NCAA Women’s Lacrosse National Coordinator of Officials

The NCAA Women’s Lacrosse Sport Committees are requesting applications from interested individuals to serve as the NCAA Women’s Lacrosse National Coordinator of Officials. The contract will begin September 1, 2019. A modest stipend is paid.

Reports to: NCAA Women’s Lacrosse Sport Committees and NCAA staff.

Duties and Responsibilities:

a. Develop, in cooperation with the secretary-rules editor of the NCAA Women’s Lacrosse Rules Committee, educational materials (i.e., instructional videos, an officials mechanics manual, etc) for college women’s lacrosse officials to ensure consistency in interpretation of NCAA rules and the annual rules video;

b. Submit an annual written report for review by the rules committee and the three divisional championships committees;

c. Provide officials evaluations from the championship rounds to the divisional sport committees;

d. Develop contact with and serve as point person to assignors/coordinators on behalf of the NCAA to ensure consistent training and education and solicit feedback from each assignor/coordinator regarding officials in their respective regions;

e. Manage the women’s lacrosse officiating improvement program budget to ensure fiscal responsibility;

f. Attend annual meetings of the rules committee and the three divisional sport committees, as requested;

g. Communicate policies and procedures to members of the officiating community;

h. Assist in the development of officiating mechanics and philosophies;

i. Assist the three sport committees in identifying, evaluating, recommending and assigning officials for all rounds of the divisional championships;

j. Attend the divisional championships, as requested, to coordinate the officiating crew and assist in game assignments, as well as observe the games to identify areas for potential rules changes or emphasis on mechanics;

k. Assign officials for all divisions using Arbiter;

l. Conduct regional officiating clinics, in conjunction with the secretary-rules editor;

m. Present at the IWLCA and USL conventions; as requested.

n. Perform such other duties as the rules committee, divisional sport committees or staff liaisons may direct.

o. Monitor that officials selected to work post season are in compliance with the criteria set forth for selection (i.e. working minimum number of NCAA contests, test score, clinic attendance, conference coordinator or regional evaluator recommendations);

p. Work with Arbiter Sports to maintain a content calendar to regularly post lacrosse bulletins, videos, mechanics clips and articles, and other officiating points of emphasis on the Women’s Lacrosse officiating website The Draw;

q. Work with NCAA staff, officials’ associations, and appropriate individuals and organizations on official’s improvement program in the areas of recruitment, training, education, and retention;

Preferred Qualifications and Minimum Requirements:

1. Bachelor’s degree (essential).

2. Excellent written and verbal communication skills (essential).

3. Ability to relate effectively with umpires and conference assignors on a national level (essential).

4. Extensive knowledge of officiating mechanics and techniques and their relationship to NCAA women’s lacrosse rules (essential).
5. Strong administrative and organizational skills (essential).
6. Ability to use electronic mail as a means of correspondence (essential).
7. Ability to use computer technology as a means of education (essential).
8. Experience in officiating or coaching at the collegiate level (preferred).
9. A candidate shall not be an active NCAA coach, official or conference assignor/ordinator.

Application Process: Send letter of application, resume and two letters of recommendation from NCAA coaches, officials, administrators or others involved with collegiate women’s lacrosse not later than Monday, July 29, 2019, to:

Liz Homrig  
Assistant Director of Championships  
NCAA  
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