



**Buffalo Women's Lacrosse Officials
(BWLO)
Policies and Guidelines**

Approved: February 2019

Contents:
Main Document
Appendix A, B



MISSION STATEMENT

The purpose of this document is to define guidelines and establish optimum standards of business practices, and conduct of members within the Buffalo Women's Lacrosse Officials organization hereafter referred to as the Organization. By addressing the issues of policies and procedures and grievances, it is hoped to facilitate a more consistent process and better understanding between the executive committee, officials, schools and non-scholastic groups involved in this process.

This document has two Appendices attached

- Appendix A -BWLO Ethical Grievance form
- Appendix B - BWLO Rating Procedures/Protocol

1. PURPOSE OF ORGANIZATION

Section 1.01 Purpose

1. The purpose of the BWLO shall be to provide competent, certified USL-Certified Womens Lacrosse Officials for youth / high school / amateur levels by:
 - 1.1. Providing training for those who wish to become rated officials;
 - 1.2. Providing rated officials the opportunity to improve skills;
 - 1.3. Providing opportunities for coaches and officials to discuss new rules and interpretations annually.
 - 1.4. Providing a procedure for addressing rules interpretations during the season;
 - 1.5. Encouraging all those involved to participate within the spirit of the rules and the game in all events, competitive and non-competitive.
 - 1.6. Following the Five-Point plan of the New York State Public High School Athletic Association (NYSPHAA).

2. MEMBER RESPONSIBILITIES

Section 2.01 Active Membership and Rating Conduct

1. Each official must be a member in good standing with the US Lacrosse Umpire's manual and fulfill the requirements within their earned rating as per the US Lacrosse Umpire's Manual. Non-compliance may terminate an official's rating.
2. Each official will fulfill the following requirements to be considered an Active member in good standing: (Non-compliance may terminate an umpire's rating)
 - 2.1. Have a current rating as per the US Lacrosse rating system;
 - 2.2. Pay US Lacrosse Dues prior to the annual Pre-Season meeting;
 - 2.3. Pay BWLO organization dues on/or before the annual Pre-Season meeting;
 - 2.4. Identify Buffalo Womens Lacrosse Organization as your affiliation on the USLacrosse website, located under 'My account' , 'My Profile' , 'Officiating Information' , 'Officiating Organization'.

- 2.5. Attend a pre-season Rules Interpretation meeting;
- 2.6. Attend all scheduled BWLO meetings, unless excused by the President in advance
- 2.7. Pay any fines associated from prior season before the Annual pre-Season meeting.
- 2.8. Wear the proper uniform as outlined in the Umpire's Manual;
- 2.9. Pass the current written US Lacrosse exam;
- 2.10. Follow BWLO Policies & Guidelines and Bylaws;
- 2.11. Transfer Members (requesting transfer from other Organization to the BWLO) must:
 - Be in good standing with the previous organization
 - Comply with BWLO Policies & Guidelines and Bylaws
 - Confirm USL Official membership, Rule Interpretation meeting attendance, current Rating, and successful completion of the current US Lacrosse written exam
 - Pay BWLO dues prior to receiving assignments

Section 2.02 Inactive Members

1. Members may declare their status as Inactive. Inactive members are not required to pay dues. They may attend BWLO meetings, but may not participate in BWLO elections. Inactive members must declare their status in writing to the President. Any member who becomes Inactive after paying their BWLO annual dues is eligible to have 50% of their dues refunded, if the change in status is prior to working their first assigned game of the year.
2. Inactive members may petition for reinstatement to Active status. If a member is Inactive for (1) season they may petition to return to their prior Active status, if their prior rating has not expired. If a member is Inactive for (2) seasons they may petition to return with their prior rating; In this instance they also need to pass an On Field rating. If a member is Inactive for more than (2) seasons they may petition to return and must attend the rookie class and pass an On Field rating to determine their rating classification.

Section 2.03 Officials' Assignments and Game Conduct

No Officials should work a game until all Organization requirements are met.

