

Channel Coast Football Officials Association

Policies and Procedures



2009

CCFOA ASSIGNOR POLICY

The Board will -

- Solicit applications from the membership at large when a new Assignor is needed.
- Review qualifications, conduct interviews, and select the most qualified applicant.
- Establish the Assignor's salary, method of collection and method of payment.
- Provide direction to and exercise supervision over the work of the Assignor.
- Annually review the Assignor's performance, and decide to renew the use of his/her services if warranted.

The Assignor will -

- Establish a professional working relationship with the Athletic Directors and Coaches of high schools served by the CCFOA.
- Establish a professional working relationship with the CIF Liaison responsible for coordination between high schools and the CCFOA
- Gather game schedules from the high schools in advance of the season.
- Assign the best-qualified officials available to all games in accordance with CCFOA Regular and Post Season Assignment Policies.
- Forward ejection reports filed by CCFOA official to the CIF Liaison in a timely manner.
- Provide timely access to assignment schedules to school Athletic Directors, CIF Liaison, and CFOA Officials.
- Closely monitor schedules to ensure that schedule or official changes are properly accounted for and reported to all interested persons.
- Coordinate with the Secretary/Treasurer late cancellation or missed game fee due from any CCFOA member.
- Attend all Board meetings and report on actions, accomplishments and problems encountered.

Adopted August 2006

CCFOA CLASSIFICATION POLICY

There are five member classifications: Certified, Transfer, Approved, Probationary, and New:

- Members in their first year of officiating football are new officials.
- Members who successfully complete one year of officiating are eligible for advancement to probationary status.
- Members who successfully complete at least one year as a probationary official, are eligible for advancement to approved status.
- Members who successfully complete at least one year as an approved official are eligible for advancement to certified status.
- New members with officiating experience in another Association are transfer officials.

Classification Criteria:

- New members must receive a minimum of **six** ratings from certified officials, and successfully meet academic and attendance requirements specified in the CCFOA Training Policy.
- Probationary members must receive a minimum of **ten** ratings from certified officials, and successfully meet academic and attendance requirements specified in the CCFOA Training Policy.
- Approved members must receive a minimum of **ten** ratings from certified officials, and successfully meet academic and attendance requirements specified in the CCFOA Training Policy.
- Certified members must receive a minimum of **8** ratings from Board members, Instructors, or observers and successfully meet academic and attendance requirements specified in the CCFOA Training Policy.
- Transfer members must receive a minimum of **ten** ratings from certified officials, and successfully meet academic and attendance requirements specified in the

Classification Procedure:

- The rating chairman shall present classification recommendations to the Board at the December Board meeting. The Board shall evaluate these recommendations, attendance, and academic performance; and assign a classification for the following year.
- New, Probationary, and Approved officials may be promoted one classification per year.
- Transfer officials will be assigned the classification that the Board determines is merited by their ability.
- After the December classification meeting, the Rating Chairman shall notify members of their new status including reasons for non-promotion if applicable.
- Members have the right to appeal their classification status to the Board.

Adopted August 2008

CCFOA CONFLICT OF INTEREST POLICY

Members of the association shall avoid even the appearance of a conflict of interest.

- Members will not accept assignments to officiate at a school where they are employed, or where a family member plays football.
- Board members shall recuse themselves and not participate in discussions or votes on any matter before the Board in which they have a personal interest.
- When the Board is selecting officials for post-season assignments, Board members shall not evaluate, or rate their own performance, nor shall they

Adopted April 2006

CCFOA DRESS CODE POLICY

When dealing with the public on association business, members will be well groomed and properly attired.

Pre Game Attire:

- Members will be properly attired when traveling to and from games.
- Proper attire for varsity games consists of shoes (no sandals) pleated trousers (no jeans) and a collared shirt (no T shirts).
- Proper attire for play off games includes a coat and tie.
- Wearing the game uniform to and from JV, Soph, Frosh, and Youth games is permitted.
- Where multiple game sites are involved wearing the game uniform to the second game site is permitted.

Game Uniform:

- Members will wear the approved uniform specified in the California Football Officials Association Mechanics Book, as modified by the Instructional Chair.
- Uniforms and equipment will be properly maintained and cleaned, shoes will be properly shined.

Compliance:

- Referees may make on the spot corrections to the dress code, and will report violators to the Assigner.
- Any member should report repeated violators to the Board for disciplinary action as warranted.

