

Procedure to sign up for all things lacrosse

- A. The first item that needs to be done is your **background check**. Without a valid **Jessica Lunsford Act Badge**, a/k/a a **Vendor Badge**, you cannot officiate (except for Junior Officials Aged 16-18). **Processing** and **Receipt** of the physical badge can take a few weeks. So, get this done now. Below is information on how to get the **Badge** in the **County** that you reside in although it is recommended that you get it done in **Broward County**.

BROWARD

Open the [FieldPrint](#) link on your browser

1. Select Schedule an Appointment
2. Select New Users/Sign Up, enter all required information
3. For the FieldPrint Code
 - a. New Officials - **FPBCPSContOffNet**
 - b. School Board Employees - **FPBCPSEmpVBDCNet**
4. Complete all required personal information.
5. Complete the demographics page
6. When prompted for Additional Information
 - a. Athletic Department Approval Number – **16-00001**
 - b. Sport – **Lacrosse**
7. Review the Photo Tips page and Select Save and Continue
8. Complete the Digital Consent Waiver page
9. Answer all questions on the Release page
10. Schedule a visit (find a convenient location)
11. Finally enter your payment details (\$89.25)
12. Print your receipt and appointment confirmation
13. Upon receipt of your badge take a photo and send it to **bearrodwell@bellsouth.net**.
14. Bring your badge to all games.

DADE

All fingerprinting and background checks will take place in downtown Miami, at 1450 NE 2nd avenue, room 150. The Cost is \$ 83.50

Officials who comply with the Jessica Lunsford Act, can pick up their Florida Public Schools Contractor Badge at 155 NE 15th Street.

PALM BEACH

1. Visit www.fieldprintflorida.com
2. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue". Enter the Fieldprint Code: **FPPBCVENP**
3. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of their choosing.
4. At the end of the process, Vendors, Contractors and Consultants should print and take the Confirmation Page with them to their fingerprint appointment, along with two forms of identification.
5. Any questions or problems may be directed to the Fieldprint Customer Service Team at 877-614-4364 or customerservice@fieldprint.com.

The Vendor, Contractor or Consultant will have to complete a standard agreement and an account set up form. Upon the completion and submission of the forms, Fieldprint will set up the vendor's fingerprint account.

Fingerprinting costs are per individual and is the responsibility of the individual scheduling the appointment and payable online when the appointment is scheduled. The badge pickup will be available during the hours of 7:30 a.m. - 4:30 p.m., Monday through Friday, except on designated School District holidays.

Badges are issued with an expiration date of 5 years from the initial fingerprinting. All Contractors, Vendors and Consultants must be fingerprinted again at the time of expiration and pay a fee. In addition, lost badges will result in a fee of \$6.00, which is subject to change, payable to the School District of Palm Beach County and can be obtained through the School District's School Police Department.

Badge pick up location:

The Fulton Holland Educational Services Center
School Police Department
3300 Forest Hill Boulevard
West Palm Beach, FL 33406

MONROE COUNTY – start at step 3.

Below are the procedures established by the **Monroe County School District (MCSD)** regarding compliance with the Jessica Lunsford Act and to assist you in applying for Level II background screening. If you have any questions please contact the Human Resources office at 305-293-1400 ext. 53329 or email Maria.Curet@KeysSchools.com for assistance.

1. Each company (1 per company) needs to complete and submit the sworn statement form. Please send the form to Maria.Curet@KeysSchools.com.

2. Each company must provide employment eligibility verification for each of their employees, who will be working with MCSD. Each contracting company can do this for employees by enrolling in the free E-Verify service provided by the U.S. Citizenship and Immigration Services at their website: <https://www.everify.gov/employers/enrolling-in-e-verify>.

The employer enrollment and verification process is quick and easy. Once the verifications for each employee is received that have applied, please send the "Employment Authorized" forms to Maria.Curet@KeysSchools.com or to the HR Department fax at 305-293-1429.

3. Each individual employee vendor applicant needs to visit <https://apps.raptortech.com/Apply/Mzc0ODplbi1VUw==> to register as a user and then submit their application online (this is a secure web site). Applications must be completed online and in full. Please check your "To Do" list to ensure that all sections have been completed.