1. In order to work games, all Officials shall:
 - 1.1. Be on the field, dressed and prepared, at least 20 minutes prior to the scheduled start time.
(NOTE: Officials must notify the host school and their partner of extenuating circumstances that will prevent them from adhering to the policy.)
 - 1.2. Accept and keep games as assigned by the Arbiter Assignor. Changing game assignments may only be done with Assignor's approval as outlined in Section 7-Assigning Guidelines and Policies.
 - 1.3. Provide current contact information to the President, Secretary and Arbiter Assignor. Information shall include phone number where they can be reached on the day of game and their desired email address for official use.
 - 1.4. Honor their commitments, be on time for games, and keep current with Arbiter assignments. Follow established "turn back" procedures as established by the Assignor and approved by the Organization.
 - 1.5. Not accept more than one assignment per day if the timing may delay the start of the second game.
 - 1.6. Adhere to any additional assigning policies published by the Organization.
 - 1.7. Act in a way that is established to be in the best interest of the Organization.
 - 1.8. Officiating a game not assigned or sanctioned through BWLO is discouraged.

Section 2.04

Officials' Professional Conduct

1. Officials shall:
 - 1.1. Take responsibility for their decision-making role, which includes proper application of the rules.
 - 1.2. Be neutral, honest and fair, and not demonstrate any bias for or against a team, individual player/s, coach/es or team personnel.
 - 1.3. Insist on language and conduct during a game that does not discriminate on the basis of age, gender, race, religion, sexual orientation and marital status or against a person with a disability;
 - 1.4. Be free of the influence of illegal drugs, tobacco or alcohol while on assignment or on school grounds.
 - 1.5. Refrain from making inappropriate physical or verbal contact towards players, coaches, spectators and other officials.
 - 1.6. Refrain from making statements about players, coaches, spectators or other umpires that detract from the spirit and respectability of the sport.
 - 1.7. Not have a criminal conviction involving inappropriate behavior with a minor or other criminal conduct deemed by US Lacrosse or the Executive Committee to represent conduct unbecoming an umpire.
 - 1.8. Adhere to the US Lacrosse "Officials Code of Conduct" as stated in the Umpire's Manual as well as this Board's Policies & Guidelines document.

Section 2.05

Fines

1. Organization members may be fined by the Executive Committee for conduct contrary to the Bylaws or Section 2 of the Policy & Guidelines document. Fines may be assessed for causes such as; failure to attend meetings or arriving to game assignments late..

Section 2.06

Fees and Reimbursements

1. Fees
 - 1.1. Annual membership dues and fee structure for the Organization shall be approved by the Executive Committee prior to the pre-Season meeting.
 - 1.2. Dues must be received no later than ten (10) days after notification from the Treasurer or at the annual Pre-Season meeting. Late fees will be applied for any payment after the pre-season meeting. An official will not be assigned until their Dues are paid.
 - 1.3. Costs for training/rookie class participation to be set by Executive Committee.
 - 1.4. In the event that BWLO is fined via the Section VI Form X procedure; BWLO treasurer will first instance payment of the fine to Section VI. The organization member responsible for the fine, as determined by the Executive Board; must reimburse BWLO the cost of the fine.
 - 1.5. All fines must be paid within 2 weeks (14 days) after receipt of notice. If fines or fees are not paid by August 1st, membership may be suspended or forfeited,

by action of the Executive Committee.

2. Reimbursements
 - 2.1. Executive Committee members attending meetings where they represent the Organization shall be paid the current IRS mileage rate and tolls.
 - 2.2. Executive Committee Members shall be reimbursed for operating expenses incurred including phone, postage and printing.
 - 2.3. President or their Proxy, and Rules Interpreter shall receive reasonable reimbursement for travel expenses and hotel accommodations when attending the US Lacrosse National Convention.

3. RESPONSIBILITIES & QUALIFICATIONS - BWLO POSITIONS

Section 3.01 President / Local Officiating Organization (LOO) Chairperson

1. Be an Active and current organization member in good standing.
2. Coordinate and schedule a Pre-Season, Mid-Season and Post-Season Organization meeting. Lead all organization meetings or appoint a substitute, if necessary
3. Schedule additional organization meetings if necessary to conduct needed business.
4. Ensure that all members are current with US Lacrosse and immediately inform Assignors of changes in members' status, when necessary.
5. Communicate with Secretary and Rating Coordinator to document that all members are current with US Lacrosse and their rating.
6. Attend National Convention and Rules Interpretation meeting for US Lacrosse each year. If attendance is not possible, assign a proxy to attend.
7. Attend the Super Region II Meeting, which is usually held at the National Convention.
8. Attend other associated meeting (NYSCOGL for NYSPHAA, USBC) or send a proxy.
9. Attend or send representation to all other meetings involving the Organization and its business.
10. Ensure that all communications from US Lacrosse are sent to appropriate organization members.
11. Serve as Chair of the Executive Committee.
12. Schedule at Executive Committee Meetings yearly; more meetings as necessary.
13. Monitor the work progress of all Executive Committee positions and all Appointed Positions to ensure completion of all activities of the BWLO in a timely and competent manner.
14. Remain in professional conduct with the succeeding president to ensure adequate transition of duties.

