

# Memo

**To:** Chris Knight, Bob Novak, Allan Williams Jr  
**From:** Christopher M. Esparza  
**cc:** Miguel Duron, Donald Bull, Douglas Dickson, David Emerick, Jeff Morrison  
**Date:** January 26, 2026  
**Re:** CTLOA POLICY & PROCEDURE - At-Large Representative (ALR)

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## 1. Purpose

The At-Large Representative (ALR) position exists to enhance communication, advocacy, and member support within the Central Texas Lacrosse Officials Association (CTLOA). The role is administrative and advisory in nature and is intended to serve as a structured conduit between the general membership and CTLOA leadership.

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## 2. Authority & Status

- The ALR is a **non-voting** position.
  - The ALR holds **no assigning, disciplinary, or evaluative authority**.
  - The ALR serves at the pleasure of the CTLOA President and Board.
  - The ALR does not supersede the authority of the President, Assignor, or Training Staff.
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## 3. Appointment & Term

- ALRs are appointed by the CTLOA President with Board concurrence.

- The standard term is **one (1) lacrosse season**, renewable annually.
  - The President may appoint multiple ALRs and assign coverage (e.g., alphabet split, geographic split, or other structure as needed).
  - The position may operate as a pilot or permanent role as designated by the Board.
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## **4. Scope of Responsibilities**

### **4.1 Member Liaison**

The ALR shall:

- Serve as a **primary point of contact** for assigned members.
- Receive questions, concerns, feedback, and suggestions from officials.
- Acknowledge inquiries in a timely and professional manner.
- Escalate issues to the appropriate Board member, Assignor, or committee when necessary.

### **4.2 Advocacy**

The ALR shall:

- Advocate for officials by clearly presenting concerns, trends, or systemic issues to CTLOA leadership.
- Distinguish between **individual grievances** and **chapter-wide concerns**.
- Ensure feedback is conveyed accurately, neutrally, and without editorial bias.

### **4.3 Communication Support**

The ALR may:

- Distribute Board-approved informational updates.
  - Clarify existing policies, procedures, and expectations.
  - Assist in improving transparency by explaining processes already adopted by CTLOA (e.g., evaluations, rankings, assignments).
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## 5. Limitations & Prohibitions

The ALR shall not:

- Influence, alter, or promise game assignments.
  - Conduct or modify official evaluations.
  - Represent personal opinions as Board policy.
  - Engage in disputes between officials, coaches, or assignors beyond fact-gathering and referral.
  - Bypass established disciplinary or grievance procedures.
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## 6. Escalation Procedure

1. **Receive** concern or inquiry from member.
  2. **Document** the issue factually.
  3. **Determine** appropriate channel:
    - Assignments → Assignor
    - Training/Evaluation → Training Staff or Evaluator
    - Governance/Policy → President or Board
  4. **Forward** issue with summary and supporting facts.
  5. **Follow up** with member once guidance or resolution is provided.
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## 7. Confidentiality

- The ALR shall treat member communications as confidential.
  - Information may be shared only with relevant CTLOA leadership on a need-to-know basis.
  - Anonymous feedback may be summarized for leadership when appropriate.
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## **8. Reporting & Accountability**

- The ALR may provide periodic summaries to the President or Board identifying:
    - Common concerns
    - Communication gaps
    - Recommended process improvements
  - The ALR is subject to removal for conduct inconsistent with CTLOA standards, misuse of role, or failure to adhere to this policy.
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## **9. Review & Modification**

- This policy may be amended by the CTLOA Board.
- Pilot implementation feedback may be used to refine scope, term length, or structure.

**Christopher M. Esparza**