4. The vendor applicant must bring the required documents (DL and SS card) when they present themselves for processing. They will be asked to present their picture ID for verification when they arrive and a copy of their Social Security card is mandatory component of the process.

5. In an effort to provide courteous and timely service to all of our clients, fingerprinting in Key West or Tavernier is done by appointment – we are open Monday-Friday from 8:00 a.m. -5:00 p.m. Please request that an administrator (or administrative designee) contact our office in advance to make these arrangements and to allow us to serve you better. We approximate the processing wait time for each person to be 10-15 minutes.

6. The cost of processing is \$73.83 for each applicant and must be paid at the time of fingerprinting. This may be paid in the form of credit or debit card. You will be presented with a receipt for your records. The district does not provide billing services.

7. The renewal cycle is 5 years. If an applicant is arrested during this time they will be reviewed again and may lose access privileges to the district facilities/grounds.

8. Pictures for ID Badges will be taken when the applicant is fingerprinted. Applicants cannot be approved/cleared and ID Badges released until all documents have been received and reviewed by staff (sworn statement, DL, SS, fingerprint report). ID Badges can be picked up, mailed, given to a specific school/department. The fingerprint results are usually returned between 24 – 48 hours, HOWEVER, it can take longer, and we have no control of this timeframe.

ID Badges must be worn when on district premises and all applicants still need to check in through the front office at each school when on campus.

Replacement cost for an ID Badge and/or lanyards is \$5.00.

It is the vendor's responsibility to return badges to the Monroe County School Board when an applicant terminates employment with their agency or upon request of the Monroe County School Board.

B. The next item that needs to be done is to register with the **FHSAA** as an official via their **FHSAA ArbiterSports (Arbiter)** Account. The **Arbiter** portal is used by both the **FHSAA** and by **SFLOA** for administrative activities.

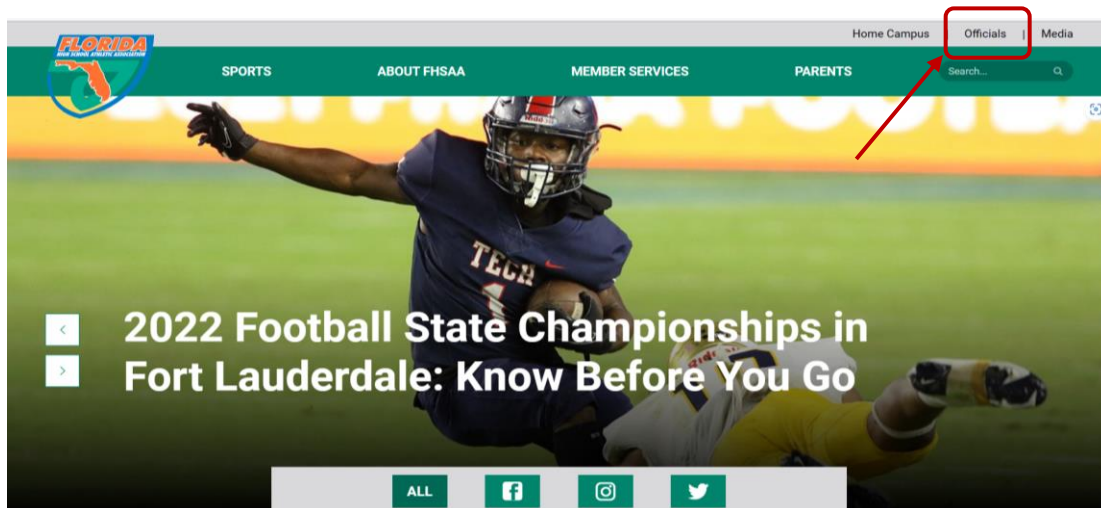
For the **FHSAA** these activities include:

- a. Annual state registration as an official
- b. Online training
- c. Testing

For **SFLOA** these activities include:

- a. To obtain your game schedule
- b. Learn who your partner(s) are each game (should you need to contact them)
- c. Block out dates your unavailable

If you do not already have an **Arbiter** account and to register with the **FHSAA** you will need to go through the **FHSAA** website to do so. On the **FHSAA** website select **Officials**.



