFIC rules include:

*Examples: Calif. Federation requires the carrying of rule book. Our high school league plays 25 minute halves with no stoppage of clock after goals and we do not play off ties at the JV level. High school and college leagues have different reporting procedures for yellow and/or red cards. We also list amount of pay for each level of game (HS varsity or JV, College D1, WDIA, etc.)*



#### Training and Rating Policies

Levels of umpiring as listed in *USL WGOSC Manual*  
DATES and LOCATIONS for sessions.

#### Assigning Policies

(Examples: do not get your own sub, name of website, etc.)  
ASSIGNOR NAME AND CONTACT INFO

#### All members must follow the USL Code of Ethical

A grievance committee (number of people, etc.) should be established to handle situations including but not limited to harassment of any kind.

COMMITTEE MEMBERS NAMES AND CONTACT INFO

#### Awards and Recognition

List any given by your Board.