

# Policies & Procedures Manual

## Capital District Football Officials Association

Member of New York State Certified Football Officials, Inc.

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This *Policies & Procedures Manual* is a compilation of the policies and procedures as enacted by the Executive board of the Capital District Chapter of New York State Certified Football Officials (CDFOA). Additions to this manual will be distributed to the membership at the beginning of each year when there have been significant revisions. Immediate updates will also be available on the association's web site. Last update by Constitution Review Committee, 2011.

## **Alcohol Consumption and Substance Abuse**

Consumption of ANY alcoholic beverage or illegal substance prior to the game, on the day of a game, is expressly forbidden. Any complaint filed by a school against an official for violation of this policy will be reviewed by the Executive Committee and may result in suspension or dismissal from this organization.

## **Appearance**

One of the critical factors affecting perception of an official's ability is an individual's appearance. It is important that an official start a game in a clean uniform, including clean polished footwear. All officials should be in full uniform including the timer.

There may be extenuating circumstances, such as closely assigned contests wherein an official may display the results or working in inclement weather. If there is travel between multiple games, the official should have extra knickers/shorts and a shirt that the official should change into before starting another contest.

Personal grooming, particularly facial hair, is also important. If an official has a beard, or mustache, they should be groomed in good order. If an official is normally clean shaven, they should also appear at their assignment clean shaven. Sunglasses should not be worn by any official unless glasses are light-adjusting prescription glasses.

Officials should be in good physical condition and good health. The CDFOA recommends that each member seek an annual physical from his or her physician.

Referees shall report appearance improprieties to any member of the Executive Board for action at their discretion.

## **Arrival at Games**

Each official shall arrive at Varsity contests at least 90 minutes before the scheduled starting time of the game. For any lower level contest, officials shall arrive at least 30 minutes in advance of the scheduled game starting time. For weekday contests where an official is coming from work, the official shall arrive as soon as possible, and shall pre-inform the referee of possible delayed arrival.

Referees shall report to their assigner any official that arrives at the contest later than the scheduled starting time. Multiple instances of tardiness by any officials will be addressed through review by the Executive Committee.

## **Chain Crews**

First-year officials (Candidates) shall work at least one contest as a member of the chain crew at contests wherein the CDFOA has agreed to provide officials. Associates may also be recruited to work such contests as needed. Chain crew officials shall wear a black shirt/jacket and remaining full uniform components (less flag, beanbag and other ancillary items) to the contest and report to the head referee as a crew at least one hour before the contest. Crew assignments will be assigned in the same manner as normal assignments by the secretary-treasurer. Each crew member will be paid \$10.00 for travel expenses by the CDFOA upon reported completion of the assignment. Reimbursement may be provided as a dues credit.

New officials are encouraged to participate on the chain crew at local Varsity contests. The associated learning experience is second only to being on the field. Please contact the Referee of the contest before the date of the contest so the Referee can arrange for your participation.

## **Close-out Dates**

Each official shall submit closed-dates (dates and times wherein the official will be unavailable to accept an assignment) either through the CDFOAs online system or in written form to each of the assignors. If possible, closed date notification to assignors should be as far in advance of the date as possible. If the assigner has no record of a closed date for an official, and assigns that official a contest the official shall be

charged an assignor's game fee for that contest if they are unable to fulfill the obligation. Multiple refusals of assignments may result in further fines after review by the Executive Committee. Extenuating circumstance turn-backs may be reviewed by the Executive Committee at the applicable assignor's request. At minimum, a third turn-back of a previously accepted assignment will result in a \$15.00 organizational fine plus the applicable assignor's fees.

## Code of Ethics

The Code of Ethics as published by the *National Federation of State High School Associations* shall be recognized by the CDFOA as applicable to all members of the organization. Items apply to all levels of contests assigned by the CDFOA. Some items may have further embellishment in the *CDFOA Policies & Procedures Manual*. The details of the *National Federation Officials Code of Ethics*<sup>1</sup> follow.

