



OPERATIONAL GUIDELINES

First Adopted: 10/08/22; Revised effective: 9/22/24, 6/30/25

ARTICLE I - League Definition and Organization

1. The Midwest Women's Lacrosse League (MWLL) is comprised of Women's Collegiate Lacrosse Associates (WCLA) member clubs that comply with all U.S. Lacrosse Constitutional and By Law requirements. If any MWLL requirements listed in this document conflict with those of the WCLA, the WCLA guidelines take precedence. Any subject not specifically covered in this document will be subject to the WCLA Operating Procedures and By-Laws.

ARTICLE II - Club Representatives and Communications

1. Each team is responsible for returning email or other league communications in a timely matter. Key contacts for the team must be listed on the teams' WCLA webpage with email address and cell phone number. A designated primary contact for each team is the main communication contact with the MWLL, and responsible for monitoring the WCLA website for all information, forms, rules, updates, etc...
2. Each team must have at minimum one (1) WCLA website administrator to keep the teams' website up to date per the WCLA requirements.
3. Changes in club officers or key contacts **MUST** be communicated to the Executive Committee and updated to the MWLL Offices via email within 30 days of said change. This communication must include cell phone and email address for the new representative.

ARTICLE III – Finances

1. All members of the MWLL shall pay a yearly fee that is non-refundable to U.S. Lacrosse. The yearly amount due will be communicated by the WCLA/USL to all members via their website.
2. All members of the Midwest Women's Lacrosse League shall pay a yearly fee to the MWLL that will be used to operate the business of the league. This amount is to be determined by the Executive Committee at their monthly meeting prior to the October "Full League Meeting". Vote for approval by the full Board of Directors will take place at the annual October League Meeting.
3. A league representative must be at the WCLA Annual Summer Meeting. Costs for travel and rooming for that meeting is typically subsidized by the WCLA, with any acceptable and necessary overages not covered, paid for by the MWLL.
4. A fee of up to \$150 may be charged to playoff teams attending the MWLL playoffs. This fee may be waived by the league if funds are not needed to subsidize the event.

ARTICLE IV - Meetings

1. An annual mandatory meeting of all member clubs in the Midwest Women's Lacrosse League may be at a such date and time that is agreed upon by the Board of Directors, although it should be held in early October of each year. **This meeting can be held in person or virtually.** If held in person, the location should be rotated geographically each year to assist all teams in minimizing travel costs. Such meetings shall be held for the transaction of business and/or other issues that arise before or during the meeting. Each club **MUST** have a representative present at the annual meeting if held in person or virtually to be eligible for league membership in that year.
2. If it is deemed by the Executive Committee a meeting to discuss and debate major issues is not necessary, **information for the upcoming season can sent out in an informational letter to replace the yearly meeting.**

3. Additional virtual meetings may be called during the season if deemed necessary by the Executive Committee. A minimum one weeks' notice will be given to the primary contact of each club with every attempt to make this meeting accessible by all.

ARTICLE V - Player Eligibility

1. For all in season contests, the MWLL abides by the player eligibility rules of the WCLA/US Lacrosse; only WCLA eligible students of the member organization shall be entitled to play. Note: The WCLA has a SEPARATE WCLA Roster Form that is due to the USA Lacrosse each season. Please review the WCLA Operating Procedures and Bylaws document located on the WCLA website annually to ensure compliance.
Students eligible to participate in the WCLA are:
 - A. Enrolled full-time in the institution for which they wish to play (registrar confirmed).
 - o Seniors may be part-time during the spring season when completing the final credits necessary to graduate.
 - B. Are academically eligible (as defined by their institution) to participate.
 - C. Have not completed a combined four years of competitive college lacrosse at any level (NAIA, NCAA, Junior College, or WCLA).
 - D. Are not currently receiving a lacrosse scholarship.
2. Games played with ineligible player(s) will result in a forfeit of the game in which the ineligible player has participated, and the team will be placed on a one (1) year probation.
3. **All team players and staff must be active members of US Lacrosse.**

ARTICLE VI – Key Deadlines

1. See Appendix A for specific timelines and deadlines for the appropriate WCLA and MWLL season. The MWLL may impose deadlines up to two weeks earlier than those set by the WCLA in order for the league offices to have time to accumulate and communicate required information to the WCLA to meet their deadline timing.
2. Fines and/or probation can be imposed by the WCLA and/or the MWLL Executive Committee for missed deadlines.

