World Lacrosse Championship Event Technical Staff Requirements

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Contents

Required Personnel:

(1) Official in Charge
- Ideally a certified educator, but not necessarily in the discipline.

(1) Lead Educator and Assigner
- The lead educator is also the designated assigner.

(1) Officials Admin
- Person with local knowledge and cultural navigation skills

(TBD) Officials Educators
- Ideal total number needed is equal to the maximum number of games per day.

(TBD) Game Officials
- The number required is based on the maximum number of games per day.
- Total # Officials = # Games x 3 + 3.

Brief Description: Full descriptions are available in appendices.

Official in Charge (Appendix A)
- Responsible for effective management of the technical team under the provisions and expectations set by World Lacrosse.

Lead Educator and Assigner (Appendix B)
- Responsible for the management, scheduling, assigning, and data collection of Educators.
- Working with the WL Sport Manager: Education and Certification, designs and ensures delivery of education in the lead up to, and during the event.
- Manages the assignments of officials to games throughout the event in collaboration with OIC, WL Sport Dept. Staff, and Educator Team.

Officials Administrator (Appendix C)
- Provides administrative and logistical support for the technical team in the lead up to, and during the event.

Officials Educator
- Responsible for the delivery of lead-up and in-event education. This includes participation in pre-game and post-game debriefs, as well as half-time meetings.
- Evaluate officials using the World Lacrosse competency tools and metrics.
- Complete evaluations to ensure certifications of officials.

Game Official
- Adjudicates the game in accordance with the WL Officiating Manual(s), as well as the rules of play.

Appendix A: Official in Charge (OIC)

Position Title: Official in Charge (OIC)
Reports To: World Lacrosse Director of Sport
Event: World Lacrosse World Championship
Location: TBD
Term: 6 months prior to event starting date to 3 months event closing date.
Position Type: Volunteer (with travel, accommodation, meals provided)

Position Summary
The Official in Charge (OIC), under the supervision of the WL Director of Sport, is responsible for overseeing all officiating operations at a World Lacrosse World Championship tournament. This includes ensuring the consistent and effective application of World Lacrosse rules in consultation with the Chair of Rules, maintaining officiating standards, supporting the officiating team, and ensuring alignment with the integrity, fairness, and values of World Lacrosse competition.

The OIC serves as the senior officiating authority on-site, working in close coordination with the World Lacrosse Sport Department, the Event Director, Technical Delegate(s), and the Local Organizing Committee (LOC).

Key Responsibilities:
Pre-Tournament Responsibilities

- Collaborate with World Lacrosse to review and confirm officiating appointments, including Technical Staff (officials admin, lead educator, educators) and appointed game officials.
- Participate in pre-event planning meetings and technical briefings with World Lacrosse staff and the LOC.
- Contribute to the daily assignment procedures and evaluation protocols.
- Support communication and logistical planning for officials (travel, accommodation, uniforms, accreditation).

During Tournament

- Serve as the primary on-site leader for the officiating team and the official liaison between the technical team and World Lacrosse Staff.
- Ensure that all matches are officiated according to World Lacrosse rules and regulations.
- Oversee daily officiating assignments and adjustments in coordination with assigner(s).
- In collaboration with the Lead Educator and Educators; supervise, mentor, and evaluate game officials to ensure consistent, high-quality performance.
- Conduct daily officials' meetings, providing feedback, guidance, and updates on rule interpretations or points of emphasis.
- Support technical officials (scorekeepers, timekeepers, etc.) to maintain accurate and transparent game records.
- Collaborate with the relevant WL Staff to address and resolve officiating-related matters, protests, or incidents.
- Monitor the conduct of technical staff, ensuring adherence to World Lacrosse's Codes of Conduct and professional standards.
- Ensure the safety, well-being, and appropriate working conditions for all officials.

Post-Tournament

- Submit a comprehensive Officiating Report to World Lacrosse, including incident summaries, recommendations, and lessons learned.
- Participate in the post-event debrief with the World Lacrosse Sport Department.
- Provide input into future officiating program development and event procedures.
- In collaboration with the Lead Educator, ensure all evaluation components are completed in a timely manner and to the standard set by the WL Officials Certification program.