On the **Officials** page scroll down to [FHSAA Central Hub in Arbiter](#) and select.

The screenshot shows the FHSAA website header with navigation links: SPORTS, ABOUT FHSAA, MEMBER SERVICES, PARENTS, and a search bar. Below the header, there are two main links: [Click Here for Steps To Become an FHSAA Official](#) and [Click Here for FHSAA Central Hub in Arbiter](#). The page content includes a section for **2022-23 Officials Registration** with the following text: "Officials Registration set to open July 5th, 2022. The FHSAA is set to begin accepting registrations for the 2022-2023 season starting July 5th. Registration will take place through the [FHSAA Central Hub in Arbiter](#). Any questions about registration can be emailed to officials@fhsaa.org." A red box highlights the email address, and a red arrow points to it. Below this is a section for **2022-23 Registration Deadlines** with a table:

Season	Sport	Initial Deadline (Late fee goes into effect after this date)	Last day to register
FALL	FB, SW & VB	8/8	9/12
WINTER	BB, SC & WR	10/24	11/21
SPRING	BA & SB	1/13	2/13

This will take you to the **Officials Central Hub** page. On the header you have **TEST** which takes you to the exam area, **REGISTRATION** which takes you to registering for the season, **STEPS** which shows you the steps you need to take to be an **FHSAA Official**.

The screenshot shows the "Officials Central Hub" page. At the top, there is a navigation bar with links: HOME, TEST, REGISTRATION, STEPS, SPORTS, DIRECTORY, FAQ, CONTACT, and ELIGIBILITY. A red box highlights the TEST, REGISTRATION, and STEPS links, with a red arrow pointing to them. Below the navigation bar is a large banner with the Florida FHSAA logo and the text "Officials Central Hub". Below the banner is a search bar. The main content area is divided into three columns: "Important Documents" (listing items like "2022-2023 Officials' Guidebook", "Game Fees", "Ejections- AT6-UC Report", "AT6 MISC Report", "AT7 Exceptional Sportmanship", "2022-2023 Insurance Benefits", and "Rules Exams Instructions"), "Welcome to the FHSAA Central Hub!" (dated 8/20/2020) with a message about registration and a link to "More", and "Important Dates" (dated 5/20/2020) with a link to "Registration and Exam Deadlines". There is also a "Recruitment/Retainment Videos" section with links for "Solution", "Whistle", "Rewarding", and "Adrenaline".

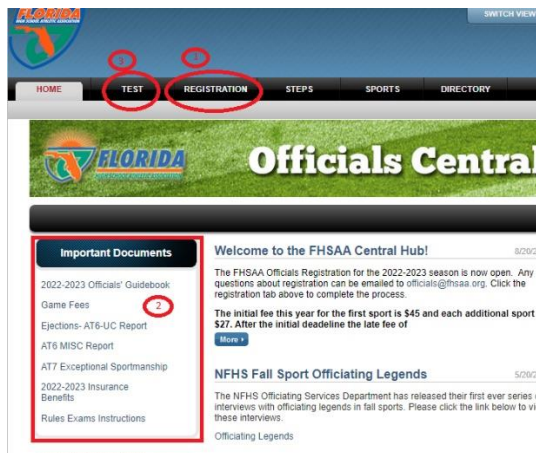
If you already have an Arbiter account sign on and then on the **Dashboard** select the down arrow next to your image (which you should add to your profile) and under **FHSAA** select **Central Hub**. Some of you may also belong to other associations or sports which will appear here.

Don Chappe (Official) FHSAA (103524)	
ArbiterSports, LLC	1099
Official	
AYL Boys LAX	108978
Official	
BCBOA	103139
Official	
CHSAA Main	103372
Official	
Central Hub	
CHSAA-BLAX	104530
Official	
Colorado Springs Boys Lacrosse Officials Assoc.	103925
Official	
FHSAA	103524
Official	
Central Hub	
SFLOA	102990
Admin	
Official	
US Lacrosse	108525
Official	

The FHSAA charges an annual fee of \$45 for the first sport you officiate in the state and \$27 for each additional. Students aged 16-18 only must pay \$10.