ARTICLE VII – Playing Rules

1. All contests between WCLA member teams shall be played under the NCAA Official Rules for Women's Lacrosse excluding "possession/shot clock" parameters. Any provisions to the rules by the WCLA will also apply.
2. All contests between WCLA member teams shall be officiated by umpires certified by USA Lacrosse or CWLOA and assigned by the assignor for the home team, league, or WCLA.
3. All games between D1 teams MUST be played with 15-minute "stop clock" quarters, with 2 minutes stoppage between the 1st and 2nd and 3rd and 4th quarters and a 5- or 10-minute halftime as agreed upon by teams before the start of the contest.
4. Games between D2 teams will be played with 15-minute "running clock" quarters.
5. Games between D1 and D2 teams may play with a running clock, if agreed to by both teams.
6. All league championship games (both D1 and D2 if applicable) must have a stopped clock for all games.

ARTICLE VIII - Uniforms/Equipment

1. Each team is responsible to have appropriate uniforms and equipment in accordance with the Official NCAA Rules for Women's Lacrosse. Designated home team for a game shall wear white/light-colored jerseys with visiting team wearing dark colored jerseys.

ARTICLE IX – Coaches

1. Each team should make every effort to have an adult non-playing coach for each game.

ARTICLE X – WCLA Website Requirements

1. The following WCLA website requirements must be accomplished by February 1st:
 - a. Register the site.

- b. Provide a game schedule online with game locations and start times.
 - c. Update team contacts.
 - d. Update team roster. Must contain jersey number, school year, position.
2. All game scores must be uploaded by Sunday of the weekend of the game at midnight (local time)
 3. Statistics uploaded to WCLA Website within 72 hours of game completion – ground balls, draw controls, goals, saves, assists, yellow & red cards, & forced turnovers must be entered throughout the course of the season for each player on the WCLA National Website for player to receive any post season awards.

ARTICLE XI – Game Scheduling

1. MWLL GAME SCHEDULING:

The MWLL Executive Committee Officers are responsible for dictating the following guidelines for competition between member teams.

- A. The season calendar for dates during which game will be recognized as OFFICIAL will be communicated by the league office at the Fall Mandatory League Meeting.
- ~~B. Regional alignment of competition for regular season play. Any changes to currently established regions must be proposed during the annual meeting and voted on by the Board of Directors. A 2/3rds majority must be achieved to make regional changes.~~
- C. It is recommended that regional games are played in one or two “playday” settings, with the host team as agreed to by all teams in the region. The host team for these playdays SHOULD rotate each year to provide all clubs the opportunity to host if they choose to.
- D. A MANDATORY league scheduling meeting will be held via Zoom. This may be part of the Annual Fall League Meeting. All required league games should be scheduled, and agreed to by all teams in that division at that meeting.

2. IN-LEAGUE GAMES:

- A. Individual teams are responsible for coordination with opponent team contacts to clarify specific date, time and other details concerning the playing of the contests.
- B. Teams in the same division must play each other one (1) time during the season. These games will count towards league standings and placement in the post-season tournament. If a second game is played between those teams, it will NOT count towards league standings but WILL count towards the 8-game minimum and overall team win/loss records.
- C. Schedule of hosted games for assigning officials (dates/times and field locations needed, teams actually playing may be added later) must be completed and emailed to the League Commissioner via the league email address by December 1st of each year. Full, finalized league schedules, with team matchups filled in, become FINAL and BINDING February 15th. No games may be added after this date.
- D. The league will provide a template to all teams for reporting teams’ league schedule games so that officials can be assigned appropriately.
 1. One template supplied by the league for ALL games should be completed and submitted by the HOME TEAM for single games and/or the HOST TEAM for playdays.

3. NON-LEAGUE GAMES:

- A. Scheduling of non-league games must be completed by clubs and posted on the WCLA website by February 15th. Each team whether home or away must take shared responsibility to ensure schedules are completed and posted on time.
 1. Any games added after February 15 (other than those that are rescheduled due to weather) do not count towards your WCLA minimum 8 games for National Tournament qualification.

ARTICLE XII - Home Team Responsibilities

1. Provide and continue to provide visiting teams with adequate playing facilities and endeavor to provide appropriate dressing and restroom facilities.
2. The host is responsible to maintain game balls, including and end line balls throughout the game to avoid delays.
3. The host must pay for officials, unless otherwise agreed upon competing teams.
4. Playing fields must meet US Lacrosse specifications. Prior notice must be provided and accepted by visiting team if field is not to specifications.
5. The host team will provide clock and score management at the center table.