Qualifications and Experience

- Demonstrated expertise as a certified World Lacrosse educator or equivalent experience in high-performance sport education and training.
- Extensive experience as a certified World Lacrosse official, with prior experience at international or world championship-level tournaments.
- Comprehensive knowledge of World Lacrosse Rules and Officiating practices.
- Strong interpersonal, communication, and conflict resolution skills.
- Proven ability to manage high-pressure situations with integrity and composure.
- Ability to work collaboratively with diverse international teams and cultures.
- Fluency in English required (additional languages an asset).

Key Competencies

- **Leadership & Mentorship:** Capable of inspiring, guiding, and supporting educators and officials to perform at their best.
- **Judgment & Integrity:** Makes impartial, well-reasoned decisions in alignment with World Lacrosse principles.
- **Organization & Coordination:** Skilled in managing complex event operations and multiple stakeholders.
- **Communication:** Effective communicator across cultural and professional boundaries.
- **Adaptability:** Able to adjust to evolving schedules, conditions, and competition demands.

Performance Indicators

- Consistent, fair, and high-quality officiating throughout the tournament.
- Positive feedback from educators, officials, teams, and World Lacrosse leadership.
- Effective management of officiating logistics and personnel.
- Timely and accurate reporting of officiating activities and outcomes.
- Contribution to the professional development of international officials.

Appendix B Lead Educator

Position Title: Lead Educator and Assigner
Reports To: World Lacrosse Sport Manager: Education and Certification
Event: World Lacrosse World Championship
Location: TBD
Term: 6 months prior to event starting date to 3 months event closing date.
Position Type: Volunteer (with travel, accommodation, meals provided)

Position Summary
The Lead Educator, under the supervision of the WL Sport Manager, is responsible for designing, coordinating, and delivering all educational and development activities for officials, educators, and other stakeholders during the World Lacrosse World Championship. This role ensures that education programs conducted at the event align with World Lacrosse's global education framework, development priorities, and standards for excellence.

The Lead Educator serves as the senior education representative on-site and collaborates closely with World Lacrosse staff, the Local Organizing Committee (LOC), and appointed educators to ensure the effective delivery of high-quality learning experiences and evaluations.

Key Responsibilities:
Pre-Tournament Responsibilities

- Participates in the selection and appointment of officials and officials educators.
- Collaborate with WL Staff to plan and confirm educational initiatives to be delivered during the event (e.g., officials' development sessions, coaching clinics, technical official workshops, etc.).
- Develop a detailed Education Delivery Plan outlining session objectives, formats, facilitators, participant groups, and logistical needs.
- Coordinate with LOC representatives to secure appropriate spaces, equipment, and materials for education sessions.
- Support the recruitment, preparation, and briefing of additional educators or presenters.
- Review and align all session content with World Lacrosse curricula, standards, and desired learning outcomes.
- Prepare and distribute pre-event learning materials and communications to registered participants.

During Tournament

- In collaboration with WL Staff, serve as the on-site lead for all World Lacrosse education activities and learning environments.
- Manages the daily game assignments, utilizing the WL provided platform for assigning.
- Deliver key education sessions personally and/or oversee delivery by assigned educators.
- Ensure sessions are inclusive, interactive, and culturally sensitive, with appropriate translation or accessibility measures as needed.
- Manage daily scheduling and communication regarding educational events.
- Review and prepare video clips daily to distribute to the officiating team for educational purposes.
- Monitor participant engagement and learning outcomes through observation, feedback, and informal assessments.
- Provide mentorship and professional support to participants (e.g., emerging officials, educators, or other technical staff).
- Capture best practices, success stories, and emerging needs for future World Lacrosse education programming.

Post-Tournament

- Prepare a comprehensive Education Summary Report including participation data, feedback, key learnings, and recommendations for future events.
- Submit all educational materials, presentations, and updated resources to World Lacrosse for archiving and reuse.
- Ensure all evaluation components are completed in a timely manner and to the standard set by the WL Officials Certification program.
- Participate in the official post-event debrief with the World Lacrosse Sport Department.