Section 3.02 Vice President

1. Be an Active and current organization member in good standing.
2. Assist the President with all their duties for the term.
3. Maintain the Bylaws document and the Policies & Guidelines document.
4. Assume the duties of President if the office becomes vacant during a term.
5. Serve as the Chair of the Grievance Committee.
6. Serve as a member of the Executive Committee.
7. Oversee the annual banquet for the board, assign Proxy if necessary.

8. Perform an annual audit of Organization financial records with both the Secretary and Treasurer after the Post Season Meeting. Prepare a summary report to the Executive Committee by August 15th.
9. Present summary report of past season audit to the organization at next pre season meeting.

Section 3.03 Secretary

1. Be an Active and current organization member in good standing.
2. Keep minutes of all Organization meetings. Provide copy to each member via email.
3. Keep minutes of all Executive Committee meetings, Provide copy to each Executive Committee member via email.
4. Maintain an historical record of all meeting minutes from past years.
5. Take written attendance at all Organization meetings and Executive Committee meetings.
6. Maintain and store complete attendance records for all meetings.
7. Determine and announce if a Quorum is met for each meeting.
8. Maintain a current roster of all Active and Inactive members including phone number, address, rating level and email address.
9. Distribute a ballot one week prior to the Post-season meeting for election of Organization position vacancies. Confer with Election Chairs for the list of candidates.
10. Assist Election Chairs with conducting the election at the post season meetings.
11. Receive absentee ballots for elections via Email, US mail or other approved electronic method, and bring copies of these ballots to the election meeting. Appoint proxy, if necessary.
12. Participate in the annual audit of the financial records with the Vice President and Treasurer after the post season meeting.
13. Serve as a member of the Executive Committee
14. Remain in professional contact with the succeeding Secretary to ensure proper transition

Section 3.04 Treasurer

1. Be an Active and current Organization member in good standing.
2. Collect annual dues from Organization members.
3. Collect any fines imposed on Organization members.
4. Collect any rating fees from Organization members.
5. Keep financial records of Organization for five (5) years.
6. Present a financial status report to the organization at the Post Season meeting.
7. Process all financial transactions and keep a balanced check register. The president and treasurer are both allowed to sign checks and make payments or procurements for BWLO.
8. Work with the Rating Coordinator to determine a fee structure proposal for Ratings and Raters for the upcoming season.
9. Submit proposed yearly budget for the following year to the Executive Committee for their review by Dec.15th. Included within proposal is an assessment if annual dues are adequate; as well as Rating and Raters fee structure. Supporting documentation to accompany the budget submission.
10. Submit yearly budget recommended by the Executive Committee, including dues structure to all Organization members for review at least (7) days prior to the pre-season meeting.
11. Serve as a member of the Executive Committee

12. Remain in professional contact with the succeeding Treasurer to ensure proper transition.

Section 3.05 Member At-Large (3 positions)

1. Be an Active and current organization member in good standing.
2. Maintain open lines of communication with all organization members.
3. Maintain a record of members concerns and notify Executive Committee when appropriate.
4. Assist members through the Grievance Process.
5. Serve the Board as member of the Grievance Committee, under direction of the Vice President.
6. Serve as the Election Committee and solicit nominations for all Organization positions whose term is expiring or recently vacated.
7. Serve as a member of the Executive Committee.

Section 3.06 Assignor Non-Scholastic Events

1. Be an Active and current organization member in good standing.
2. Have good knowledge of all organization members and their skill level.
3. Provide adequate cell phone & email communications with members and league contacts.
4. Serve as contact person for all "off-season" non-scholastic leagues and tournament events.
5. Inform organization members of upcoming events and tournaments.
6. Assign organization members fairly and equitably to work at events and tournaments.
7. Not to assign officials to an event where they may appear to have a conflict of interest.
8. Provide clear communication with members, giving adequate notice of game assignments and the game fees to be received.
9. Act as Liaison to leagues & tournaments, help grow the game of Women's Lacrosse in WNY.
10. Work with leagues to recommend two officials be used for all full field games.
11. Game fees may be adjusted with leagues when an event is being used to rate officials.
12. Arrange with leagues to pay officials game fees on-site the day of event.

