



## Collegiate Women's Lacrosse Officiating Association

www.coalacrosse.org

[collegiateofficiating@gmail.com](mailto:collegiateofficiating@gmail.com)

### Sample Assignor Email

*Clinicians: Share this document with the participants in your clinics.*

When contacting an assignor to let them know you are interested in working games for the conference(s) they assign, officials should share some of their officiating background and provide one or two references (other officials). Assignors may, then, be able to assess whether or not the games they assign are appropriate for your skill level and, if so, which games. Think of this as providing a mini resume - after all, you are asking for a job! Make sure to include the city and state where you live and work, as sometimes an assignor has challenges covering games in certain areas.

Assignors want to hear about your concrete experience and what preparations you have made (clinics and feedback opportunities, branching out geographically, etc.) to prepare yourself for regular season NCAA games. If you are reaching out for Division I assignments, it is strongly recommended that you attach your schedule from the previous season. Keep in mind that contacting an assignor is not a guarantee that you will actually get games. But be persistent! Sometimes holes open up and it's good to be on an assignor's radar.

**Officials:** Be sure to reach out to an assignor for the appropriate level of play for your new rating. For instance, if you recently earned a Collegiate rating, reach out to assignors who assign for Division II and Division III conferences, and not Division I conferences. If you need assistance in determining which level is appropriate for you, ask those who are serving as your references.

Officials can find a list of assignors and their email address on the CWLOA website under the Officials Resources tab.

### Sample

Dear <**Assignor's Name**>,

My name is <**Name**> and I hold a <**Level**> rating. I am currently a member of USL and CWLOA and have completed the NCAA rules test as well as participated in an NCAA rules webinar this past season and anticipate completing all requirements for NCAA lacrosse this coming season. I have been officiating for <**Number**> years, primarily in the <**Geographical Region**>. I live and work in <**City, State**>.

My clinician <**Name**> suggested I contact you. I earned my <**Level**> rating this past fall at <**School**>. I also currently work games for <**Assignor's Name**>. I have cc'ed both of them on this email; they offered to serve as references for me.

**[Include statements such as the ones below as they apply to you.]**

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- a) I primarily work WCLA games but have studied the NCAA rules and I have passed the rules test.
- b) I have been working NCAA Division III/NAIA games for <**Number**> spring seasons and am comfortable with the rules and what will be asked of me at this level of play.
- c) I worked <**Specific Tournaments**> in <**Location**>.
- d) I worked several fall playdays at the Division <**I, II, or III**> level with higher levels officials.

I am eager to gain experience in other areas, with new teams and with different partners. Thank you for your time. I look forward to hearing from you.

Sincerely,

<**Name**>