Qualifications and Experience

- Demonstrated leadership experience as a certified WL Educator in managing and evaluating officials at major competitions.
- Experience designing and delivering high-level education programs for educators, officials, coaches, or sport administrators.
- Strong understanding of World Lacrosse development pathways and education frameworks.
- Excellent presentation, facilitation, and interpersonal communication skills.
- Ability to manage multiple learning sessions in a dynamic, high-performance event environment.
- Experience working in multicultural, multilingual settings.
- Fluency in English required (additional languages an asset).

Key Competencies

- **Educational Leadership:** Skilled at guiding and delivering inspiring learning experiences across diverse participant groups.
- **Program Management:** Able to organize and deliver multiple concurrent education initiatives effectively.
- **Communication & Collaboration:** Builds positive working relationships with World Lacrosse staff, the LOC, and participants.
- **Cultural Awareness:** Sensitive to global diversity and differing learning styles.
- **Innovation:** Incorporates new learning methodologies and technologies into education delivery.
- **Evaluation & Reporting:** Measures impact and provides actionable recommendations for program improvement.

Performance Indicators

- Successful and timely delivery of all planned education activities.
- Positive participant feedback and demonstrable learning outcomes.
- Effective collaboration with World Lacrosse staff and event stakeholders.
- Comprehensive documentation and reporting of event education initiatives.
- Timely and accurate completion of all evaluation tasks.
- Visible contribution to World Lacrosse's long-term education and development goals.

Appendix C Officials Administrator

Position Title: Officials Administrator
Reports To: World Lacrosse Director of Sport and Official in Charge
Event: World Lacrosse World Championship
Location: TBD
Term: 6 months prior to event starting date to 3 months event closing date.
Position Type: Volunteer (with travel, accommodation, meals provided)

Position Summary
The Officials Administrator is responsible for supporting all administrative, logistical, and operational aspects of officiating during the World Lacrosse World Championship. Working under the direction of the WL Staff and the Official in Charge (OIC), this role ensures that officials are properly supported, equipped, and informed throughout the event.

The Officials Administrator acts as the primary liaison between the officiating team, World Lacrosse staff, and the Local Organizing Committee (LOC) for all administrative and logistical matters, ensuring smooth day-to-day functioning of officiating operations.

Key Responsibilities
Pre-Tournament Responsibilities

- Assist the OIC and World Lacrosse Sport Department with the coordination of officiating logistics, including travel, accommodation, accreditation, and uniforms.
- Prepare and maintain the officials' contact lists, travel itineraries, and communication plans.
- Manages the WL Safeguarding submission requirements related to officials and technical staff.
- Support the setup of officiating meetings, briefings, and training sessions.
- Ensure that all officiating materials (rulebooks, forms, equipment, uniforms, ID badges, etc.) are prepared and distributed.
- Coordinate with the LOC to confirm transport schedules, meal arrangements, and access credentials for all officials.
- Maintain confidentiality and ensure compliance with World Lacrosse policies and procedures.

During Tournament

- Serve as the primary administrative support for the OIC and officiating team.
- Manage daily attendance, communication, and non-game assignment scheduling for officials, and educators.
- Distribute communications, ensuring all officials are informed of their duties, field locations, transport timing, meeting times/locations, laundry services, etc...
- Assist in coordinating daily officials' meetings, evaluations, and education sessions.
- Maintain officiating documentation, including game reports, disciplinary forms, and others as required.
- Facilitate on-site needs such as transportation, meals, hydration, uniforms, and medical support for officials.
- Serve as a point of contact between the officiating team, competition management, and LOC operations staff.
- Support the resolution of logistical or administrative issues promptly and professionally.

Post-Tournament

- Compile and submit a final officials' administrative report, including attendance records, assignment data, and logistical feedback.
- Support the Lead Educator and World Lacrosse staff in collecting evaluations, expense reports, and return of event materials.
- Assist with the post-event debrief and contribute recommendations for future event improvements.