**Officials** at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

**Officials** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

**Officials** shall work with each other and their state associations in a constructive and cooperative manner.

**Officials** shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

**Officials** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

**Officials** shall be punctual and professional in the fulfillment of all contractual obligations.

**Officials** shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

**Officials** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

**Officials** shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

## Committee Participation

Membership is encouraged to participate in committee meetings as a member, or attend the meetings to contribute input. All CDFOA committee meetings are open to all members. The committee chair may ask guests to leave the room during sensitive/personnel discussions. All committees shall use a majority vote process when a quorum is present. Ballots may also be recorded from emails, phone calls or other participatory means with the voting record being maintained by the committee chair and resultant tabulation being available for committee review.

*Roberts Rules of Order* shall be the methodology of meeting decorum.

To attend meetings please contact the committee chair with notice of your intent to attend. Some meetings are posted on the Internet site, or you may obtain location and time from the committee chair for unlisted meetings.

## Concession Responsibilities

Concession venues at high school and youth football events are for the convenience of fans attending the contest and the income derived therein is used to support the sports program involved. Officials are not entitled to 'free' service from any of these venues. Most facilities will offer the officials complimentary liquid refreshment, especially in hot weather, but they are not required to do so. If offered, officials should be gracious and respond as you would to any other host. If an official desires to order food or other ancillary items, they should always offer to pay for the items. Some facilities may not accept payment and an appropriate expression of gratitude should be given. In any case, consumption of food should be limited to ensure that a professional impression is maintained.

No member shall directly access (help themselves) items from a concession stand.

## Dues

Organizational dues shall be submitted and received by the Association no later than December 1st of the current officiating year. A late fee of \$10 shall be assessed for dues received after **December** 1st. Any check returned for insufficient funds shall result in a fee of \$35 being assessed the delinquent official. Any member who has not paid their dues/assignors fees by **January** 1st shall be considered under suspension and is subject to review by the Executive Committee before reinstatement.

## Failure to Appear for a Contest

A failure to show up for a game you have accepted will be reviewed by the Executive Committee and the official will be subject to penalties for such failure to honor the assignment unless having previously notified the Assignor or there was a legitimate emergency, as determined by the Executive Committee, which prevented the official from fulfilling the responsibility. A failure to appear may result in a fine or other action by the Executive Committee.

## Felony

Each member is required to list any felony conviction of record at time of application to the CDFOA. Each member shall also be responsible for reporting the incurrence of any felony charge to the Executive Committee.

## Game Confirmations

### Crew Officials Confirmation

For each scheduled game, all assigned officials shall contact the Referee to confirm their assignment. Confirmation shall occur no later than 72-hours prior to the game, the week of the game. If an official fails to confirm, the Referee shall contact the assignor. Failure to confirm may result in loss of future assignments or other action deemed appropriate by the Executive Committee.

### School Confirmation

The REFEREE shall notify the home school at least 48-hours in advance of a contest and confirm the status of the game with the ATHLETIC DIRECTOR. If the Athletic Director is unavailable, the official shall obtain the name of the person with whom they confirmed, including the confirmation date and time. A Referee who has not confirmed a contest shall be subject to review by the Executive Committee and may suffer the loss of future refereeing assignments.

## Independent Contractors

All officials working ANY game do so as independent contractors. As such, you are not an employee of the school, the youth football venue, or the CDFOA, and your service as a game official does not come under the auspices of the *Worker's Compensation Act*.

Payment of dues to the CDFOA does not guarantee the official will be assigned to any contests. Assignments are exclusively at the option of the assignor.

The Executive Board recommends that each official consider medical and/or liability coverage (may be included in your homeowners' policy). The State Association may also offer coverage as an option for individuals as members of New York State Certified Officials.

## **Officiating with Non-Members**

Officials shall not officiate any contest of any football organization that has historically contracted their officiating assignments through the CDFOA or the New York State Certified Football Officials Association. Officials shall not officiate any contest with non-certified officials.