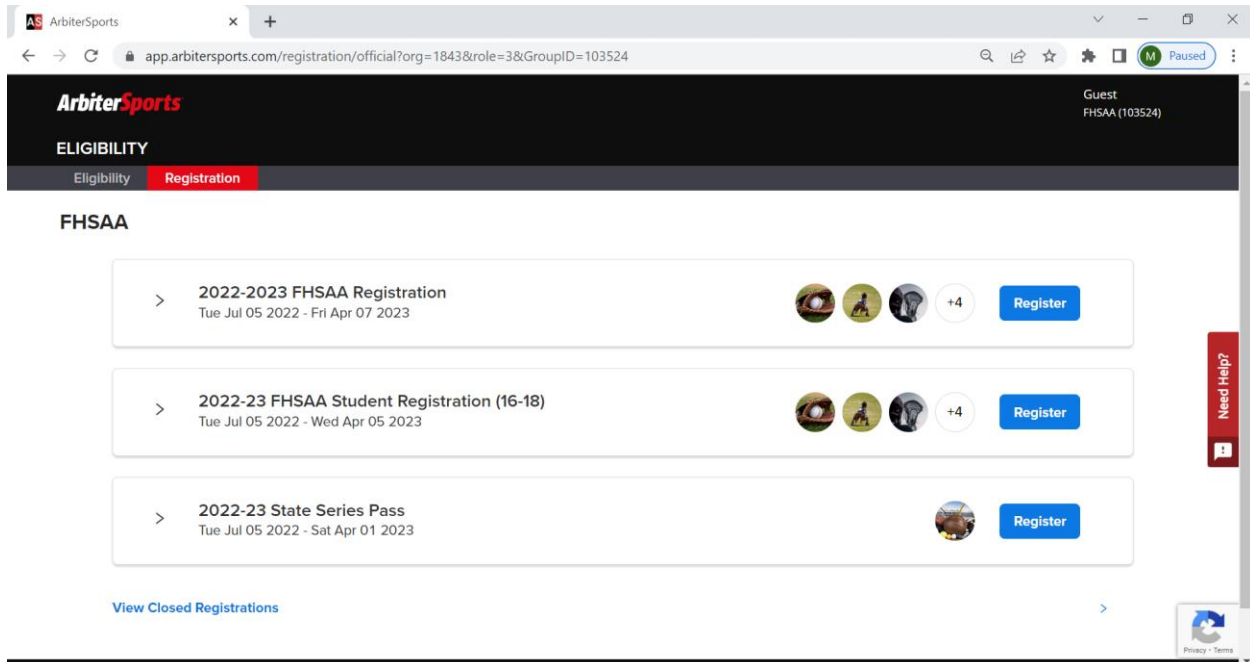
We are now going to focus on 3 areas on the **Central Hub** page

1. Registration
2. Important Documents
3. Testing



IMPORTANT: Register by January 13, 2023, or late fees apply.

When you select the REGISTRATION tab you will get the page shown below:



2022-2023 FHSAA Registration

Then choose Register and complete the necessary information. And be sure to add your photo to your personal info profile.

Then select the sport (Lacrosse)

Select your preferred rule book version (I prefer Hard Copy).

Important: When asked to select your **Primary Lacrosse Association** be certain to enter **102990 SFLOA**

Then complete the checkout page, the fees are as stated above.

After you complete registration look for a confirmation email from **ArbiterSports** that reads...

You are now registered to officiate through **Florida High School Athletic Association**. Your payment confirmation was sent in a separate email.

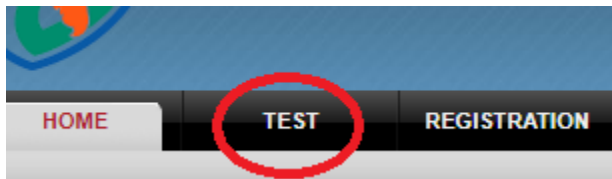
2. Next, explore on your own the various documents.