Qualifications and Experience

- Prior experience in sports event administration, preferably within officiating or competition management.
- Strong organizational and communication skills, with attention to detail and accuracy.
- Ability to manage sensitive information and maintain professionalism under pressure.
- Proficiency with scheduling tools, spreadsheets, and basic data management systems.
- Experience working in international, multicultural event environments.
- Familiarity with lacrosse officiating structure and World Lacrosse rules (preferred but not required).
- Familiarity with the event locale is highly desirable.
- Fluency in English required (language of host country is highly beneficial).

Key Competencies

- **Organization & Time Management:** Manages complex schedules and competing priorities efficiently.
- **Communication:** Clear, respectful, and timely communication with officials and event personnel.
- **Problem Solving:** Responds quickly and effectively to logistical or operational issues.
- **Teamwork:** Works collaboratively with the WL Staff, Technical Staff, and LOC staff.
- **Professionalism & Discretion:** Maintains confidentiality and upholds the integrity of World Lacrosse officiating operations.
- **Adaptability:** Thrives in fast-paced, dynamic environments with changing needs.

Performance Indicators

- Timely and accurate management of all officiating schedules, communications, and logistics.
- High satisfaction from officials and OIC regarding administrative support.
- Accurate record-keeping and reporting throughout and after the tournament.
- Effective coordination and issue resolution with LOC and World Lacrosse staff.
- Contribution to a positive and professional officiating environment.

Appendix D: Summary of Descriptions

Official in Charge (OIC)
Reports To: World Lacrosse Director of Sport
Role Purpose: Serves as the senior officiating authority at the World Lacrosse World Championship, responsible for the leadership, management, and performance of all game officials to ensure fair, consistent, and high-quality officiating throughout the tournament.

Key Responsibilities:

- Lead and manage the officiating team; oversee assignments and performance.
- Ensure application of World Lacrosse rules and officiating standards.
- Conduct daily officials' briefings, evaluations, and debriefs.
- Collaborate with Tournament Director and Technical Delegates on officiating matters.
- Resolve officiating-related issues, incidents, and protests.
- Promote professionalism, integrity, and well-being of officials.
- Submit post-event officiating report to World Lacrosse.

Essential Skills:
Leadership, communication, decision-making, integrity, and deep knowledge of World Lacrosse rules.

Success Indicators:
Consistent officiating quality, positive team environment, and effective coordination with event leadership.

Lead Educator
Reports To: WL Sport Manager: Education and Certification
Role Purpose: Oversees and delivers education and development programs for officials, officials educators, and technical personnel during the World Championship, ensuring all learning activities align with World Lacrosse education standards and contribute to global development goals.

Key Responsibilities:

- Plan and deliver all on-site education sessions and clinics.
- Manage education schedule, logistics, and materials in coordination with LOC.
- Manage game assignments for all officials.
- Facilitate interactive learning experiences and mentorship opportunities.
- Support other educators and presenters to ensure consistent quality.
- Monitor participant engagement and gather feedback.
- Provide a post-event education summary report and recommendations.

Essential Skills:
Facilitation, organization, communication, cultural awareness, and leadership in education environments.

Success Indicators:
Well-organized education program, positive participant feedback, and alignment with World Lacrosse education objectives.

Officials Administrator
Reports To: Official in Charge (OIC) / World Lacrosse Director of Sport
Role Purpose: Provides administrative and logistical support for all officiating operations during the World Championship, ensuring smooth communication, accurate scheduling, and efficient day-to-day management of officials.

Key Responsibilities:

- Manage officials' non-game schedules, attendance, and communications.
- Coordinate travel, accommodation, uniforms, and accreditation.
- Prepare and distribute game assignments and daily updates.
- Organize meeting spaces, materials, and documentation for officials.
- Maintain officiating records, evaluations, and reports.
- Serve as liaison between the OIC, officials, and LOC operations.

Essential Skills:
Organization, multitasking, professionalism, communication, and problem-solving.

Success Indicators:
Accurate scheduling and records, high official satisfaction, and effective administrative coordination.