PLAY DAY HOSTING PROCEDURES:

1. Playdays should NOT be run for profit of the home club. The home club should assume at minimum an equal share of the costs for the event, including but not limited to: Field rental, trainer fees, officials' fees. Please keep in mind visiting teams have travel costs that the home team does not have to assume so playday fees should take this into consideration for the greater good of all clubs.
2. All effort should be made to send invoices for play day fees to all visiting team 4 weeks in advance of the event.
3. It is the expectation of all visiting teams that playday fees are paid in full before their first game of the playday.
4. If invoices are properly sent in advance and fees are not paid before the first game by the visiting team, the visiting team will be put on probation by the league until the debt is resolved.
5. Any advance arrangements for invoicing and/or payment agreed to by the host and visiting teams will supersede the above expectations.

ARTICLE XIII – Inclement Weather/Game Cancellations

1. Due to the MWLL region and weather instability, teams will not be fined for cancelling games due to weather or unplayable field conditions but may be penalized for not communicating to the league president and the opposing team appropriately.
2. In the event any home team fails to give proper information to the appointing authority and/or fails to appropriately notify the assigned officials of the time, location, or cancellation of a game with sufficient time to avoid travel by the umpires, the umpires shall be paid for the contest by the home team. These fees to officials will follow the WCLA guidelines.
 - A. In the event the problem is due to the visiting team's failure to appear and/or appropriately notify the home team, the visiting team shall be responsible for such costs in addition to any other action deemed appropriate by the MWLL Executive Committee.
3. Game or site officials own the authority for stoppage and restarting of play during storms/lightning. The NCAA rules regarding Lightning Policy (Appendix C of the NCAA Rule Book) apply and will be followed. The decision of game officials is final.
4. Per the NCAA rule book, the game will be considered legal and complete if 75% of playing time has elapsed (NCAA Rule 4, section 6). Games tied or with less than 75% game time completed will be restarted from the point of interruption.
5. **For tournament play, all games must be played to completion.**

ARTICLE XIV - Forfeits

1. It is the expectation of the league that members will complete their scheduled contests according to league rules. When possible, teams should consult the Commissioner and notify the opposing team(s) in advance of any possible forfeit. The below guidelines apply to contests ruled as a forfeit in advance of or after a contest was scheduled/played. Forfeits will be subject to fines and/or probation as outlined in ARTICLE XIX.

All rulings are eligible for appeal by the offending team.

It is the responsibility of the forfeiting team to pay for the officials hired for the game, including travel costs. Failure/Refusal to do so will result in the offending team being placed on immediate probation and call for an immediate review of the offending team by the Executive Committee. Penalties for not paying for officials, including travel costs, are not limited to expulsion from the league.

2. Forfeit Scenarios
 - A. Failing to appear at a game within 10 minutes of start time without notification of delay will result in a forfeit. It is the responsibility of the host team to provide a reasonable method of notification for the visiting teams.
 - B. Any team refusing to play any league match for reasons other than weather, field availability, or umpiring availability will be put on league probation for up to one calendar year.
 - C. The failure to arrange for rated officials or failure to ensure that officials are assigned to a league game by the host team is a forfeit.
 - D. If it is discovered that the playing field for a league game is lined improperly, significant errors that affect the play of the game, or not at all, and the situation cannot be remedied within 10 minutes of the scheduled start of the game, the game will be forfeited.
 - E. If it is discovered that the playing field for a league game does not meet minimum field dimensions and is deemed unsafe due to the condition of the playing surface, and the situation cannot be remedied within 10 minutes of the scheduled start of the game, the game will be forfeited.
 - F. Use of an ineligible player will result in the team's automatic forfeiture of the game(s), possible probation from post-season league play, and the individual may be banned from post-season awards (see Article V).
 - G. Failure to pay MWLL dues by the set date will result in an Administrative Forfeit (see MWLL definition below) of all games played prior to receipt of payment.
 - H. For good cause, the Commissioner or Executive Committee reserves the right to rule a game a forfeit for reasons not limited to what is listed above. Appeals with regard to forfeits should be submitted in writing to the Commissioner.
3. Definition of League Forfeits

- A. Standard Forfeit: The game in question is not played on the day or at the time or in a situation agreed upon by the league and both teams involved.
 - B. Administrative Forfeit: The game in question is played and would have counted as a league contest except for an administrative problem encountered before, during, or after the fact.
 - 1. Such a forfeiture might include, but is not limited to, failure to pay dues by a pre-determined date, continued use of an ineligible player, failure to withhold a player(s) suspended from a previous contest, failure to reschedule canceled games within 72 hours, change/add/drop league games after the league schedule has gone final without Commissioner approval.
4. Forfeit Scoring: If the winning team was in compliance with league standards at the time of the contest, the score shall remain the same. If the winning team was not in compliance with league standards at the time of the contest, a forfeit loss (1-0) will be recorded. If no game is played and a forfeit is granted by the league the score will be recorded as 1-0 in favor of the team who was in compliance. Depending on the circumstance, the Executive Committee can rule a game as a no contest.