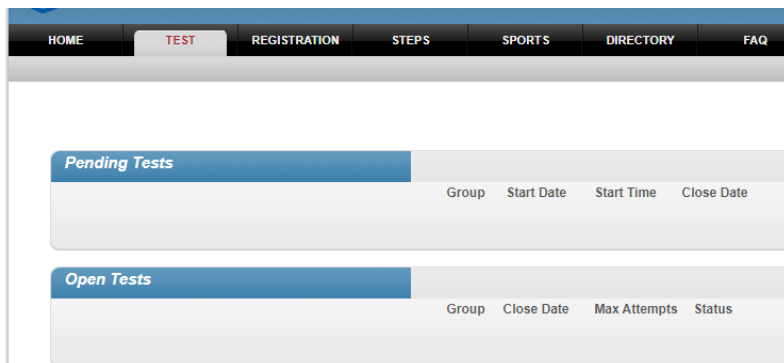
By this time, you should have completed online **USA Lacrosse** Training (see **Section D** below). Attended **SFLOA** annual exam Zoom prep review (January) and have searched the internet for older practice exam Q&A links.

3. Finally, select the **Test** option from the Central Hub page.

IMPORTANT: Must complete between January 16 and Feb 20, 2023



Select the appropriate choice when the testing opens, you'll see entries in the following:



C. Let's now switch gears to an easy task. Signing up for the **South Florida Lacrosse Officials Association (SFLOA)**. Our association has been the select organization to serve Youth and High School Boys Lacrosse for over 25 years in South Florida. Our association promotes training, hard

work and a bond with generations of Lacrosse Officials who have been around the game for over 50 years.

Please use the form below to register. Please complete all fields.

You can complete the form on your computer with Adobe Acrobat and email it to John Craven, Sr.

johnecraven@msn.com

You must include a copy of your Jessica Lunsford Act Badge with your registration.

Payment can be made by Venmo or by check. Please note that a \$10 late fee will be added after January 30, 2023.

SFLOA - Officials Registration 2023

Please fill out this form and email to johnecraven@msn.com

Name		Date of Birth:	
Email Address		FHSAA#	
Mailing Address			
City	CO.	Zip Code	
Address change:	YES	NO	
Social Security #		Home #	
Work	Cell #		
Occupation		BCAA Vendor #	

Final Approval of application and contests SHALL ONLY BE assigned when the following is completed:

- 1) Verification of current **FHSAA registration** is confirmed; 2) Applicants must provide a completed **SFLOA Officials Registration Form**; a check or money order for the payment of SFLOA membership dues; 3) Completion of the "Lunsford Act" requirements **WITH COPY OF CLEARANCE BADGE**.

Payment must be made by check, money order or venmo we do not accept cash. Dues for the 2023 season are as follows: **\$70 (returning and new members)**. For returning members, a late fee of **\$10** will be added if registration is received on or after January 30, 2023.

A member will be required to reimburse the SFLOA for ALL fees assessed by a bank for his / her returned check.

Make check or money order payable to - **SFLOA** Please use this **VENMO QR code** to

make payment. In the notes please reference **2023 SFLOA Dues**

Applications may **SFLOA** be mailed to: **1121 Creekford Drive Weston, FL 33326**

Have you ever been **ARRESTED** for a felony? You **MUST** select one:

YES (Attach details) NO

Have you ever been denied registration by the FHSAA or a high school association in any other state? You **MUST** select one:

YES (Attach details) NO

If you answered yes, please explain in detail on additional paper.

Have you been fingerprinted and passed the Level 2 background check regarding the "Jessica Lunsford Act"? You **MUST** select one:



venmo

YES

NO

By signing below, I acknowledge and agree that information provided here is accurate and true. I also acknowledge and understand that approval of my application WILL NOT constitute an employment agreement between myself and the FHSAA, the County School Board(s), Private School(s), or their Athletic Association(s), nor the SFLOA. Rather, I will act as, and be considered to be, an independent contractor while serving as an FHSAA registered official. I also agree to be bound and abide by all of the FHSAA's and SFLOA's rules and regulations governing the conduct of contest officials at FHSAA sanctioned events and elsewhere. I also acknowledge that it is my responsibility to read and understand the Requirements and Guidelines for SFLOA Officials.