## **Personal Conduct**

Each official is required to act in a professional manner. Officials are to avoid any derogatory comments towards players, coaches, administrators, fellow officials or spectators. Officials will avoid hostile contact with any player, coach, fan or other official.

Proper meeting decorum for association meetings shall be followed. Members are asked to respect speakers, guests and other members. A Sargent-at-Arms, as appointed by the Executive Committee, shall maintain order at association meetings. The Sargent-at-Arms may ask members to take private conversations outside of the meeting area, fine continuous offenses by members and report repeat offenders to the Executive Committee. The Sargent-at-Arms shall also ensure that meetings start on time and that time allotment commitments are met. It is recommended that speakers meet with the Sargent-at-Arms prior to the meeting to review timing and the signals that will be used to indicate time remaining.

Meeting attendance will be taken at the beginning of each organizational meeting in accordance with State organization requirements.

## **Play-off Assignment Considerations**

In order to qualify for post-season play-offs and regional play an official must:

1. Officiate a minimum of six (6) Varsity games during the current year
2. Be a member in good standing
3. Have paid all of their annual organizational financial responsibilities on time
4. Have an acceptable attendance record as prescribed in the five-point program as required by the New York State Football Officials (at least 70% attendance at scheduled organizational meetings)
5. Have passed the Federation exam with a minimum grade of 85% as prescribed in the five-point program as required by the New York State Football Officials.

The Ratings Review Committee shall submit a list of ranked officials for each field position to the varsity assignor.

The assignor shall use this list as an aid for selection of officials for playoff assignments.

## Reports

### Ejection Report

If a coach or player is ejected, officials are encouraged to contact the assignor as soon as possible after the incident occurrence. Section II requires officials to fill out a *Disqualification Report Form* as posted on their web site at <http://www.section2athletics.org/>.

### Referee Varsity Game Report

The referee shall assume the responsibility for filing a game report with the assignor. The report should include participant ejections, unusually vehement discourse with a game participant(s), or any other game factor that under the judgment of the Referee should be communicated to the assignor. The report may be made using the online reporting function on the football assignment site.

## Scrimmages

Every member of CDFOA shall work at least one preseason scrimmage. The organization will assign one scrimmage and officials are encouraged to work additional season warm-ups as available. If an Active official does not officiate their assigned scrimmage that official may be penalized one Varsity game fee payable to the CDFOA. Associate officials will be penalized at the rate of a Junior-Varsity assignment for the applicable year. If any official misses multiple scrimmage assignments in consecutive years, the Executive Committee shall assign a monetary penalty and one level-applicable game assignment.

## Smoking

No member shall use tobacco products within the proximity of high school or youth football fields. All high schools are posted as non-smoking and are tobacco free environments. Any complaint filed by any venue against an official for violation of this policy will be reviewed by the Executive Committee.

## Uniform for Contests

All officials working any organizationally assigned game regardless of game start time, will wear the required uniform components **as approved by New York State** including striped shirt (short or long sleeves, dependent upon the weather), **pants**, knickers or shorts (dependent upon the weather), a black hat with white piping for crew officials and a white hat for the referee, striped varsity socks with knickers **or white or black shorts** (Twin-City style socks only), and totally black shoes. Fitted hats are preferred. Shorts are to be avoided for Varsity contests unless the weather is unusually warm. The referee at all levels shall be the sole discriminator of whether shorts or knickers are worn. All officials shall wear the same format of either short or long sleeve shirts and knickers or shorts. Officials shall also have at minimum a black whistle (lanyard or finger-type), a yellow weighted penalty flag, a white throw down beanbag, a black elastic down counter and a game card.

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<sup>i</sup> This information is as published by the *National Federation of State High School Associations*. For further information please log on to their Internet site at [www.NFHS.ORG](http://www.NFHS.ORG).