Section 3.07 Rules Interpreter

1. Be an Active and current organization member in good standing.
2. Attend the US Lacrosse National Convention and Rules Interpretation meeting to learn about new rules and understand current rules interpretations. If the Interpreter cannot attend, they are responsible to obtain the current rules interpretations from the President.
3. If new rules interpretation situations arise, disseminate the pertinent information to all organization members.
4. Conduct the annual Rules Interpretation meeting for the organization, and for the Section VI coaches' meeting.
5. Be available to organization members to answer rule interp questions throughout the season.

Section 3.08 Training Coordinator

1. Be an Active and current organization member in good standing..
2. Coordinate training sessions meeting US Lacrosse Training Requirements. Coordination includes, but is not limited to, location, time, equipment, and qualified instructors.
3. Coordinate new officials training sessions (rookie class).
4. Working with Treasurer, establish fee structure for Rookie Class prior to Dec 15th.
5. Coordinate rating sessions for new officials with Rating Coordinator.

6. Communicate successful completion of training sessions to Rating Coordinator.
7. Supply updated roster information to the President, Treasurer and Secretary.

Section 3.09 Rating Coordinator

1. Be an Active and current organization member in good standing.
2. Communicate with the Treasurer:
 - a. Rating fee structure for the upcoming year.
 - b. When ratings are fully completed for payment purposes to raters
 - c. Confirm BWLO conducted rating clinic attendees have paid their rating fee
3. Maintain record of all Board members' rating and expiration date.
 - a. Notify members of rating expiration date and renewal procedure at Pre-Season meeting.
 - b. Advise members of rating fee
 - c. Provide board members adequate notice of when their rating will occur.
 - d. Provide member rating status to President and Secretary prior to the Pre-Season meeting.
4. Notify members of local and region rating opportunities at pre- and post-season meetings.
5. Notify organization members of training opportunities to become certified raters.
6. Schedule certified US Lacrosse Raters as much as possible to rate organization members.
7. With respect to Raters:
 - a. Ensure all approved Raters are provided an equal opportunity to perform ratings.
 - b. Provide Draft Rating Template Letter to all Raters for their use.
 - c. Ensure Raters follow rating procedures identified in Appendix B.
8. For BWLO conducted rating events
 - a. Keep a record of all attending candidates.
 - b. Schedule all rating assignments.
 - c. Notify rating candidate of their rating earned, via email, within three (3) days following the rating game.
 - d. Collect and collate all rating forms and evaluation letters from raters.
 - e. Review all rater letters received from raters
 - f. After review approval, and payment confirmation; send rating letter(s) to candidate(s) within three (3) weeks following rating game.
9. Maintain an archive of all past rating letters and forms. Transfer the archive to the succeeding Rating Chair.

Section 3.10 Mentor Coordinator

1. Be an Active and current organization member in good standing.
2. Determine list of members whom will have a Mentor assigned to them at the pre-season meeting.
3. Solicit organization members to participate as Mentors at the pre-season meeting.
4. Assign mentors to mentees, communicate the assignments; be available for follow-up from participants.

Section 3.11 Website Coordinator

1. Be an Active and current organization member in good standing.
2. Keep BWLO website up to date with BYLAWS, Policies and Guideline, training info,

meeting dates and other pertinent information

4. EXECUTIVE COMMITTEE - OPERATIONAL PROTOCOLS

Section 4.01 General Protocol

1. Follow Roberts Rules of order
2. A quorum of the Executive Committee is considered to be 5 of the 7 members in attendance. Executive committee members can attend and participate in the meetings via phone or other live electronic communication methods.
3. All motions will be voted by the Executive Committee present; the President will only vote if a motion is tied. Motions will be approved by majority vote.
4. Executive Committee will make 1 year appointments for the following positions by August 15th; Rules Interpreter, Ratings Coordinator, Mentor Coordinator, Training Coordinator, Website Coordinator.