Adopted June 2006

CCFOA GRIEVANCE POLICY

Members of the association may present grievances to the Board without fear of retaliation or recrimination.

- Board meetings (except meetings at which personnel issues are under discussion) are open to all members, who may present grievances on any matter either orally or in writing.
- The Board is responsible for the management of the affairs of the association. Upon written request of twenty-five percent of the general membership, any decision of the Board is subject to ratification by the general membership at any regularly scheduled meeting.
- Members may appeal expulsion, suspension, or disciplinary actions taken by the Board. A review commission consisting of the Board, two members at large selected by the Board, and two members at large selected by the membership will hear the appeal. A majority vote of the commission will decide the issue.
- Members may appeal classification decisions. To be considered, classification appeals must be presented at the first Board meeting in September.

Adopted June 2006

CCFOA INSTRUCTIONAL CHAIR POLICY

The Board will -

- Solicit applications from the membership at large when a new Instructional Chair is needed.
- Review qualifications, conduct interviews, and select the most qualified applicant.
- Establish the Instructional Chair's salary.
- Provide direction to and exercise supervision over the work of the Instructional Chair.
- Annually review the Instructional Chair's performance, and decide to renew the use of his/her services if warranted.

The Instructional Chair will -

- Based on guidance provided by the Board, establish an instructional program that complies with CIF requirements.
- Conduct instructional meetings as required by the CFOA, and enough make up meetings to allow members adequate opportunity to meet their instructional requirements.
- Monitor instructional progress throughout the season, and provide feedback to members, the Rating Chair, Assigner, and Board as needed.
- Provide the Board with a roster of playoff eligible certified officials after the last instructional meeting.
- At the December meeting, provide the Board with data concerning the instructional progress of Approved, Transfer, Probationary, and New officials along with recommendations for classification.
- Attend all Board meetings and report on actions, accomplishments and problems encountered.

Adopted June 2006

CCFOA INSURANCE POLICY

Individual Insurance:

- Members shall carry liability insurance of at least \$1,000,000 personal liability insurance, covering their actions on the field.
- Members shall provide proof of insurance to the secretary by September 1 of each year. Absent proof of insurance, game assignments shall be withheld or revoked.

Directors Insurance:

- The association shall carry directors insurance of at least \$1,00,000 to protect it from legal action against Board members in the proper performance of their duties.

Adopted June 2006

CCFOA MEETING POLICY

All meetings, (General and Board) shall be conducted in accordance with Roberts Rules of Order.

General Meetings:

- A quorum consisting of fifty percent of the general membership shall be present at all meetings at which a vote is taken.
- Members in good standing shall be eligible to vote on any matter brought before the association.
- Simple majority shall decide votes.
- Members shall pay a \$10.00 fine for each missed meeting. This fine will be refunded if the member attends a make-up meeting presented by the CCFOA or any meeting presented by any association of the SCFOA.

Board Meetings:

- Board meetings shall be held in conjunction with General meetings whenever feasible.
- Additional Board meetings may be held upon the call of the President
- The Board is responsible for the management of the affairs of the association, and shall take such actions and make such rules required to do so in accordance with the Constitution and By Laws.
- Members may attend any Board meeting. The President may ask visitors to leave the room when personnel matters are under discussion.
- A quorum consisting of fifty percent of Board membership shall be present at all meetings at which a vote is taken.
- With the exception of expulsion action, simple majority shall decide votes. Expulsion action requires a two-thirds majority.
- Board actions shall be ratified by the membership, if twenty five percent of the members so request in writing.

Adopted June 2006

CCFOA POST SEASON ASSIGNMENT POLICY

In order to be eligible for post-season assignments, members shall:

- Be a member in good standing of the association, and be classified at the certified level.
- Pass the pre-season study examination with a minimum score of 80%.
- Pass the certification examination with a minimum score of 80%.
- Attend required mandatory general meetings at which instruction is presented. If a mandatory meeting is missed, it may be made up by attendance at a scheduled make up meeting, or by attendance at a meeting conducted by another association.
- Pass tests given at mandatory meetings with a minimum score of 80%.
- Submit observations on all officials on 80% of assigned varsity games

Post Season selection:

- The Board will provide the Assignor with a list of members eligible for post-season assignments.
- The Assignor will assign only eligible officials to post season games.
- If the Assignor is an active official, the Board shall determine the level of playoff game that he is eligible to officiate. Within these guidelines the Assignor may assign himself to play off games.
- The Assignor will make a good faith effort to ensure that qualified members receive post-season assignments based on his/her ability. Assignments shall be final, and not subject to appeal.