ARTICLE XV - League Standings and Playoffs

- 1. PLAYOFF SELECTION: The MWLL shall determine a league playoff field based on play between the teams in that Division. The four teams in each division with the best league divisional record (assuming required number of games are played) will be rewarded with an invitation to the league championship playoffs. If one or more teams have identical records, the team to win the tie breaker and be given the regional championship and AQ, will be determined as follows:
 - A. Head-to-Head winner
 - B. Win/loss record versus "common" MWLL opponents
 - C. Overall record versus "all" MWLL opponents
 - 1. If equal # of league games played, best MWLL won/loss record.
 - 2. If unequal # of league games played, best winning percentage for MWLL games.
 - D. WCLA RPI ranking, higher ranked team
- 2. Teams should then be seeded based on the WCLA RPI Ratings for tournament play. Tournament matchups will use a typical seeding method to determine games. The following metrics NOT IN ANY SPECIFIC ORDER will be considered to determine the at large team(s).
 - A. WCLA RPI Rating, overall win percentage, win percentage against MWLL clubs, WCLA poll ranking

ARTICLE XVI - Proposals to Host League Playoffs

- 1. Teams will submit bids to host Championships to the Commissioner. It is suggested that sites should rotate geographically. Proposals to host should include a detailed budget of ALL anticipated expenses, including officials' pay. Bids to host should be received by the Commissioner well in advance to allow sufficient time for both the Commissioner and Treasurer to provide feedback to the bidding team(s). (Review Reimbursement Policy below)
- 2. Create Proposal **Proposals by club to host should include a detailed budget of ALL anticipated expenses including but not exclusive to: Field Rental costs (if any), officials' pay, trainers pay, etc. (Review Reimbursement Policy below).**
- 3. League Championship Site: The host team should work with the MWLL Commissioner to formalize game days and times. It is suggested that sites should rotate each year between geographic regions, and this will factor into the decision by the Executive Committee on the host school.
- 4. Championship Site Requirements:
 - Turf field preferred, field lighting preferred.
 - Restrooms on site.
 - Available shelter in the event of inclement weather.
- 5. Tournament Planning: A Coach, team representative, or school representative of hosting team will act as MWLL Tournament Coordinator. The MWLL President or Commissioner will work with the Tournament Coordinator to ensure that all tournament expectations and responsibilities are met and or exceeded.
- 6. Responsibilities of League Championship-Tournament Coordinator: Take the lead in coordinating the event's activities. Seek assistance from the league as reasonable and necessary. Participate as an active and regular member of the Tournament Planning Committee. Voice options on behalf of the league about game times, field locations, supplies, vendors, T-shirts, programs, etc. Pay for and then

submit for reimbursement all expenses relating to hosting the event. Communicate with the Commissioner about planning decisions, game scheduling, and staffing. Coordinate materials for the tournament.

7. Tournament Expectations-Game Conditions:

No music during play of any of the Championship Game(s)

Athletic Trainer on site throughout the tournament.

Manned scoring table and score indicator (2 persons with timer training minimum).

Score and PA system and electronic score board (if available).

Supplies - Stat book, pencils, clock (counts down), air horn, extra balls, two chairs, field table, ice, water, nets and goals,

Three local rated (minimum) umpires per game. Officials will be assigned for all games by Officials Assignor (MJ Evagash) in conjunction with MWLL Commissioner.

8. Tournament Expectations-Schedule

Schedule plan for inclement weather to complete all games. The tournament will consist of four games, 2 semi-finals, a consolation game, and the Championship game, all played in one day. Preferred times are: 10am (semi final game #1), noon (semi final game #2), 2pm (Consolation game) and 4pm (Championship Game), with awards ceremony to follow Championship Game. **Games must be scheduled for Saturday, with Sunday as a makeup date if host school is using an outdoor venue. If host school is using an indoor facility, games can be scheduled for either Saturday or Sunday as weather will not be a factor.** At least the Championship and Semi-Final games are to be played in a stadium or "main game field".