5. NOMINATION AND ELECTION GUIDELINES AND POLICIES

Section 5.01 Nomination Policies

1. Election Committee will inform all Organization members of open Elected positions, via email, two (2) weeks prior to mid-season meeting.
2. Election Committee will open floor for nominations at mid-season meeting. Members not present at meeting can submit nominations, via email, to the Secretary.
3. Nominations will be closed two (2) weeks prior to post-season meeting. Election Committee will contact all members nominated to confirm acceptance of the nomination. All nominees will be allowed to submit a bio for their position.
4. Election Committee and Secretary will present slate of nominees, via email, to all Organization members within one week of nomination closing.

Section 5.02 Voting and Election Policies

1. Elections will be held via ballot vote at the post-season meeting, provided that 51 percent (quorum) of the Active members, in good standing are in attendance OR have previously voted in abstention (see Section 5.02.2)
2. Members excused from not attending the post-season meeting may cast an absentee ballot vote, via US Mail or email to the Secretary, at any time prior to the start of the post-season meeting. The ballot must be received in time for the secretary to confirm the eballot and to print a copy of the ballot and to bring it to the post season meeting. Phone ballots will not be accepted.
3. Majority vote of quorum will decide elections for each position.
4. In the event there is only one nominee for an Executive Committee position, the Secretary will cast a single vote to confirm the nomination.

6. ASSIGNING GUIDELINES AND POLICIES

Section 6.01 Official's Responsibilities

Official's shall:

1. Be members in good standing with BWLO.
2. Have daily Internet access to Arbiter Sports to receive assignments and update availability

3. Confirm acceptance of initial season assignments.
4. Keep availability current.
5. Not have excessive turn-back of games or games declined after the first week of the season is complete. If occurring the situation will be addressed by the Executive Board and the involved official.
6. Arrive at the game site professionally dressed 30 minutes prior to game time and prepared to be on the game field 20 minutes before game time.
7. Honor commitments and arrive on time for games.
8. Not exchange games with other officials
9. Keep Assignor, schools, USL, Arbiter and BWLO current with contact information.

7. YEARLY MEETING SCHEDULE

Section 7.01 Meeting Schedule

1. President will schedule the number and dates of all season meetings by Jan 15th.
2. All meetings are considered mandatory unless the member is excused by the President.
3. Organization meetings will follow Roberts Rules of Order.
4. Yearly meeting schedule should adhere to the following guideline:

February/March: Board Pre-Season Meeting

- Review annual Budget and Dues structure
- US Lacrosse and BWLO Membership dues pay status
- Training and Rating requirements update
- US Lacrosse Rule Interpretation Meeting and Points of Emphasis
- An additional pre-season meeting may be scheduled as necessary
- Other business

April: Board Mid-Season Meeting

- Rule and procedural updates
- Nominations for Board Executive Committee election to be held at the Post-Season Meeting
- Other business

June: Board Post-Season Meeting

- Vote on Executive Committee positions in appropriate years.
- Training and Rating Opportunities
- Treasurer to provide budget summary to Board.
- Other business.

July 1st: Executive Committee and other voted positions commence their term of office.

8. ETHICS COMMITTEE AND GRIEVANCE POLICY

Section 8.01 Intent of Ethics Policy

1. To establish standards of ethical behavior for umpires
2. To provide an avenue for disciplinary actions and grievance against board members when the Bylaws and Policies and Guidelines have not been followed to an acceptable level.

3. To provide due process for Board members.

Section 8.02 Grievance / Discipline Procedure

1. Any organization member, person or school involved in the sport of women's lacrosse may report any official who abuses or who is suspected of abusing the policies of the BWLO. The completed report ("Ethical Behavior Grievance Form" Appendix A) should be given to the President whom will call a meeting of the Board Ethics Committee.
2. The Board Ethics Committee will be composed of the Vice President (acting as the Ethics Committee Chair) and (2) Member-At-Large of the Executive Committee, chosen by the Vice President. In the event there is a conflict of interest, the executive committee will decide on a replacement to serve on the 3 person Board Ethics committee.
3. Grievances must be submitted in writing on the prescribed grievance form (Appendix A) that is available from the Ethics Committee Chair. No oral grievances will be considered until submitted in writing.
4. Incidents should be reported within 10 calendar days. The Ethics Committee Chair may accept grievances beyond that time if reasonable grounds exist for delay.
5. The Ethics Committee will convene in person or electronically; within 7 days of receiving the written form to determine whether action will be taken; and will then notify in writing both the grievant and the referee of acceptance or denial of the grievance.
6. If the grievance is accepted for review, the referee will be given the opportunity to respond to the grievance in writing within a time set by the Ethics Committee.
7. When it deems appropriate, the Ethics Committee may take written or oral statements from any witness, including the referee, the grievant, other umpires, coaches, players, or spectators; may procure game tapes or other evidence; or may take other actions to obtain information relevant to the grievance.
8. To the extent possible, grievances will remain confidential. However, the Ethics Committee may contact individuals with knowledge relevant to a complaint.
9. The Ethics Committee will complete its findings and determination within 10 days of accepting the grievance for review, any delays will be communicated to those involved.
10. The findings by the Ethics Committee may include fines, suspension or termination.