Applicant Signature: _____

Date

SFLOA - Officials Registration 2023

Officials cannot officiate an athletic contest where a son/daughter attends the school; you or relative(s) work at the school or the official is a graduate (or attended the school) within last 7 years. Please list School(s) you cannot, or do not wish to work.

SFLOA Guidelines – All Officials

GENERAL REQUIREMENTS FOR ALL SFLOA OFFICIALS

1. Current FHSAA registration and SFLOA registration
2. Attendance at General Meeting, and any required meeting, date(s) to be determined by the Board of Directors.
3. Good moral character, on and off the field.
4. Must verify whether or not he/she has been arrested or convicted of a felony or any crime that involved dishonesty, possession, use or distribution of an illegal substance, or immoral conduct regardless of the punishment therefore; or has ever been denied registration by the FHSAA or a high school association in any sport in any other state.
5. Compliance with the FHSAA "Rules of Conduct" in the Officials Guidebook(posted online).
6. Successful completion of Level 2 background check (Lunsford Act) in Counties serviced by the SFLOA.
7. Total adherence to these guidelines absent valid excuse to be determined by the Board of Directors.

SPECIFIC REQUIREMENTS FOR SFLOA OFFICIALS

Registered officials must currently have two full years' experience with the SFLOA or other association to officiate at the Varsity level. The two year minimum may be reduced or waived for any specific individual by a majority vote of the Board. The Booking Commissioner(s) will make assignments consistent with the members' classification. They will have the authority to assign members from a lower classification as needed in circumstances when appropriate level officials are not available.

1. Must have FHSAA test score of 75% or better on the previous year's exam (80% for State Playoffs with Board Approval). Current year exam scores will be used when the exam results become available.
2. Eligible transfer officials must submit acceptable verification of prior officiating experience to the FHSAA and SFLOA. Transferring officials must register with the FHSAA, and meet all existing SFLOA criteria for assignment consideration. The transferring official, once accredited by FHSAA, will be afforded a pre-season or sub-varsity assignment for evaluation purposes, and recommendations will be made to the Board regarding his/her varsity capability.
3. Attendance at general meeting: Member must be at the general meeting to be eligible to receive game assignments or have a valid excuse approved of by the Board.

SFLOA - Officials Registration 2023

Game fees are set by the FHSAA (subject to change). Travel fees are set by SFLOA and apply to all middle & high school games officiated by the SFLOA.

1. The pay scale for **Middle School** officials is as follows:

\$60.00 per Official

3. The pay scale for **Junior Varsity** officials is as follows:

\$71.00 per Official

3. The pay scale for **Varsity** officials is as follows:

Two-man game - \$83.00

Three-man game - \$83.00

POLICY REGARDING CONTEST ASSIGNMENTS

If an official fails to appear for an assigned contest and has NOT notified either Booking Commissioner (s) **IN ADVANCE**, the penalty for the first offense shall be non-assignment for a two-week period. In addition, the reason for the non-appearance must be acceptable to the Booking Commissioner (s) and the SFLOA Board of Directors. A recommendation for Board appearance and possible suspension will be made for the member or members involved, should no one report the absence.

If notification cannot be made prior to the contest a VALID REASON for the non-appearance must be given to the Booking Commissioner (s) no later than 12 NOON the following day after the absence; otherwise, the official will be replaced for all other assigned contests until the official appears before the Board of Directors. The final disposition of the situation will rest with the Booking Commissioner(s) and the SFLOA Board of Directors.

AN OFFICIAL WHO FAILS TO APPEAR AT AN ASSIGNED CONTEST A SECOND TIME WILL BE SUSPENDED FOR A SPECIFIED PERIOD OF TIME TO BE

DETERMINED BY THE BOARD REGARDLESS OF THE REASON FOR THE ABSENCES.

Assignments are non-transferable. All replacements must be approved by the Booking Commissioner(s) in advance.

In addition, membership in the SFLOA does not guarantee assignments, which are made at the discretion of the Booking Commissioner(s). All officials are independent contractors and are NOT Public and/ or Private School Board or FHSAA employees.