9. Expense Reimbursement Policy for Tournament Host: Upon completion of Championship Weekend, reimbursement requests should be submitted to the MWLL Treasurer and checked by the Commissioner prior to a check being issued to the host.

1. If actual costs are within the host's approved budget, the host receives 100% reimbursement on incurred expenses.
2. If Actual costs are OVER the host's approved budget, the host team is responsible for any overages, but may request a review by the league for consideration of reimbursement over the approved allocated budget amount. A review does not imply reimbursement is approved but will be considered.
3. Reimbursements will only be made out to the host team directly unless an itemized receipt showing specific proof that the expense was incurred by a specific individual.

ARTICLE XVII - Automatic Qualification for WCLA National Championship Tournament

4. The team that wins the MWLL league championship tournament will be given the AQ for the WCLA National Tournament. If said league champion club declines, the runner-up will be given that AQ. All qualifying teams will be asked to submit their response as to whether they would accept a given bid to the WCLA National Tournament prior to the beginning of MWLL Playoffs.

ARTICLE XVIII- Post Season Awards

1. The MWLL Recognition Committee will select an All-League team with 12 players. Each team can nominate up to 4 players and can provide additional background on their nomination. Statistics on the teams' WCLA Website must be up to date and will be used for statistical evaluation. Those not chosen for All League may get consideration for Honorable Mention

ARTICLE XIX – Fines

1. Fines will begin at \$50.00, with increases possible based on the seriousness of the infraction and financial harm caused to others.
2. The following actions/non-actions are subject to fines, with amounts to be determined by the Executive Committee.
 - a. Failure to meet MWLL/WCLA deadlines.
 - b. Forfeits causing hardship to another club.
 - c. Failure to comply with MWLL/WCLA requirements.
 - d. Failure to make MWLL/WCLA yearly dues by the league mandated deadline.
3. Teams with multiple fines in one season can be placed on probation (see ARTICLE XX).

ARTICLE XX – Probation

1. For good cause, any team that is in violation of league policy, failure to meet WCLA requirements and/or deadlines or governance can be placed on probation by the Executive Committee for a period of up to one-year from the date of the original infraction. Teams on probation are not eligible for any postseason play. Teams placed on probation are required to adhere to the following terms while on probation.
2. Probationary Requirements:
 - A. Fulfill all scheduling and game requirements without issue.
 - B. Pay any outstanding dues amounts, fines, late fees, assignors' fees and officiating expenses according to league requirements.
 - C. Report scores, stats, cards and all-league nominations for all of their games played according to league requirements and deadlines.
 - D. Abide by all student-athlete eligibility rules of the MWLL.
 - E. Abide by all game requirement rules of the MWLL.
 - F. For WCLA teams, fulfill WCLA requirements to remain an eligible WCLA program. Please review the WCLA Operating Procedures and Bylaws for specifics
 - G. Fulfill any additional requirements placed upon the program by the Executive Committee and/or Commissioner.
 - H. Respond to league requests in a timely manner.
 - I. Adhere to NCAA/USA Lacrosse's Philosophical Statement regarding code of conduct/sportsmanship/spirit of the game.
3. Abiding by policies not necessarily limited to what is listed above, other requirements may be added based on the infraction. Failure to abide by the above guidelines can lead to additional penalties and/or expulsion from the league. A team's probationary status is appealable.
4. Probation Appeal Process: Any team placed on probation has the right to appeal a ruling. Appeals must be in writing and must be sent to the Commissioner by the coach or elected player representative. The Commissioner will forward the appeal to the full Board of Directors for review. A 2/3 majority vote of the full board is required to overturn the original ruling. In the event of the Board overturning the ruling, for good cause, the Executive Committee reserves the right to reduce or eliminate the probationary status or punishment levied on the team. The ruling of the Executive Committee is final and cannot be appealed.
5. **A club on probation by the league will not be eligible for league playoffs and subsequently, the WCLA AQ to the National Championship Tournament.**

ARTICLE XXI – Grievance/Appeal Procedure

1. In the event any coach or team representative has any bona fide dispute with another member, associate member or the league proper due to an action or inaction of that organization involving the league, sportsmanship, or other problem, she/he may request that the dispute be resolved by the League. Such dispute shall be referred to the Executive Committee for investigation and resolution.
2. In the event a member or members of the Executive Committee is associated with one of the affected or involved organizations, such Executive Committee member shall recuse themselves and the remaining Executive Committee member or members may appoint a replacement or replacements for the purpose of this arbitration.