Section 8.03 Appeal Procedure

1. Any board member aggrieved by the findings of the Board Ethics Committee may appeal any penalty assessed them within ten days of the date on the written notice of the outcome from the Ethics Chair.
2. The appeal must be filed in writing to the President.
3. A Board Appeals Committee, chaired by the President and two Executive Committee members, chosen by the President AND not associated with the original grievance, shall decide all appeals. Outcome of the appeal will be decided on the basis of the information gathered by the Board Ethics Committee and the written appeal of the aggrieved member.
4. If a hearing is validly requested, the Appeals Committee shall be convened within ten days to conduct the hearing.
5. At the hearing, the Board Ethics Chair will present the evidence and findings of the Ethics Committee, but is not required to present witnesses in person. The referee may be represented by legal counsel or another advisor and may present testimony, other evidence, or argument on their behalf. The Appeals Committee may establish other rules for the conduct of the hearing to ensure that the hearing is fair, timely, and not burdensome.
6. Within ten days after the hearing the Appeals Committee will issue a written decision. The decision will be final.

9. AMENDMENTS TO POLICIES AND GUIDELINES

Section 9.01 Amendment Procedure

1. These "Policies and Guidelines" may be amended by an affirmative majority vote of Board members present at any board meeting where the proposed changes are submitted to the membership for consideration not less than 7 days prior to the scheduled date of the meeting.
2. Any member in good standing may propose changes to these policies during a scheduled Board meeting. The proposed changes need to be seconded by another active member. These proposed changes will be voted on at the next BWLO meeting.
3. A quorum is needed to conduct a vote at any BWLO meeting.

Appendix A

BWLO Board of Women's Lacrosse Officials Ethical Behavior Grievance Form

Name of Grievant: _____

Date filed: _ _ / _ _ / _ _ _ _

Address: _____

Phone: _____

E-Mail: _____

Name of Umpire: _____

**Date & Time
of Incident:** _ _ / _ _ / _ _ _ _ @ _ _ : _ _ AM / PM

Event & Location: _____

*In the space provided, or on an attached sheet, please provide a detailed description of the incident. Please be specific, including the names of all parties involved. (Use additional pages if needed.) **Please give names, addresses and phone numbers of all persons who witnessed the reported incident.***

To Be Completed By Ethics Committee:

Received:

Grievance Accepted: Y / N

Umpire & Grievant Notified: Y / N

Date: __ / __ / ____

Umpire Response Received: Y / N

Date: __ / __ / ____

Review Completed: Y / N

Date: __ / __ / ____

Determination Notified: Y / N

Date: __ / __ / ____

Umpire Appeal: Y / N

Date: __ / __ / ____

Appeal Determination: Y / N

Date: __ / __ / ____

Additional Information:

Appendix B

BWLO Rating Procedures/Protocol

These procedures should be followed for **any** rating that is conducted through the BWLO. This includes all in-season and out of season ratings.

The Rating Coordinator shall:

- Execute duties and obligations in conformity with Section 3.09.

The Rater(s) shall:

- Use the approved rating form as determined by the Rating Chair.
- If two raters are used, you must confer with your rating partner to decide what rating is earned and who will write the Rating Letter. The letter writer shall collect all rating forms.
- (The letter writer shall) Notify the Rating Coordinator of the new rating earned and the expiration date, via email, within **2 days** of the rating game.
- Write the Rating Letter and sent it to the Rating Coordinator within **2 weeks** of the rating game.
- The Draft Rating Letter will be forwarded to Raters from the Rating Coordinator.
- Electronically submit **all rating forms** to the Rating Coordinator within **2 weeks** of the rating game.