Please use this VENMO QR code to make payment In the notes please reference 2023 SFLOA Dues



venmo

Please use the attached form for to register. Please complete all fields.

You can complete the form on your computer with Adobe Acrobat and email it to John Craven, Sr. (email on the form)

You must include a copy of your Jessica Lunsford Act Badge with your registration.

Payment can be made by Venmo or by check. Please note that a \$10 late fee will be added after January 30, 2023.

D. Next, there's USA Lacrosse

Anyone who wants to work Rec League Boys Lacrosse games is required to become a member.

High School students who plan to officiate but already have a player membership are not required to pay anything additionally but must have **USA Lacrosse** update their membership status to **JUNIOR OFFICIAL**.

Let us get started

1. Connect to the [USA Lacrosse Website](#)
2. Select the Join button
3. Then Create My Account
4. Complete the questionnaire
5. Verify your Registration (check your inbox)
6. Complete the remainder of the registration and payment process.
7. When prompted for your Local Officials Association, be sure to enter **South Florida lacrosse Officials Association (SFLOA)**.

E. Next, we will explore the required online classes you must enroll in and complete and the annual testing for both Youth and Boys lacrosse.

1. Login to the [USA Lacrosse Website](#)
2. Click Menu in the top right corner
3. Then Select E-Learning
4. Search the catalog and enroll in the following online courses
 - a. **2022 Men's Game Officials Annual Professional**
 - b. **Boys Lacrosse Rules Online Course**
 - c. **Penalty Enforcement**
 - d. **2023 Boys' Lacrosse Youth Rules Exam**
 - e. **2023 Boys Lacrosse High School Rules Exam**
 - f. **Search the Official Education & Development Section of the Catalog for other courses of interest**

F. Finally, we'll explore getting paid

Some private Middle and High Schools may ask that you complete a [W-9 Form](#) once per season as they do their own payroll.

For **Broward County Public High School games**, you'll need to obtain a **BCAA Vendor Number**

The procedure for new officials is as follows:

1. W9 ([W-9 Form](#))



PWS_ACH New

2. ACH "New Request" form ([Account Payment Ac](#))
3. Voided check or direct deposit authorization form from bank
4. Copy of your security badge

All officials are required to be on ACH for payment purposes. Any returning officials are required to make sure all of their personal information with me (i.e., address, phone, email, banking etc.) are up to date. If their banking information has changed from last year, they are required to fill out an "Updated" ACH form (attached) and turn into me with a voided check or direct deposit authorization form from their bank. If they are updating their banking, they must know their prior information including account and routing numbers for the change to take place. Please remember there are two separate ACH forms, one for those new to officiating and one for updating their current ACH.



**PWS_ACH New
Account Payment Ac**

This completed form must be submitted via email to ACHRequests@browardschools.com

And you'll have to complete and bring this paysheet [form](#) to every game and hand it to the Athletic Director or (gate cashier). Be sure to use the vendor number on the form you were assigned.

For Palm Beach County bring a completed [W-9 Form](#) to the Annual Meeting (to give to Paul Cicio).

For Miami-Dade County several schools pay by ArbiterPay or will have a check ready for you at the game.

For Monroe County your assignor will instruct you as to what you will need to do.

For South Florida Youth Lacrosse League (SFYLL) games you be paid via ArbiterPay a/k/a [RefPay](#).

Be sure to Register for an [RefPay](#) account.

Be aware this is a free service unless you opt to expedite payments.

G. Uniforms

To officiate any boy's lacrosse games we all must wear 1" striped collared shirts. And it must carry the **FHSAA** logo. These are available locally at [Purchase Officials](#). Games not involving the FHSAA (i.e. SFYLL) should not contain the logo. So, in effect you may need 2 shirts.

You'll also need a

1. Fox 40 Classic Finger Whistle,
2. Penalty Flags,
3. Black Hat with White Piping,
4. All Black Sneakers or Turf Shoes,
5. Black Shorts with belt loops,
6. Belt Timer (Varsity officials only)
7. Sports Watch or Apple Watch w/countdown timer (no Phones)
8. Scorecard/Pencil
9. Small Tape Measure