Finals Crew:

- At the third meeting of the season, the Board will select a finals referee and alternate.
- The finals referee will select a primary crew, game alternate, and alternates for each position from among eligible members, and present the list to the board for approval at the 4th meeting of the board.
- Members will be assigned to a finals crew only once in any two year period. Alternates are not subject to the two-year limitation.
- At the fourth meeting of the season, the Board will review and approve the finals crew and alternates.
- Finals crewmembers will have worked at least six high school varsity games at the position for which selected prior to the final game. The assigner will ensure that this requirement is met.
- The assigner will attempt to assign the finals crew as a unit to early round playoff games.
- Finals crew assignments may be modified if the CIF requests specific individuals to officiate individual games.
- In the event that a selected finals crewmember is unable to participate in the game for any reason, the alternate for that position will replace him or her. In the event that the game alternate is unable to participate in the game for any reason. The Finals referee will select a replacement from the board approved alternates

Adopted June 2006
Amended August 2009

CCFOA RATING CHAIR POLICY

The Board will -

- Solicit applications from the membership at large when a new Rating Chair is needed.
- Review qualifications, conduct interviews, and select the most qualified applicant.
- Establish the Rating Chair's salary.
- Provide direction to and exercise supervision over the work of the Rating Chair.
- Annually review the Rating Chair's performance, and decide to renew the use of his/her services if warranted.

The Rating Chair will -

- Based on guidance provided by the Board, establish a ratings system to accurately collect and analyze rating data on members.
- Monitor incoming ratings throughout the season, and provide feedback to members, the Instructional Chair, Assigner, and Board as needed.
- At the December meeting, provide the Board with data concerning on the field performance of Approved, Transfer, Probationary, and New officials along with recommendations for classification.
- After the December meeting, notify members of their classification status, to include reasons for non-promotion if appropriate. Ensure that members know of their right to appeal adverse classification decisions to the Board.
- Attend all Board meetings and report on actions, accomplishments and problems encountered

Adopted June 2006

CCFOA REGULAR SEASON ASSIGNMENT POLICY

In order to be eligible for regular season assignments members shall:

- Pass the pre-season study examination with a minimum score of 80%.
- Pass the certification examination with a minimum score of 80%
- Pass tests given at mandatory meetings with a minimum score of 80%.
- Be no more than 6 hours of instruction behind the mandatory requirements established by the Instructional Chairman. The Summer Clinic is valued at 4 hours. Regular meetings are valued at 2 hours each. Failure to attend the summer clinic will result in the forfeiture of one game. Falling more than 6 hours behind in instructions will result in suspension of all games. Credit may be earned by attending CCFOA make-up meetings or meetings scheduled by other SCFOA Associations
- Failure to meet the above requirements will result in the forfeiture of one game.

The Assignor shall make regular season assignments using the following guidelines.

- When possible, only certified and qualified transfer officials will be assigned varsity games.
- All members may be assigned to JV, soph, frosh, or Youth games.
- When possible, the Assignor will take travel time and other logistical considerations into account when making assignments.
- If he is an active official, the Assignor may assign himself to any game for which he deems himself qualified.

Adopted June 2006

CCFOA TRAINING POLICY

Members will receive annual training on the rules, mechanics, and judgment of football officiating. To be qualified to officiate High School and youth football games, members will comply with the following:

Training:

- Members shall attend an approved annual rules and mechanics clinic before the beginning of the season.
- Members shall participate in at least one high school scrimmage before the beginning of the season as directed by the assignor.
- Members shall attend required instructional meetings before and during the high school football season as directed by the Instructional Chair.
- The Instructional Chair shall conduct make up meetings to accommodate members who must miss regularly scheduled meetings.

Testing:

- Members shall successfully complete the Federation pre season study guide with a grade of at least 80 %
- Members shall successfully complete the Federation classification exam with a grade of at least 80%.
- Members shall successfully complete assigned Federation rules exams with a grade of at least 80%.
- Members who fail any of the above examinations will be given an opportunity to retake them.

Evaluation:

- Certified officials are encouraged to submit ratings on all members of crews they work on.
- Certified members are encouraged to submit ratings on all members of J.V. crews for games that precede their varsity games
- At the end of the season, the board will evaluate the progress of approved, transfer, probationary, and new members; and will classify them for the next year. Classifications will be made in accordance with the CCFOA Classification Procedure.

Adopted June 2006